

START-UP AGREEMENT
Church of the Brethren
Agreement for Pastor and Congregation (Part-Time)

This **Start-Up** agreement between the _____ Church of the Brethren and its _____ (pastor, assoc pastor), _____ is for the calendar year _____. If the agreement is for a period other than the calendar year, state the beginning and ending dates: from _____ to _____.

1. TERMS OF CALL TO SERVICE

The Pastor's call to _____-time (quarter, half, three-quarter, etc.) service consisting of approximately _____ hours per week shall begin on _____ (date) and shall be for an indefinite period of time, with an annual review/evaluation by the Executive Committee (or another appropriate committee) with or in consultation with the District Executive/Minister. Any change in the terms of service shall be negotiated in consultation with the district executive and accepted by a majority vote of the Church Board and congregation. Ninety (90) days notice shall be given in the event of reduction in service. Position description shall be part of the negotiations and attached to this agreement.

Service may be terminated by the Pastor's resignation to the Church Board, giving ninety (90) days notice, after the Pastor has obtained the counsel of the District Executive/Minister. A shorter or longer notice of termination by the Pastor shall be negotiated with the Church Board also in consultation with the district executive/minister.

Service may be terminated with 90 days notice by the congregation after obtaining the counsel of the District Executive/Minister. The Pastor may be counseled to resign by the District Executive/Minister and/or the Executive Committee (or another appropriate committee) or the Church Board after consultation with the District Executive/Minister. As a last resort, if the Church Board decides that the matter should be put before the congregation, the service of the Pastor may be terminated, unless the congregation votes by a two-thirds majority to retain the services of the Pastor.

2. FINANCIAL TERMS

Figures in this section are annualized and should be pro-rated for the remainder of the current budget year. If the start date is within 6 months of the end of the calendar year, the start-up figures may be negotiated for the remainder of the current calendar year plus the next calendar year. Future changes in compensation and benefits shall reflect a mutually negotiated agreement between the Pastor and the Executive Committee (or another appropriate congregational committee responsible to the Church Board for pastoral relations), and accepted by a majority vote of the Church Board and congregation. Ninety (90) days notice shall be given in the event of reduction in service. Major changes shall be made in consultation with district executive/minister. **A renewal agreement shall be completed annually, and a copy submitted to the District office.**

Consult the “Guidelines for Pastors’ Salaries and Benefits” for assistance in completing all sections below. The “Guidelines” and the Recommended Minimum Cash Salary Table for Pastors are available at www.brethren.org/ministryoffice.

A. COMPENSATION

1. Cash Salary:

The amount from the Salary Table at ____ years of experience is \$ _____
 Prorated amount at _____-time ministry = \$ _____
 Amount above and beyond Salary Table: \$ _____
 Beginning _____ (date), the congregation shall pay the Pastor a salary of: \$ _____
 (Amount of cash salary designated for housing, utilities & furnishings: \$ _____)

Additional benefits

2. Housing: (prorated based on _____-time ministry)

- a. The congregation will provide a housing allowance of: \$ _____
- b. In lieu of a housing allowance:
 - the congregation will provide the use of a parsonage with a fair rental value of: \$ _____
 - the Housing Fund contribution (see Guidelines) by the congregation will be: \$ _____

3. Pension Benefits:

The contributions to the plan maintained by the Brethren Benefit Trust should be the following:

- Congregation’s contribution to pastor’s pension plan (11%) \$ _____
- Congregation’s contribution to Church Worker’s Assistance Plan (1%) \$ _____
- Pastor=s contribution to pension plan (4%) \$ _____

4. Medical Insurance Benefits: (congregation’s share prorated based on _____-time ministry)

Medical Insurance Provider: _____

	Congregation=s Share		\$ _____
	Pastor=s Share	\$ _____	

Health Savings Account Provider: _____

	Health Savings Account		\$ _____
	Congregation’s Contribution		
	Pastor’s Contribution	\$ _____	

Long-term disability Provider: _____

	Long-term disability:		\$ _____
	Congregation’s Share		
	Pastor’s Share	\$ _____	

Term Life Provider: _____

	Term Life:		\$ _____
	Congregation’s Share		
	Pastor’s Share	\$ _____	

Additional Options:

- Dental

	Congregation’s Share		\$ _____
	Pastor’s Share	\$ _____	
- Vision

	Congregation’s Share		\$ _____
	Pastor’s Share	\$ _____	
- Long Term Care

	Congregation’s Share		\$ _____
	Pastor’s Share	\$ _____	

TOTAL COMPENSATION **\$ _____**

B. TIME OFF

1. **Days Off:** Since this is a part-time position, days off do not apply.

