

**RENEWAL AGREEMENT FOR PASTOR AND CONGREGATION**  
**Church of the Brethren**

This **Renewal** agreement between the \_\_\_\_\_ Church of the Brethren and its \_\_\_\_\_ (Pastor, Associate Pastor, etc.) \_\_\_\_\_, 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 terms of call to service shall be as stated in the original **Start-Up** agreement between the Pastor and the congregation. Any change in the terms shall be mutually negotiated between the pastor and congregation. Major changes shall be made in consultation with district executive staff and may necessitate the completion of a new start-up agreement. Ninety (90) days notice shall be given in the event of reduction in service

**2. FINANCIAL TERMS**

Consult the “Guidelines for Pastors’ Salaries and Benefits” at <http://www.brethren.org/ministryoffice/documents/guidelines-pastor-salary-benefit.pdf> for assistance in completing all sections below. The Recommended Minimum Cash Salary Table for Pastors is available at <http://www.brethren.org/ministryoffice>.

A renewal agreement shall be completed annually and a copy submitted to the District office.

**A. COMPENSATION**

**1. Cash Salary:**

The amount from the Salary Table at \_\_\_\_\_ years of experience: \$ \_\_\_\_\_

If part time, the prorated amount at \_\_\_\_\_ - time ministry: \$ \_\_\_\_\_

Amount above and beyond Salary Table: \$ \_\_\_\_\_

Supplemental Income: \$ \_\_\_\_\_

Beginning \_\_\_\_\_ (date), the congregation shall pay the Pastor a salary of:  
\$ \_\_\_\_\_

(Amount of cash salary designated for housing, utilities & furnishings: \$ \_\_\_\_\_)

**2. Housing:**

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. Insurance Benefits: Enter \$0.00 or NA if benefit is not offered or pastor does not enroll in benefit.**

Medical Insurance Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

Health Savings Account Provider: \_\_\_\_\_  
Congregation’s Contribution \$ \_\_\_\_\_

Pastor’s Contribution \$ \_\_\_\_\_

Long-term Disability Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

Term Life Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

Dental Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

Vision Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

Long Term Care Provider: \_\_\_\_\_  
Congregation’s Share \$ \_\_\_\_\_

Pastor’s Share \$ \_\_\_\_\_

**TOTAL COMPENSATION** \$ \_\_\_\_\_

**B. TIME OFF**

**1. Day Off:**

- Not applicable for part-time positions
- Full time positions: \_\_\_\_\_ shall be the pastor’s day off each week except for crisis ministry. An additional half day per week shall be at the pastor’s discretion.

**2. Vacation:** The Pastor shall receive \_\_\_\_\_ weeks of vacation as per this agreement.

(The Pastor is credited with \_\_\_\_\_ years of pastoral service.)

**3.Holidays:** The following national holidays are considered paid days off and are in addition to the regular day off each week:

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

**C. PASTOR-RELATED EXPENSES**

**1.Travel for Church Work:** \$ \_\_\_\_\_  
(Reimbursement is based on mileage actually driven for church work at the prevailing IRS rate. 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 including one Sunday for full 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.Workers’ Compensation** will be provided by the congregation.

**Total Pastor-Related Expenses** \$ \_\_\_\_\_

**D. TOTAL COMPENSATION, BENEFITS, AND EXPENSES** \$ \_\_\_\_\_



