WISCONSIN CONFERENCE,
UNITED CHURCH OF CHRIST

AUTHORIZED MINISTRY
COMPENSATION GUIDELINES
2021-2023
# Wisconsin Conference UCC

## Compensation Guidelines for 2021-2023

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INTRODUCTION

Offered in this resource are guidelines meant to be helpful and instructive as congregations evaluate fair and just compensation for their pastoral leaders. These guidelines are not meant to be regarded as “requirements,” but rather as helpful information as congregations seek to provide their pastors with what is needed for both pastors and congregations to thrive together.

The process of determining the compensation package for authorized ministers is often difficult for both the pastor and for lay leaders. Several things often complicate the process. First, there is sometimes a tendency to forget that a local congregation does not “hire” a pastor, but “calls” a pastor. A pastor is not simply an “employee” of a congregation, but is an individual with special gifts and a special calling to be a servant leader in the midst of a faith community. Second, we tend to want to separate the “spiritual” from the real world of money, possessions and tangible benefits. It is helpful to remember that much of Jesus’ ministry was spent with very physical, real world concerns, like healing the sick and feeding the hungry, as well as setting forth ethical and moral values, and pointing his followers toward a relationship with God. Also, it is important to take into account the economic and demographic context in which a congregation exists. A thoughtful and caring church will take these things into account as well as inflation, performance, the needs of the pastor and her/his family, financial considerations of the church, and a variety of other factors when evaluating pastoral salary, expenses and benefits. The evaluation of compensation for pastoral leadership should be done on an annual basis.

Increasingly, congregations in our Conference are finding themselves in changing financial situations. For some congregations decreasing numbers of worshippers and fewer financial resources make it difficult or impossible to provide a fair income along with benefits for a full-time pastor. These are realities which need to be faced squarely and honestly, and it can be challenging to determine fair and just compensation for clergy who are called to a less than full-time pastorate. If a pastor must work at jobs beyond the church, the church needs to honor and value that other work by recognizing that lay leadership may need to pick up more responsibility in the life of the church, and it may impact when pastoral calls can be made, when funerals can be held, or whether a pastor can be as present to members in moments of crisis as he/she/they might with to be.

If a congregation cannot afford to provide a salary increase to affirm the pastor’s value to them, there are other ways of rewarding the pastor’s good work – granting additional days off, for example. All such creative possibilities, of course, need to be discussed openly with the pastor in the negotiating process. Conference staff can be helpful resources when trying to make some of the decisions, and they welcome the opportunity to assist congregations.

Compensation Guidelines for Authorized Ministers

Because the minister of a church is often expected to be a highly educated and trained professional, the salary and housing package for ministers should be congruent with the compensation of other similarly trained professionals in your community. The total compensation package for
ordained ministers should be at least equal to that of professionals requiring three or more years of postgraduate training, such as school superintendents, secondary and middle school principals, engineers and other professionals in administrative positions. Other considerations for licensed ministers should be commensurate with their training and experience. But, regardless of the authorized minister’s gender, ordination, or licensure, each minister’s total compensation package should take into consideration years of service, special skills and training, and natural aptitude.

Additionally, the work schedule and the compensation package of all authorized ministers should be healthy for the minister and for the ministry location. This requires a balance of time spent in church’s ministry and time spent with family and friends – a balance of work and recreation, a balance of exercising the body and the mind, a balance of care of others and care for self.

*Please be aware that because federal tax structures (IRS and Social Security codes) are unique for ministers, and because each minister’s family dynamics and needs differ, the ministerial compensation package should be allocated in consultation with the minister so as to best meet the minister’s needs. Churches are encouraged to first calculate the total compensation to be allocated, and then in consultation with the minister, allocate the individual line items.

1. **Salary Basis** – The following charts provide guidance for determining the salary basis of full time authorized ministers with and without a parsonage in a local church setting. The chart presents salary guidelines related to the membership of a church with various **Steps** within each membership category. The Steps refer to experience, special skills, and other factors deemed important for salary calculations. If the actual salary basis of a minister (before any allocation of funds to other line items) is below that of the appropriate membership size and Step, the position may be considered to be less than full time.

**Guide to the Steps**

- Salary basis guidelines are based upon the membership of the congregation, and the skills, education, and experience of the pastor, co-pastor, associate pastor, team ministry pastor, or other authorized minister. Please note that: Each Step denotes a recommended minimum salary for the Step. Decision on the Step should include consideration for cost of living in the particular Community of the church

- Truly outstanding performance in ministry may merit a salary in the next larger category or Step

- An adjustment should be considered for ministers who have received less than adequate increases in the past year(s)
**Step A** =  entry-level. Minimal ministerial or applicable life experience, other than field education in a Member In Discernment process.

**Step B** =  entry-level to early mid-level. 2-5 years ministerial, applicable life experience, education and training.

**Step C** =  mid-level. 5-15 years ministerial and applicable life experience, proficiency in special skills, training and education.

**Step D** =  high mid-level to early senior-level. 15-25 years ministerial and/or applicable life experience, perhaps an advanced graduate degree, specialized experience gained from continuing education or other work experience, a high level of proficiency in a wide range of skills typically needed by a senior minister, including staff supervision.

**Step E** =  senior-level. 20 or more years ministerial and/or applicable life experience, highest level of skills proficiency needed by a senior minister, advanced graduate degree(s) and/or specialized skills.

