

Mutual Ministry Agreement for Congregations and Ministers of Word and Sacrament Under Call

Prepared by _____
for the Reverend _____
for the period: _____ to _____

A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base Cash Salary \$ _____
2. Housing Allowance (*if parsonage is not provided*) \$ _____
3. Self-employed Social Security payment allowance \$ _____
4. If a parsonage is provided:
 - a. Utilities allowance (*either utility bills are to be paid directly, or the pastor paid an allowance which covers entirety of utilities*) \$ _____
 - b. Furnishings allowance (*if provided*) \$ _____
 - c. Housing equity allowance \$ _____

B. RETIREMENT AND OTHER BENEFITS

The congregation will sponsor the pastor in the benefits program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage. (*Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA benefits Program.*)

1. Retirement at _____% of defined compensation (*minimum of 10%*)
2. Medical-and-Dental Insurance (*check one below*):
 a. Member only c. Member and children e. Coverage waived
 b. Member and spouse d. Member, spouse, and children
3. Other insurance or benefits: _____ \$ _____
_____ \$ _____

C. EXPENSES

The congregation will provide for the following expenses related to this pastor's ministry.

1. Automobile and travel allowance (*or mileage may be reimbursed monthly at IRS rate*) \$ _____
2. Fall Theological Conference and boundaries/anti-racism/anti-bias training (*\$575 min.*) \$ _____
3. Expenses for official meetings of the synod, such as synod assembly, as reimbursed
4. Continuing education and books, journals, and resources (*\$1,300 minimum*) \$ _____
5. Other (_____) \$ _____
6. Pay the moving expenses to this field of service as follows: _____

D. AGREEMENT

1. Vacation time of _____ days per year, including _____ Sundays (*minimum of 4 weeks, 4 Sundays*);
2. Continuing education time of _____ weeks per year (*minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the rostered person and congregation council*);
3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary and contributions to the ELCA Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled*; and
6. Parental leave (including adoption) of _____ weeks with full salary, housing, and benefits (*6 weeks minimum*).

* Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

A description of the particular responsibilities of this position may be attached to this "Mutual Ministry Agreement" and/or the following may be completed

E. OTHER PROVISIONS

Special emphases of the pastor and the congregation:

1. During this time period, the pastor will give special attention to the following:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

2. The congregation will encourage and support this pastor's ministry in the following ways:

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

F. OTHER MATTERS

(Such as accountabilities, service on synod or churchwide boards and committees, work in church-camp programs, or other such details.)

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

Congregation President

Council Secretary

Date: _____

I certify that I accept the above statement:

The Reverend _____ **Date of signature:** _____

NOTE: Retain original in records of the congregations. Make a copy for the pastor. As a matter of information, send a copy to the synod office. A description of the particular responsibilities of this position may be attached to this "Mutual Ministry Agreement."