

STEPS TO COMPLETE:

Definition of Compensation, Benefits, and Responsibilities of the Minister of Word and Service



Evangelical Lutheran Church in America
God's work. Our hands.

FIRST LINE: Prepared by _____ (Name and address of congregation)

SECOND LINE: for _____ (Name of rostered minister)

THIRD LINE: for the period: _____ (Duration—normally for one year, with annual review)

A. COMPENSATION

LINE A.1.: List the total annual cash salary.

B. PENSION AND OTHER BENEFITS

The Pension and Other Benefits Program of the Evangelical Lutheran Church in America was established to provide church workers with retirement, disability, survivor, and medical-dental coverage.

LINE B.1.: Indicate the percentage of contribution on the basis of the defined compensation for the rostered minister. The percentage is based on current requirements of the plan and the policy of the synod for Letters of Call.

LINE B.2.: Sponsorship will include medical-dental coverage (where applicable) for the spouse and children unless they have other employer-provided group medical insurance and the person under call consents to waiving medical-dental coverage under the ELCA Pension and Other Benefits Program.

LINE B.3.: List amounts of other insurance or benefits to be provided to the person under call, beyond those that are part of the pension and benefits contributions made by the congregation for the coverages provided under the ELCA Pension and Other Benefits Program (retirement, disability, survivor, and medical-dental coverage).

C. EXPENSES

Expenses are *NOT* part of the rostered minister's compensation. Rather, these items represent payment of costs related to the carrying out of this responsibility.

LINE C.1.: Automobile expenses may be covered by a specified total annual amount or on an actual recorded mileage basis.

Other travel allowance provisions would be noted here as well.

LINE C.2.: Indicate amount (if any) to be provided for other professional expenses.

LINE C.3.: Coverage of expenses for official meetings of the synod is required.

LINE C.4.: Indicate amount provided for continuing education.

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LINE C.5.: List other items and amounts to be provided for them.

LINE C.6.: For a person accepting a Letter of Call, define arrangements and reimbursements for moving expenses. Moving expenses normally are paid in full by the calling congregation.

D. AGREEMENT

LINE D.1.: Enter vacation time. Consult the synod's guidelines for ministers of Word and Service under call.

LINE D.2.: Enter time for continuing education. Minimum recommendation is indicated on the form.

LINE D.3.: Provision must be made for the "First-Call Theological Education Program," where applicable.

LINE D.4.: This provides a reminder of the congregation's commitment to the care exercised by a Mutual Ministry Committee (C13.04. in the *Model Constitution for Congregations*).

LINE D.5.: Disability leave provisions are coordinated with the ELCA Pension and Other Benefits Program and with Social Security.

- a. Up to two months of continued salary and contributions to the pension program in a 12-month period are to be provided by the congregation.
- b. 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 the call.

LINE D.6.: Where applicable, maternity/paternity or adoptive leave is noted.

E. OTHER PROVISIONS

A description of the particular responsibilities of the position may be attached or a list may be included here indicating the areas to which the rostered minister will give special attention and the ways in which the congregation will offer encouragement.

F. OTHER MATTERS

Additional detail may be inserted here related to the broader responsibilities that a rostered minister may carry in the life of the church.

SIGNATURES

Normally, the president or vice president of the congregation signs and dates the document.

When accepting the agreement, the rostered minister signs and dates the document.