**Wisconsin Conference UCC Church Statistics (2020 Yearbook).** Because some churches forget to send in yearbook statistics, the following numbers are only based on received reports.

Current highest cash salary for a Wisconsin Conference pastor - $96,001

Currently fourteen pastors have a cash salary of over $50,000, (the housing allowance for these pastors range from $8,475-$31,000)

Highest membership churches: 1 - 1,468; 1 - 727; 9 - 500-700

General membership of our churches: 24 below 50 members; 44 with 50-100 members; 27 with 101-150 members; 27 with 151-200 members; 31 with 201-325 members; 35 with over 326 members

There are approximately 102 part-time and 113 full-time ministerial positions in the Wisconsin Conference
For Churches That Offer A Parsonage, Suggested Minimum
Cash Salary For Fulltime Authorized Ministers

(does NOT include housing allowance, parsonage or benefits such
as health insurance, continuing education funds, etc.)
Based on current reported salaries of clergy in the WI Conference

<table>
<thead>
<tr>
<th>Membership</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
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<tr>
<td>Less than 150</td>
<td>34,500</td>
<td>36,500</td>
<td>40,000</td>
<td>45,000</td>
<td></td>
</tr>
<tr>
<td>151 – 250</td>
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<td>40,000</td>
<td>44,000</td>
<td>48,500</td>
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<td>351 – 450</td>
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<tr>
<td>451 – 650</td>
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<td>67,000</td>
<td>72,000</td>
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Suggested Minimum Compensation Cash Salary & Housing
For Fulltime Authorized Ministers
(does not include other benefits such as pension, health insurance,
continuing education funds, etc.)
These figures are based on actual reported compensation in WI

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<th>Membership</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
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<tr>
<td>Less than 150</td>
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<td>48,000</td>
<td>55,500</td>
<td>62,500</td>
<td>73,500</td>
</tr>
<tr>
<td>151-250</td>
<td>$46,500</td>
<td>50,000</td>
<td>57,500</td>
<td>66,000</td>
<td>75,000</td>
</tr>
<tr>
<td>251-350</td>
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<td>63,500</td>
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<td>78,000</td>
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<tr>
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<td>92,000</td>
</tr>
<tr>
<td>Over 600</td>
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<td>78,000</td>
<td>94,000</td>
<td>Discretion</td>
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Compensation Guidelines For Churches With Part-time Ministers

Almost fifty percent of the ministry positions in the Wisconsin Conference are part-time positions. Several of these positions are shared ministry positions between two churches that when taken together may constitute a full-time call. It is recommended for churches that have a shared ministry covenant constituting a full-time call, refer to the full-time minister’s step guidelines to determine the correct compensation level and then decide between the two churches what portion each will be responsible for.

**Quarter time positions:** There are approximately 21 of these positions in the WI Conference. A quarter time position is approximately 10-13 hrs./week. For a description of the scope of these positions refer to the Call Agreement Workbook. It is recommended that compensation for these positions be based on a total compensation dollar package. Then, in consultation with the pastor, decide how she/he/they would like the package to be allocated between salary, housing, pension, health insurance, etc.

The recommended total compensation package amount for quarter-time positions range between $18,000 and $30,000.

**Half time positions:** There are approximately 45 of these positions in the WI Conference. A half time position is approximately 20-25 hrs./week. For a description of the scope of these positions refer to the Call Agreement Workbook. As is true for other part-time positions it is recommended that churches establish a total compensation dollar package. Then, in consultation with the pastor, decide how she/he/they would like the package allocated between salary, housing, pension, health insurance, etc.

The recommended total compensation package amount for half time positions range between $35,000 and $52,000.

**Three quarter time positions:** There are approximately 6 of these positions in the WI Conference. A three-quarter time position is approximately 30-35 hrs./week. For a description of the scope these positions refer to the Call Agreement Workbook. As is true for other part-time positions, it is recommended that churches establish a total compensation dollar package. Then, in consultation with the pastor, decide how she/he/they would like the package allocated between salary, housing, pension, health insurance, etc.

The recommended total compensation package amount for three quarter time positions range between $50,000 and $68,000.

**Hourly Rates:** In some instances, authorized ministers are paid hourly rates for ministries that are limited in duration and scope, it is recommended that these ministers be paid a minimum of $25/hour or more according to their expertise. If travel is required for the ministry ministers should be reimbursed at the current governmental rate for mileage.
**Pulpit Supply:** It is recommended that congregations pay a minimum of $150 for Sunday pulpit supply, if there are two services to be covered and additional $75 is recommended. Churches should also reimburse ministers for mileage at the current governmental rate and if housing is required the church is responsible for the charge.

2. **Housing** – For authorized ministers, the cost of housing will be a part of the minister’s compensation package. After the total salary and housing compensation are agreed upon, the minister may choose to re-allocate remaining portions of the total compensation package in the most beneficial way for the minister’s circumstances, in accordance with the codes of the IRS. For clergy tax purposes churches must delineate in their annual budget the amount of the pastor’s compensation that is designated for the pastor’s housing.

   a. If a **parsonage** is provided, full utilities, basic telephone service, and maintenance costs are to be paid by the church. Furthermore, it is suggested that the church consider an equity development plan for ministers living in a church-owned home. Towards this end, it is suggested that a church provide an amount equal to 3%-5% of the minister’s salary basis to be invested for the minister’s benefit in one of the following ways:

   - As an additional contribution to the UCC annuity fund.
   - In an IRS, or TSA (through the Pension Boards UCC).
   - In another agreed upon investment vehicle.

