CALL AGREEMENT

between an Authorized Minister and a Local Church of the United Church of Christ

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The call to _____, extended by _____:
AUTHORIZED MINISTER LOCAL CHURCH

Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of _____ United Church of Christ at
NAME
_____, at a regularly called
ADDRESS
meeting of this congregation held on _____, voted to enter into covenant
DATE
with you to become a minister of this church as our _____,
POSITION TITLE
beginning on _____. All parties execute the following agreement in good
DATE
faith.

We recognize that your responsibilities as our minister and our responsibilities as a congregation shall be those outlined in our local church Constitution and Bylaws, and that of the United Church of Christ's Constitution and Bylaws and its Manual on Ministry.

We consider this position to be <u>full-time.</u> The terms of this call are contingent upon your holding ministerial standing with the Wisconsin Conference of the United Church of Christ. Should ministerial standing be suspended, revoked or transferred for any reason, this agreement can be terminated immediately by the Church Council representing our congregation.

FAITH FOUNDATIONS OF A CALL AGREEMENT IN THE UNITED CHURCH OF CHRIST

Covenant. We are a church based in covenant. When a church calls a pastor, it covenants to compensate fairly, and the pastor covenants to serve faithfully.

Stewardship. We are accountable for the wise use of the church's resources, both human and material, therefore the church should be an intentional steward in the raising and the expenditure of funds, and the pastor should be an intentional steward in the use and renewal of their life in ministry.

Christian Love. The connection between pastor and people is a sacred trust. Therefore, open, caring and healthy relationships are essential for the well-being of the Local Church. Salary and benefits negotiations – both new and annual - should be carried out with candor and clarity, and with loving, supportive, mutual respect. As Christians, we are called to compensate all persons fairly, regardless of age, gender, gender identity, race, sexual orientation, disabilities, marital or family status.

TERMS OF CALL AGREEMENT

Because our church, _____, is committed to fair and just
LOCAL CHURCH
compensation, and in recognition that our faithful support will assist you, _____, in remaining vital, creative and energetic for this
AUTHORIZED MINISTER
ministry, we provide the following financial and professional care. All benefits listed here are annual and will be pro-rated during the remainder of the current year. We commit ourselves to the following terms of the covenant as we call you into ministry among us:

RELOCATION EXPENSES

Our church will pay reasonable relocation costs to move you from _____ to _____. It is your responsibility to secure a written estimate of the costs involved in this move and to submit the estimate to our Church Council so we can adequately plan and execute our part of these logistics. Relocation costs include the expense of one advance trip for you and your family to look at potential homes, the move of your household goods, mileage for transporting your automobile(s), and

lodging for you and your family en route. These total costs will not exceed $_____.

SALARY AND HOUSING

Compensation guidelines are provided by the Wisconsin Conference of the UCC.

Salary: Beginning on _____, our church will pay a cash salary of $_____on a (CHECK ONE) ☐ semi-monthly ☐ monthly basis.

Housing: Our church will provide a parsonage ***or*** a housing allowance.

If a parsonage: Our church will pay all utility and maintenance costs of the parsonage, including that of basic telephone/internet service, lawn care, and snow removal. Your occupancy of the parsonage will be subject to a separate written agreement that sets forth our mutual rights, responsibilities, and obligations for occupancy.

Equity Development Plan (if included)*: Our church will provide an Equity Development Plan amount of $_____ annually. Details of this plan, including how the funds will be invested, are included in a separate written agreement.

**It is recommended that an Equity Development Plan be provided to pastors living in a parsonage/church-owned home. The recommended amount is 3%-5% of the minister's Salary Basis (130% of Cash Salary) each year to be invested for the minister's benefit in one of the following ways: an additional contribution to the UCC annuity fund, an IRA or TSA, or another agreed upon investment.*

If housing allowance: Our church will provide an allowance of $_____/month, which is non-taxable in accordance with Internal Revenue Service guidelines and which we will approve annually (with the amount specified each year in Church Council minutes) for tax purposes. Housing allowance is understood to include the cost of all utilities, maintenance and furnishings, in addition to the mortgage/rent for your primary residence. This amount may be updated annually by the Church Council if costs increase or decrease.