2. **Vacation:** The Pastor has _____ years of career pastoral service.

The pastor shall receive _____ work-weeks of vacation for the remainder of the current budget year.

(The Pastor shall receive three weeks of vacation annually for the first three years of service, four weeks annually for years four through twenty, and five weeks annually after twenty years.)

3. **Holidays:** The following national holidays are considered paid days off if they occur on a regularly scheduled work day.

4. **Special Circumstances:** The Pastor has accumulated _____ days for special circumstances from prior service.

(The Pastor shall be granted thirty days for special circumstances—paternity/maternity leave, sickness, death in the family, or other crises—beginning in the first year of career pastoral service, and then ten days for each succeeding year, accumulating to no more than a total of ninety (90) days. When special circumstances leave is used within any calendar year, it may be restored (up to a total of 90 days) at a rate of ten days per year for each succeeding year.

The congregation shall not be required to pay any accrued special circumstances leave after the Pastor’s service is terminated.

C. PASTOR-RELATED EXPENSES

1. **Travel for Church Work:** _____ cents per mile x estimated miles _____: \$ _____

(Reimbursement is based on mileage records. The pastor is reimbursed for the actual miles at the accepted IRS rate for miles actually driven for church work.

Travel between the pastor’s home and the church office is personal expense.)

2. **Annual/District Conferences:** \$ _____

Annual Conference: \$ _____ District Conference: \$ _____

3. **Continuing Education:** Continuing Education of _____ days as per this agreement: \$ _____

Annual Conference Guidelines for Continuing Education recommend at least 7 days per calendar year and should be planned so that the pastor is not away for more than one Sunday.

(prorated based on _____-time ministry)

4. **Sabbath Rest** A period of sabbath rest has been negotiated for the calendar year _____: \$ _____

Based upon the Annual Conference Guidelines for Sabbath Rest

we have agreed upon _____ weeks after _____ years.

5. **Professional Expense Account** on actual cost basis to cover the following: \$ _____

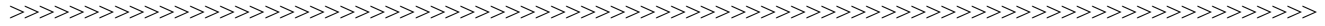
6. **Worker’s Compensation:** Worker’s Comp will be provided by the congregation.

7. **Moving Expenses** The congregation will pay the Pastor’s mutually negotiated moving expenses \$ _____

TOTAL EXPENSES \$ _____

D. TOTAL COMPENSATION, BENEFITS, AND EXPENSES \$ _____

(A reminder to all newly hired employees that the open enrollment for certain insurance benefits is 31 days from the date of hire.)



As part of my employment, I reaffirm my covenant as a credentialed minister in the Church of the Brethren and to uphold the Code of Ethics for Ministerial Leaders as adopted by the Church of the Brethren Annual Conference. I recognize and accept the authority of the district and denomination being at all times subject to its discipline and governance. I will transfer my letter of membership at the time of installation or before.

_____ Date
Pastor

I, the board chair, acknowledge the congregation's responsibility to uphold and periodically review the Annual Conference Congregational Ethics paper. I also acknowledge that it is my responsibility to place a signed copy of this agreement in a secure file in the church office, communicate its existence and location to my successor(s), and distribute copies to those office(r)s identified below.

_____ Date
Board Chair

_____ Date
Moderator

_____ Date
District Executive/Minister

Copies: Pastor, Moderator, Board Chair, District Executive/Minister, Treasurer, Church Clerk

Pastoral Compensation and Benefits Advisory Committee
Office of Ministry
Church of the Brethren
1451 Dundee Avenue
Elgin, Illinois 60120-1694