   (In case of a parsonage, the “**salary basis**” for Pension Boards UCC purposes = 130% of cash salary + any furnishings allowance received.)

   b. If a **housing allowance** is provided, the amount received should permit the minister to buy, furnish, and maintain a median-priced house in the church community. (According to the IRS, the value of the annual housing allowance must be formally approved at the annual meeting of the church by the appropriate church board each year prior to receipt of the allowance by the minister. **The approval must be officially recorded in church minutes not later than December 31 of the prior year and be retained in the church files.**)

   A minister who receives a housing allowance may exclude the allowance from gross income to the extent it is used to pay expenses in providing a home. Generally, those expenses include rent, mortgage interest, utilities, repairs, and other expenses directly relating to providing a home. (In case a of housing allowance, the **salary basis** for Pension Boards UCC annuity purposes = cash salary and housing allowance.)
c. For churches that cannot provide either a parsonage or a sufficient housing allowance to purchase a home in the community, a home (house or condo) for the minister might be leased or rented. Full utilities, basic telephone service, and maintenance costs are to be paid by the church. An equity development plan, described above under “parsonage”, could be included.

3. Social Security Offset

Because the IRS considers ministers to be self-employed for purposes of Social Security (though not for the purposes of federal income tax), these guidelines expect ministry settings to provide an additional cash benefit equal to 7.65% of the minister’s salary basis to ministers who contribute to Social Security. For tax reporting purposes, the Social Security offset is included as taxable wages on the minister’s 1099 form.

4. General Benefits

Benefits are provided for authorized ministers as an expense of the ministry setting. To be in keeping with the Conference Guidelines, a church must provide at minimum the following benefits as described in sections below: retirement annuity, life and disability insurance, health and dental insurance, worker’s compensation, paid vacation and days off, financial and leave provisions for civic service and continuing education events, and Criminal Background Check reimbursement. [Participation in The Pension Boards, UCC plans requires employment on at least a twenty-hours a week basis.]

a. Health, Dental and Vision Plan

Churches that utilize UCC Health Insurance will be billed by the UCC Pension Board on a monthly basis for their pastor’s insurance. It is recommended that all churches pay 100% health and dental insurance to their pastor, the Pension Board offers several non-Medicare plans: Plans A, B, C, HSA and Plan M, along with individual and family plans. The UCC Medical Benefits Plan offers a schedule of comprehensive benefits to assist participants in maintaining healthy lifestyles, with emphasis on preventive care, wellness, and chronic condition management. Churches and pastors should check into these plans within the first month of a new pastorate by contacting the Pension Boards at www.pbucc.org. Additionally, Vision coverage is available through the Pension Boards, the list of services covered is available through the Pension Boards. Benefits for pastors who participate in the Pension Board Insurance plan include enrollment without concern of pre-existing conditions, never losing insurance coverage if premiums are kept up to date and their coverage is portable. It may, however, be helpful for churches to check the Insurance Exchanges to compare costs, benefits and stability.
b. Retirement Annuity

Quarterly payments to the Annuity Fund, an IRS 403(b) tax sheltered annuity administered by the Pension Boards, United Church of Christ, are a standard part of the UCC ministerial benefits package. The Annuity Plan provides lifetime retirement income or beneficiary benefits to clergy and lay employees. Ministry settings provide contributions directly to The Pension Boards of 14% of the minister’s salary basis. (1) For minister’s paid a housing allowance, the salary basis is the total of cash salary + housing allowance. (2) For minister’s provided a parsonage, the salary basis is the total of cash salary + 30% of cash salary + any furnishings allowance. All such payments and subsequent accumulations are tax deferred until retirement.

c. Life & Disability Insurance

The UCC Life & Disability Insurance (LDI) plan is a standard part of the UCC ministerial benefits package that provides both short- and long-term disability benefits [of 60% of the minister’s base salary], and term life insurance. The cost of the plan is 1.5% of the minister’s salary basis [see above] paid directly to The Pension Boards UCC on a quarterly basis. For complete information, see the Pension Boards UCC website www.pbucc.org. If a minister is unable to enroll in the UCC LDI plan, comparable coverage should be sought elsewhere and 1.5% of the salary basis applied to the cost of that coverage.

i. Short-Term Disability Benefits

Begin after 30 days of disablement (at the discretion of the insurer), and may continue for 22 weeks if the disability continues.

ii. Long-Term Disability Benefits

May begin (at the discretion of the insurer) when short-term benefits end, and may continue until age 65 if the disability continues.

d. Worker’s Compensation

Worker’s Compensation is a standard part of the UCC ministerial benefits package. Ministry Settings are required by law to provide worker’s compensation insurance coverage for all employees, including ministers.
e. **Vacation**

Minister’s shall receive at least 4 weeks paid vacation per year (including Sundays). Such paid vacation is a standard part of the UCC ministerial benefits package.

f. **Holidays and Days Off**

It is expected that ministers will be afforded the usual paid holidays afforded other employed persons (including the provision that they will take compensatory time when a holiday falls on a day requiring pastoral work). It is also expected that ministers will take the equivalent of two days off per week, as do employees of most other organizations and businesses. These provisions are a standard part of the UCC ministerial benefits package.

g. **Malpractice Insurance**

Each ministry setting is encouraged to purchase malpractice insurance if this is not already included in the church’s current insurance policy, so as to protect the church and its employees in the event of a lawsuit.