FINANCIAL BENEFITS

Annuity: Our support of your ministry includes your future well-being, and so we invest ourselves in the financial security of your retirement. Our church will pay, on your behalf, **an amount equal to 14% of the Salary Basis** (please see Wisconsin Conference Compensation Guidelines for information on calculating salary basis) into your account with The Pension Boards. Using the information in this call agreement, the annual contribution for _____ (year) is $_____. This contribution amount will change if the Salary Basis changes.

Life Insurance and Disability Income Plan: If you are eligible to participate in, and you complete an application, with the Pension Boards, our church will pay the full annual premium to the Life Insurance and Disability Income Plan of the United Church of Christ on your behalf. The amount is calculated at 1.5% of the Salary Basis. Using the information contained in this agreement, the annual contribution for this plan for _____ (year) is $_____. *Application for coverage must be made within 90 days of employment or evidence of insurability will be required.*

Social Security and Medicare Offset: Authorized Ministers are considered self-employed by the IRS for purposes of Social Security and Medicare (though not for purpose of federal income tax), which requires that ministers pay 15.3% of their income. Our church will compensate you for the employer portion of this annual tax which is 7.65% of the Salary Basis This offset is taxable income to you. Using the information contained in this agreement, the annual contribution for Social Security and Medicare Offset for _____ (year) is $_____.

Group Health Insurance: Our church will pay, on your behalf, the full annual premium for Plan A / Plan B (circle one) for you and your eligible immediate family members in the United Church of Christ Medical Plan. Application for coverage must be made within 90 days of employment or evidence of insurability will be required. The annual payment for Health Insurance for _____ (year) is $_____.

Dental Insurance: Our church will pay the full annual premium for Dental Insurance through the UCC Pension Boards Dental Plan for you and your eligible immediate family members. The annual payment for Dental Insurance for _____ (year) is $_____.

Vision Insurance (Optional – Delete this section if not applicable)

Our church will pay the full annual premium for Vision Insurance through the UCC Pension Boards for you and your eligible immediate family members The annual payment for Vision Insurance for _____ (year) is $_____.

GENERAL BENEFITS

Malpractice Insurance: Our church has malpractice insurance coverage.

PROFESSIONAL MINISTRY EXPENSES

Continuing Education: Our church encourages and supports your ongoing professional growth through participation in continuing education programs to strengthen your ministry among us. Therefore we budget $ _____ and two weeks paid leave (including two Sundays) annually for those opportunities and expenses. These funds may be used to cover tuition, travel, housing, meals, books, etc. We expect you to discuss with the Church Council, in advance, the nature and timing of these opportunities so that we can negotiate with you the dates and types of events that best support our church's ministries and your needs for ongoing development.

Professional Expenses: Our church will reimburse you for ministry expenses up to $ _____ annually. Professional expenses include such items as journal subscriptions, hosting expenses for church guests, professional dues, vestments, and other legitimate costs incurred as a result of your service to this church. You may submit expense items monthly for reimbursement.

A one-time reimbursement for the full cost of the Criminal Background Check that was required for your Ministerial Profile will be provided when your ministry with us begins.

Community of Practice: Our church supports and encourages your participation in the Wisconsin Conference Community of Practice program. Therefore we will pay the $250 annual fee for your participation in this program.

Conference and Wider Church Meetings: Our church values and supports your participation in the wider church, thus we will reimburse reasonable expenses for participation in our United Church of Christ National and Conference meetings as well as gatherings in support of ecumenical and

interfaith relationships. The amount established to support these expenses is incorporated into professional expenses noted above.

Mileage: Our church will reimburse you, at the Internal Revenue Service mileage rate established each year, for using your automobile in fulfilling the duties of the pastoral office. It is your responsibility to keep a log of mileage for accountability to the church and to the IRS. We have established up to $_____ to cover annual mileage expenses.