h. **Criminal Background Check**

All UCC clergy must submit a Criminal Background Check in order to circulate their profile. It is incumbent on the local ministry setting to reimburse a newly called minister for this expense.

i. **Leaves of Absence, Sabbaticals and Other Leave Benefits**

i. **Sick Leave**

A sick leave policy is encouraged. Sick leave typically accrues at the rate of one day per month, and may be accumulated from year to year up to a maximum of 45 working days. Sick Leave may be used for personal illness or accident, or for the care of a person in the minister’s immediate family (i.e., spouse, partner, child, or parent). Sick leave may also be used for medical and dental appointments.
ii. **Disability Leave**

In the case of a leave of up to 30 days due to illness or accident, the ministry setting is expected to continue the minister’s base salary and all benefits without interruption. When a Leave extends beyond 30 days, the minister or ministry setting should alert the Conference Office and The Pension Boards, United Church of Christ to apply for disability benefits under the *UCC Life & Disability Policy*. Typically, any accrued Vacation or Sick Leave may be used to supplement The Pension Boards, UCC disability benefits (60% of base salary), up to the minister’s full base salary.

iii. **Parental Leave**

For the period prior to and/or immediately following the birth or adoption of a child, a Parental Leave of up to 6 weeks at full compensation is encouraged. Any accrued Vacation or Sick Leave may be used to extend the Leave period. Another option for extending the leave would be for the minister to work part-time, engaging some of their responsibilities while making provisional arrangements for others. In each of these instances, prior to the leave, arrangements for the continuation of the ministry setting’s pastoral responsibilities during the leave should be negotiated. Ministers taking Parental Leave are encouraged to submit their need at least 90 days in advance of the leave to allow sufficient time for the obtaining of pastoral coverage.

iv. **Compassionate Leave**

A Compassionate Leave Policy is encouraged. Compassionate Leave is typically provided in the case of an illness, death, or personal emergency within the minister’s immediate family (i.e., spouse, partner, child, parent, in-laws, grandparents, grandchildren, and siblings). Five days of Compassionate Leave per year is suggested, except in circumstances in which additional leave time is negotiated, paid or unpaid.

v. **Civic Service Leaves**

Civic Service Leaves are a standard part of the UCC ministerial benefits package. Regular full-time and part-time ministers who are members of a US Military Reserve or National Guard unit will be excused from work when called for military duty and state laws affecting Military Leave.

Ministers are to be granted Leave for Jury Duty.
vi. **Sabbatical Leave**

Ministry settings are encouraged to establish a paid Sabbatical Leave policy for their ministers. The concept of Sabbatical, rooted in Scripture, offers a time of sustained study, travel, and personal and professional renewal, typically enabling ministers to be of greater service within their ministry over time. Sabbatical Leaves are typically offered for 3 months duration with full compensation and benefits to the minister, or up to 6 months duration with partial compensation and benefits. Sabbaticals are typically granted every 5-7 years.

Following a Sabbatical Leave, it is expected that ministers will remain in service at their ministry setting for at least one full year (unless there is action taken by the church or for other legitimate reasons the pastorate ends before the one-year period) or repay the ministry setting in full for the cost of salary and benefits afforded the minister during the leave. Ministry settings are encouraged to set aside, in their annual budget, funds that when taken together are sufficient to meet the total cost of providing pastoral services during the Sabbatical Leave.

vii. **Wider Church Involvement**

Authorized ministers are expected to participate in the full life of the Wisconsin Conference and the wider United Church of Christ, by serving on Conference and/or Association committees and teams, at Pilgrim Center and Moon Beach camps and within the national settings of the United Church of Christ. Local ministry settings are encouraged to not consider such service as time off or vacation, but, as part of the minister’s and ministry setting’s greater ministry.

viii. **Minister’s Death**

In the event of a minister’s death, the ministry setting is encouraged to provide the minister’s spouse or partner and/or dependents, at minimum, the minister’s full salary for the current month of service, any accrued vacation time, and three additional months of full salary. The ministry setting is also encouraged to provide to the minister’s family housing in the parsonage free of charge (including the cost of utilities and local phone service), or be provided a housing allowance, for up to 90 days. Further provisions, such as health and dental insurance may be made upon mutual agreement between the setting, the spouse or partner and/or the dependents of the deceased, the Associate Conference/Conference Minister and/or the Committee on Ministry.

[IRS guidelines state that the parsonage and/or housing allowance becomes taxable to the family of the deceased]
5. **Ministry Expense**

Ministry expenses are incurred by ministers as they carry out the work of the church. The setting and the minister should collaborate in clearly defining such expenses and establishing detailed accounting procedures and appropriate budgetary lines for their reimbursement. Examples below:

a. **Travel**

The Internal Revenue Service, annually and as otherwise needed, establishes a mileage rate to be used in calculating mileage reimbursement rate for the use of a personal vehicle. Check with conference office for the per mile rate. Ministry settings are obligated to reimburse ministers for all ministry travel expenses, including the cost of parking and tolls incurred in carrying out their ministry. There are two ways to do this.

   i. The ministry setting may reimburse the minister monthly for the actual miles driven in the performance of the ministry, at the IRS business mileage rate, as well as the actual cost of tolls and parking incurred, based on a logged accountable plan. An itemized record of the miles driven and the purposes of the travel would need to be submitted to the church setting for reimbursement.

   ii. The ministry setting may reimburse the minister monthly for the cost of maintaining the vehicle used in the performance of the ministry (car maintenance, insurance, depreciation, gasoline e, etc.) based on the ratio of business miles driven, as well as the actual cost of parking and tolls, based on an accountable plan. Itemized bills incurred in the maintenance of the vehicle, and an itemized daily record, including the purposes of the travel, would need to be submitted to the church for reimbursement.

In either instance, funds received in excess of the actual costs incurred are to be included by the minister in their income for the year.

b. **Continuing Education/Study Leave**

Financial support for continuing education events are a standard part of the UCC ministerial benefits package. The amount that is budgeted should cover a significant portion of the expenses for tuition, travel, housing, books and meals. A minimum of $500/year is recommended.
Ministry settings should expect their minister to be committed to a continuing program of professional growth and development, and are urged to provide ministers with 2 weeks of Study Leave per year, including weekends. Both the ministry setting and the minister will benefit from it.

c. Professional Expenses

Provisions in the church budget (and explicitly referenced in the minister’s call agreement or letter of offer) for the reimbursement of other business expenses that the minister might incur in the performance of the ministry is a standard part of the UCC ministerial benefits package. These might include: Professional organization dues; the cost of professional books, journals, and magazines; the cost of ministry-specific attire; professional entertainment costs; and the cost of registration, housing, meals and travel for Wisconsin Conference UCC, national United Church of Christ, and ecumenical meetings.

d. Community of Practice

In the Wisconsin Conference, ministers are greatly encouraged to be a member of a Community of Practice (COP). COPs are UCC ministerial groups typically organized regionally. When pastors have participated in a COP they are generally healthier and the congregations they serve are healthier as well. COPs meet monthly and are led by a trained facilitator for the purpose of collegial support and ministry skill development. It is expected that congregations will pay the $250 annual fee for their pastor to be a member of a COP. Some WI Conference Associations may cover a portion of this cost.

6. Evaluations

The Wisconsin Conference encourages all ministry settings and ministers to participate in an annual evaluation. Such evaluations should consider the shared ministry goals of both the minister and the ministry setting as they, together, seek to clarify or better discern the future of the church. Those desiring assistance in this process are encouraged to contact an Associate Conference Minister.
7. **Shared Ministry**

In settings where a minister is serving more than one congregation negotiating a compensation package can be complicated. In some shared ministry settings, the two or three churches involved will meet together to determine the full or part-time scope of their churches together and then negotiate the compensation package just as other congregations would. The congregations would then determine the portion of the compensation package each church will pay, which may be other than fifty percent from each, and it is typical for one of the congregations to provide the bookkeeping and check writing for the shared ministry with regard to the minister’s compensation. It may also be the case that churches in a shared ministry covenant may contribute specific resources like a parsonage, if this occurs the other church may contribute an offsetting resource like office space or administrative assistant hours. Ministers who serve more than one church will need to keep close records for mileage reimbursement so that the correct church reimburses for mileage driven in ministry for that church and other expenses such as continuing education and ministry involvements should be negotiated between the churches. Shared ministry churches should all be concerned that the minister serving them be compensated at a living wage for their family.

8. **Interim Ministers**

Interim Ministry Specialists have unique training to help congregations with the transition from settled minister to settled minister. They rely on churches to support between interims. Churches should take this into account when negotiating the terms to be applied at the end of the interim contract. It is suggested that each church provide an additional 2 weeks of full compensation following the end date of an interim

Contracts for interim ministers, whether part-time or full-time, may be drawn up according to the cash salary guidelines, or by using the Unit system. Since Units offer a combined compensation of salary and housing, a minimum of $90 per unit would be a starting point for clergy with less than 5 years’ experience in interim ministry. The minimum for experienced ministers would be $105 per Unit.

In the majority of circumstances, the interim minister’s total compensation, including benefits, may well be comparable to that of the previous settled minister.
9. **Wisconsin Conference and National UCC Assistance For Pastors**

The Wisconsin Conference and the National Setting of the United Church of Christ have emergency funds for medical and other emergencies, including retirement support. The Wisconsin Conference Minister and Associate Conference Ministers can be contacted to access these resources.

Pastors and churches can apply to the Wisconsin Conference for pastor continuing education funds on an annual basis.

The Wisconsin Conference has a Seminary Debt Retirement fund that provides grants of up to $3,000/year for up to five years. Requests for these annual grants are made in October and November of each year. Contact the Conference office for application.

*The Commission on Church and Ministry offers gratitude to Rev. Missy Miller, Cathy Jones, and Rev. Rob MacDougall for their help in revising these guidelines.*
<table>
<thead>
<tr>
<th>Clergy Compensation Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cash Salary</td>
</tr>
<tr>
<td>(membership and step chart)</td>
</tr>
<tr>
<td>2. Merit Increase</td>
</tr>
<tr>
<td>3. (A) Total Cash Salary</td>
</tr>
<tr>
<td>4. (B) Housing</td>
</tr>
<tr>
<td>Total Cash &amp; Housing to Pastor (A+B)</td>
</tr>
<tr>
<td>Benefits</td>
</tr>
<tr>
<td>Social Security offset</td>
</tr>
<tr>
<td>Retirement annuity (14% of line #5)</td>
</tr>
<tr>
<td>Health and Dental insurance</td>
</tr>
<tr>
<td>Life and Disability Insurance</td>
</tr>
<tr>
<td>Continuing Education</td>
</tr>
<tr>
<td>Community of Practice</td>
</tr>
<tr>
<td><strong>Total Package</strong></td>
</tr>
<tr>
<td>Reimbursed Expenses (travel, reimbursements for meetings, meals, etc.)</td>
</tr>
</tbody>
</table>
Call Agreement Workbook

A Companion Resource to the Brief Dictionary of Pastoral Positions

www.ucc.org/ministers
INSTRUCTIONS: Use this workbook as your congregation begins to discuss its needs and discern its dreams for a new minister, including the vision for what type of pastor the church hopes to call, the extent of time and ministry expected, and the terms of call. Once the workbook is completed and an incoming minister is identified, download the call agreement at www.ucc.org/ministers_pilgrimage and edit it to reflect the decisions made with this workbook.