COPYRIGHT AGREEMENT

Church and minister acknowledge that sermons and other original written and spoken theological reflections authored by minister (collectively, "the works") are ecclesiastical events and moments which are the product of deeply personal spiritual reflection, prayer and discernment by minister. Church and minister agree that regardless of when and where such reflection, prayer, discernment and preparation of the works, occurs, whether or not on church premises or using church facilities and whether or not during regular church hours of operation, the content of such works remain personal to minister, with minister retaining all ownership, copyright, and other legal interests in such works and having unfettered discretion to reprise or republish such works for other purposes and at other times, and to alone have claim to any financial benefits that may attend thereto. Church and minister do not intend for this acknowledgment and agreement to constitute the conveyance by church to minister of either a taxable or tax-free excess benefit, but rather to reflect the ecclesiastical reality of the formation and ownership of these works. In consideration of minister's employment by church, minister hereby grants to church an irrevocable, non-exclusive, worldwide, sublicenseable, transferable and royalty-free license to use, reproduce, distribute, create derivative works of, publicly perform and publicly display such works (whether solely or jointly with others) in any media now known or hereafter known. Such license shall continue in effect (I) while minister is employed by church and (II) thereafter, with the consent of minister, which consent of minister will not be unreasonably withheld or delayed. In no event shall use of such works by church be for purposes of its commercial gain; provided, that any such use in the ordinary course of church's stewardship campaign shall not be considered a prohibited use for commercial gain. Church and minister agree at this time to amend the terms of the agreement regarding such works at any time and in any manner as minister in her sole discretion deems

advisable to better and more fully reflect the intent of the parties expressed herein.

TIME BENEFITS

Weekly Schedule: We recognize that the demands of church life come at all hours of the day and night, and that the covenant with our church requires your attention 24/7 to matters beyond your control. We expect that your work schedule will average 40 hours weekly, understanding that additional hours may be required but will be examined if an excess of 55 hours per week becomes a habit for you or for us. Therefore, we wholeheartedly support your need to take time for self-care on a regular basis, and we encourage your faithful management of two days off per week for rest and rejuvenation.

Vacation: Our church provides you four weeks of vacation time during each 12 months of service, including four Sundays. The congregation is responsible for our church programs, worship life and each other during your vacation. Service to the wider church (such as summer camp leadership, mission trips, and National/Conference meetings) is not construed as vacation time. Vacation time does not roll over from year to year; vacation time that is unused at the end of a year is forfeited. While the four weeks of vacation are available to you on January 1 of each year, vacation pay will be prorated upon termination of the call at the rate of 2.33 days per month.

Holidays: Our church recognizes all government holidays and will, provide you compensatory time when a holiday falls on a Sunday or a day requiring pastoral work. We expect you to take the compensatory time as soon as possible following the holiday.

Personal and Sick Leave: Our church realizes that life is rarely predictable or easy; therefore, leave time is available to you for special circumstances. We expect that you will communicate promptly with the Church Council should these circumstances arise and leave time be needed. In the event of your illness, we provide up to 12 days of sick leave per 12 months of service; sick leave can accrue up to 120 days across the years of your ministry with us, though accrued sick leave is not payable upon termination. (For extended illness, see "Short-Term Disability.") In the event of circumstances such as but not limited to the illness of a dependent, the death of a family member, or a personal crisis, we provide up to 5 days

of personal leave per incident, not to exceed 10 days per 12 months of service. Personal leave does not accumulate and is not payable upon termination. Sick time and personal leave are not meant to be utilized as additional vacation time.

Parental Leave: Parental leave is extended if you and your family experience the birth or adoption of a child. You will receive twelve weeks of paid parental leave so that you can care for self and family. Parental leave does not accrue, and unused leave is not payable upon termination.

Sabbatical Leave: Our church will provide you with a sabbatical leave of three months after five years of full-time ministry with our church. During your sabbatical, we will pay your full salary and benefits. We expect you to share with the Church Council, at least one year before beginning the sabbatical, the developing plans for time away. In your absence, we covenant to care for our church, our programs, our worship life, and each other. Further, we covenant not to use this time to accomplish or decide alone what we have not been willing or able to do together. We will, and we expect you will also, use the time to reflect on our mutual ministry in Christ and how we can live more fully into our call as Christ's church. Upon your return, we invite you to share with us an overview of activities and learnings from your sabbatical. Unless otherwise agreed before the sabbatical, we expect that you will continue as our pastor and teacher for at least one year after your return.

DISABILITY AND DEATH

Short-Term Disability: If you become disabled or experience an extended illness and you are unable to meet your ministerial responsibilities during the time of this call agreement, we expect that you will use all accrued sick and vacation time as well as the annual allowance of personal leave during the waiting period of the Short Term Disability plan of the Pension Boards (approximately 30 days). Thereafter, we will pay only benefits (annuity and insurance premiums) until the expiration of Short Term Disability benefits. Disability, health benefits and leave time are provided in lieu of benevolence offerings, in the best financial interests of both you and the church.

Workers Compensation: As required by law, our church provides worker's compensation insurance coverage for you and all employees.