1: WHAT TYPE OF PASTOR IS BEING CALLED?

Settled Pastor

A called position intended for longer-term ministry in which the minister moves church membership to the congregation and moves standing to related association.

Call Agreement introductory language for Settled Pastors:

The call to [AUTHORIZED MINISTER], extended by [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 [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. All parties execute the following agreement in good faith.

Intentional Interim Pastor

A called position for a temporary term of congregational preparation for a settled-pastor search, in which the minister does not typically move church membership to the congregation served or move standing to the related association.

Call Agreement introductory language for Intentional Interim Pastors:

[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for an intentional interim ministry: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you to become a minister of this church as our [POSITION TITLE] beginning on [DATE] for the purpose of transitional leadership during a season of change. All parties understand that the intentional interim minister is not to be considered a candidate for the settled pastor position nor any position beyond the interim position. All parties execute the following agreement in good faith.
Supply Pastor
\texttt{\textbackslash{sa-pli} pas-tor}\ a temporary position in which the pastor does not move membership to the congregation served or move standing to related association

**Call Agreement introductory language for Supply Pastors:**

\textit{[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for the term of a supply ministry:} Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you as our [POSITION TITLE], beginning on [DATE] and ending on [DATE or IDENTIFIED JUNCTURE]. All parties execute the following agreement in good faith.

Designated-Term Pastor
\texttt{\textbackslash{dez-ig-nat-l-d term pas-tor}\ a called position for a designated time period for a defined purpose, in which the pastor may move church membership to the congregation served and may move standing to the related association}

**Call Agreement introductory language for Designated Term Pastors in Local Churches:**

\textit{The call to [AUTHORIZED MINISTER], extended by [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 [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. The length of the designated term is [DURATION] for the purpose of [PURPOSE]. On [DATE], this call agreement will be reviewed and the purpose and progress of the designated term will be assessed. At that time, this call agreement [CAN / CANNOT BE RENEWED] and [MAY / MAY NOT] lead to a settled position. Until that time of assessment, the local church commits to the conference not to engage in the next ministerial search. All parties execute the following agreement in good faith.

**Call Agreement introductory language for Designated Term Pastors in New Ministry Starts:**

\textit{The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]:} Having sought the guidance of the Holy Spirit, the members of [NAME] United Church of Christ at [ADDRESS] at a regularly called meeting of this congregation held on [DATE], have decided to call you to extend the mutual ministry of Christ, entering into covenant with you as [POSITION TITLE] of [NEW MINISTRY TITLE], beginning on [DATE]. The length of the designated term is [LENGTH OF TERM] for the purpose of [PURPOSE]. On [DATE], this call agreement will be reviewed and the purpose and progress of the designated term for the new ministry start will be assessed. At that time, this call agreement [CAN / CANNOT BE RENEWED] and [MAY / MAY NOT] lead to a settled position. All parties execute the following agreement in good faith.
WHAT ARE THE FAITH FOUNDATIONS OF A CALL AGREEMENT?

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.

*What are the compensation guidelines of the conferences?*

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 his/her life in ministry.

*What are the congregation’s habits and its checks-and-balances in financial accountability and in its use of a pastor’s time?*

Christian Love. Because the connection between pastor and people is a sacred trust, open, caring, healthy relationships are essential for the well-being of the local church. Salary and benefits negotiations, 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.

*Who are our leaders entrusted with negotiating this call agreement?*  
*How have we prepared to consider all candidates equally?*

WHAT IS THE SCOPE OF WORK FOR THIS POSITION?

This template of time is based on common pastoral activities within realistic working hours, and *in boldface* are key activities of vital congregations. [See www.ucc.org/research for details.]

Feel free to modify to write your own description of scope of work for your context and ministry. *As a general rule, where a line is added to the scope of work, delete a different line. As lines are deleted and/or as the time of a pastoral position is decreased, consider the realistic and creative opportunities for fulfilling these tasks: will they be delegated to lay leaders and volunteers, for example, or will they be let go from the church’s ministry?*

For congregations sharing a pastoral position, each congregation writes its own scope of work.

For an *Associate Pastor position*, please use this template in conversation with the Senior Pastor, relevant staff, and related committees. In addition to outlining the tasks and time expected of an Associate Pastor position as well as its specializations (if any), plan to note in the call agreement:

- this position [MAY/ MAY NOT] fit within a Senior Pastor succession model
- this position [IS / IS NOT] intended for a particular season within the congregation’s life; if so, indicate duration.
Full time Pastoral Position (40-50 hours weekly / 10-12 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people
- **community engagement** and leading the way for the church to be an ambassador of God’s love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- participate in wider church activities such as conference and association meetings
- administration responsibilities (unless delegated) such as email, website, church supplies, more
- **faithful financial development** and stewardship
- responsibility for supervision of staff
- availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- counseling, listening and referral
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening spiritual connections and faith understandings of others in all they do

*Even full-time pastors cannot do it all! What tasks and ministries of the church are led by the congregation (or co-led with the pastor)? How might we make space within our usual expectations and in the pastor’s schedule for imagining new ministries?*

*Unit Scheduling: Many ministers can track their hours effectively by using a “unit” weekly calendar. Each day has three units: morning, afternoon, and evening, totaling 12 or more hours for the full day. A work week of 10-12 units = full time pastoral position, while a work week of 3-4 units = ¼ time pastoral position. When arranging a part-time schedule to allow the minister to earn another livelihood, consider the most helpful distribution or cluster of units. Additional considerations for the scope of work (whether full time or part time) include on-call expectations.*
Three-quarter time Pastoral Position (30-35 hours weekly / 8-10 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- faith formation and vitality through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- leadership development by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- community engagement and leading the way for the church to be an ambassador of God’s love
- weddings and funerals for participants in the worshipping community
- strategic planning for current and new directions in ministry
- participate in wider church activities such as conference and association meetings as time permits
- faithful financial development and stewardship
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening spiritual connections and faith understandings of others in all they do

What tasks and ministries of the church do we agree will not be the responsibility of the three-quarter time pastor? How do we imagine these ministries being led by the congregation?

For full or three-quarter time Intentional Interim Pastors, adjust scope of work to include:

- serves as temporary pastor and resource for the dynamics of transition
- works with a transition team or search committee to facilitate the congregation’s discernment of its vision and its preparation for the search
- serves as resource for the work of transition – including the process of writing the Local Church Profile, where applicable – focusing on three questions: Who are we now? Who is our neighbor? Who is God calling us to become?
- guides the congregation’s examination of heritage, mission, leadership, connections, and future
- as needed, provides support and leadership to the congregation in ONE OR MORE of the following:
- exploring new directions in ministry
- healing from the trauma of ministerial misconduct
- processing healthy conflict

- obtains ongoing education and professional accountability in specialized transitional ministry
- typical term of 12 - 18 months; not eligible for the settled position (as re-stated in call agreement)

What tasks and ministries of the church do we agree will not be the responsibility of the [FULL / THREE-QUARTER TIME] interim pastor? How do we imagine these ministries being led by the congregation?

For full or three-quarter time Designated-Term Pastors, adjust scope of work to include:

- focuses on the designated tasks for the designated purpose in this season of the congregation’s life
- guides specific tasks to which the congregation is committed, such as those related to [CHOOSE ONE]:
  - revitalization or turnaround
  - merger of two or more congregations
  - farewell tasks with property and/or sacred objects for good closure
  - relocation
  - development of a new ministry
  - staff reconfiguration
  - healing a crisis
  - discernment of congregational mission using an assessment or planning services
- the nature of a designated-term is for [DURATION], with goals and progress to be assessed near but before the end of that time [ANTICIPATED DATE]
- by written agreement, upon conclusion of the designated-term, it [MAY / MAY NOT] become a settled pastoral position

What tasks and ministries of the church do we agree will not be the responsibility of the [FULL / THREE-QUARTER TIME] designated pastor? How do we imagine these ministries being led by the congregation?
Half time Pastoral Position (20-25 hours weekly / 5-6 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- participate in wider church activities such as conference and association meetings as time permits
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening spiritual connections and faith understandings of others in all they do

What tasks and ministries of the church do we agree will not be the responsibility of the half-quarter time pastor? How do we imagine these ministries being led by the congregation?

One-quarter time Pastoral Position (10-13 hours weekly / 3 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- limited pastoral care, primarily Sunday conversations and funerals
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening spiritual connections and faith understandings of others in all they do

What tasks and ministries of the church do we agree will not be the responsibility of the one-quarter time pastor? How do we imagine these ministries being led by the congregation?
WHAT ARE THE TERMS OF CALL?

We consider this position to be [FULL TIME / THREE-QUARTER TIME / HALF TIME / ONE-QUARTER TIME]. The terms of this call are contingent upon your holding ministerial standing with the [NAME] Association of the [NAME] 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.

Because our church, [LOCAL CHURCH NAME], is committed to fair and just compensation, and in recognition that our faithful support will assist you, [MINISTER NAME], in remaining vital, creative and energetic for this 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 [ORIGINAL LOCATION] to [NEW LOCATION] It is your responsibility to secure at least two written estimates of the costs involved in this move and to submit the estimates to our Church Council so we can adequately plan and execute our part of these logistics. Relocation costs include the expense of one advance home hunting trip for you and your family, 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 $[AMOUNT].

Salary and Housing

**SALARY:** Beginning on [DATE], our church will pay a cash salary of $[AMOUNT] on a [WEEKLY / SEMI-MONTHLY / MONTHLY] basis. Compensation guidelines for authorized ministers are provided by individual conferences of the UCC.

**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.

If housing allowance, our church will provide an allowance of $[AMOUNT]/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 costs of all utilities, maintenance and furnishings, in addition to the mortgage/rent for your primary residence.