You are obligated to report a workplace injury to the Moderator/President of the church as soon as is practicable. In the event that an injury or illness is compensable under workers compensation law, workers compensation shall be the primary benefit in accordance with state requirements. Short-Term and Long-Term Disability benefits, when eligibility is established, will be adjusted in accordance with Pension Board Health and Disability Plan documents. As with Short-Term Disability, we will pay only benefits (annuity and insurance premiums) for a total of six months from the date of injury or illness.

Death: In the event of your death while we are in this covenant, we will provide the following for 90 days after the date of your death:

1. Continued benefits for eligible immediate family members enrolled in the United Church of Christ Medical and Dental Benefits Plan as of your date of death.
2. If you were living in a parsonage, continued benefits for your household members as of your date of death .
3. If you were receiving a housing allowance, such allowance shall be paid to your estate, unless you elect otherwise on the attached beneficiary form.
4. Your full cash salary together with Social Security and Medicare offset made payable to your estate, unless you elect otherwise on the attached beneficiary form.

Further provisions may be considered and will be discussed with your family by our Church Council, our Conference or Associate Conference Minister, and, as appropriate, the Committee on Ministry.

WE FURTHER COVENANT:

Freedom and Responsibility of the Pulpit: Notwithstanding any of the other pastoral responsibilities outlined in our church Constitution and Bylaws, in the United Church of Christ Constitution and Bylaws, the current iteration of the UCC Manual on Ministry (noting in particular the UCC *Ministerial Code*), and the current iteration of the UCC Manual on Local Church (noting in particular the Congregational Code for Local Churches of the United Church of Christ), and in the Three-Way Covenant we establish together with the Conference, in accepting pastoral leadership we also accept your freedom of expression in the pulpit as it pertains to matters of faith and faithfulness, trusting you to be responsible to the insight of scripture, the

work of the Holy Spirit, the traditions of the United Church of Christ, and the contexts in which we live our lives.

Review of Ministry: The church will examine the priorities, visions, stresses, and effectiveness of our congregation's ministries and of your ministry among us every three years at minimum. (Four recommended resources include *Completing the Circle: Reviewing Ministries in the Congregation* by David McMahill, *When Better Isn't Enough: Evaluation Tools for the 21st-Century Ministry* by Jill M. Hudson, *The Marks of Faithful and Effective Authorized Ministers* and *A Sure Foundation* by MESA.) As an ongoing part of this review, we will negotiate annually with you through our Church Council to update this call agreement, keeping in mind increases in the cost-of-living, possible merit increases in salary, and consequent increases in benefits based on salary and housing.

Mediation Procedures: Our church acknowledges that, even as we pledge our faithfulness to God, to one another and to you, there may be times when difficulties within our relationship begin to overwhelm us. In those instances, we covenant with you to seek the support, advice and wisdom of our Associate Conference Minister and/or Conference Minister and our Conference Committee on Ministry in order to restore the goodness of our relationship and the goodness that God has placed within it. Either you or the Church Council, representing our congregation, can request a Situational Support Consultation if, in the opinion of either, our ecclesiastical relationships are becoming ineffective or unhealthy.

Termination of Pastoral Call: Our church recognizes that relationships are always changing and that many reasons can lead to a separation. If you desire to terminate this call agreement, you are expected to give 90 days written notice to the Church Council as a professional courtesy and to continue to perform your duties during that time. The Church Council may vote to excuse you by written resolution from further performance of your duties once you have given notice. You will be paid only for the period of time you perform duties. The church may choose to terminate this agreement by a vote of the Church Council acting on behalf of the congregation (unless alternate procedures are outlined by church constitution and bylaws). Such a termination would not be made lightly or secretly, and we promise to consult with Association/Conference staff and/or to seek outside wisdom and assistance before such a vote.

Changes to the Call Agreement: We agree that we will mutually renegotiate this Call Agreement in good faith if either part (Minister or Local Church) would like to amend any of the items listed in this document.

In mutual witness and agreement, we sign our names on this __ day of _____, 20____

Moderator/President: _____Date: _____

Clerk/Secretary: _____Date: _____

Treasurer: _____Date: _____

Minister: _____Date: _____

Copies of this call agreement are made and distributed to: Authorized Minister, Local Church, and the Conference for keeping with the minister's file.

Attached: Beneficiary Designation Form