Sample formulas for calculating **SALARY BASIS** (salary plus housing):
Sample formula:

<table>
<thead>
<tr>
<th>Cash Salary</th>
<th>plus</th>
<th>Value of Parsonage (calculated at 30% of salary)</th>
<th>equals</th>
<th>SALARY BASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,000 full-time</td>
<td></td>
<td>$10,500 annually</td>
<td></td>
<td>$45,500 annually</td>
</tr>
</tbody>
</table>

Sample formula:

<table>
<thead>
<tr>
<th>Cash Salary</th>
<th>plus</th>
<th>Housing Allowance (calculated at 33% of salary)</th>
<th>equals</th>
<th>SALARY BASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,000 full-time</td>
<td></td>
<td>$11,550 annually (or $962.50 monthly)</td>
<td></td>
<td>$46,550 annually</td>
</tr>
</tbody>
</table>

Sample formula:

<table>
<thead>
<tr>
<th>Cash Salary</th>
<th>plus</th>
<th>Housing Allowance (calculated at 1% per month of median-priced standard 3-bd home in community)</th>
<th>equals</th>
<th>SALARY BASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,000 full-time</td>
<td></td>
<td>if a median-priced house in the community sells at $100,000, then the church's minimum housing allowance would be $100,000 x 1% = $1,000 per month or $12,000 annually</td>
<td></td>
<td>$47,000 annually</td>
</tr>
</tbody>
</table>

Calculate your minister’s SALARY BASIS here:

<table>
<thead>
<tr>
<th>Cash Salary</th>
<th>plus</th>
<th>Value of Parsonage or Housing Allowance</th>
<th>equals</th>
<th>SALARY BASIS</th>
</tr>
</thead>
</table>

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 (cash salary + housing allowance/value of parsonage) into your account with The Pension Boards. Using the information in this call agreement, the annual contribution for [YEAR] is $[AMOUNT].
HEALTH AND DENTAL INSURANCE: Our church will pay, on your behalf, the full annual premium for you and your eligible immediate family members in the United Church of Christ Medical and Dental Benefits Plan. For employees in their first employment relationship with the UCC, application for coverage must be made within 90 days of employment or evidence of insurability will be required.

SOCIAL SECURITY AND MEDICARE OFFSET: Our church will compensate you for the portion of Social Security and Medicare that we would pay if you were an employee of the church; the Social Security Administration designates ordained ministers as self-employed persons. The amount of wages subject to Social Security and Medicare taxes is established annually by the IRS. This offset will be paid to you on a quarterly basis; the offset is taxable income to you.

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 contribute 1.5% of the Salary Basis to the Life Insurance and Disability Income Plan of the United Church of Christ on your behalf. Using the information contained in this agreement, the annual contribution for this plan for [YEAR] is $[AMOUNT]. For employees in their first employment relationship with the UCC, application for coverage must be made within 90 days of employment or evidence of insurability will be required.

TOTAL VALUE OF SUPPORT PACKAGE:

<table>
<thead>
<tr>
<th>Salary Basis</th>
<th>plus</th>
<th>Annuity</th>
<th>plus</th>
<th>Health Insurance</th>
<th>plus</th>
<th>Social Sec. Offset</th>
<th>plus</th>
<th>LI and DI</th>
<th>equals</th>
<th>Total</th>
</tr>
</thead>
</table>

Time Benefits
(the following might not be included in a call agreement for Supply Pastors)

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 40-50 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.

For the call of a part-time minister, we encourage your faithful management of a 10-13 hour work week (⅓ time), a 20-25 hour work week (½ time), or a 30-35 hour work week (¾ time). We anticipate that we will honor your limited time best if we agree in advance as to the days when you are available, allowing for the occasional emergency.
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 programs, worship life and each other during your vacation. Service to the wider church (e.g. summer camp leadership, mission trips, and national/conference/association 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. Vacation pay will be prorated upon termination.

The vacation time provided for part-time positions is also four weeks, including four Sundays, with a week representing the agreed-upon work week for a one-quarter time, half time, or three-quarter time position.

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. Unused parental leave is forfeited.

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 accumulate up to 120 days across the years of your ministry with us, though accumulated 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. Sick time and personal leave are not meant to be utilized as additional vacation time.

SABBATICAL LEAVE: Our church will provide you with a sabbatical leave of three months after five years of full-time ministry with our church. A part-time minister is eligible for two months of sabbatical leave after seven years of 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 available 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: 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. 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 your immediate family – in addition to salary earned but not yet paid – full cash salary, housing, health and dental benefits, and Social Security and Medicare offset for 90 days from the date of death. Further provisions may be considered and will be discussed with your family by our Church Council, our Conference or Association Minister, and, as appropriate, the Association Committee on Ministry.

Copyright Agreement

The default under the law is that works prepared by a pastor within the scope of their employment (called “works for hire” in copyright law) – such as sermons and liturgies – become the property of the church. By including the following copyright agreement language, a church gives up those rights but has a license to use the copyrighted works with the consent of the minister.

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, sublicensable, 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.

**Professional Expenses**

(the following might not be included in a call agreement for Supply Pastors)

**MINISTRY EXPENSES:** Our church will reimburse you for ministry expenses up to $1,500 annually. Ministry 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. **Reimbursable ministry expenses for part-time positions = $1,000 annually.**

*For both full-time and part-time positions:* A one-time reimbursement in the amount of $160 will be provided when your ministry with us begins, for the cost of the Criminal Background Check that was required for your Ministerial Profile.

**CONFERENCE, ASSOCIATION AND WIDER CHURCH MEETINGS:** Our church values and expects your participation in the wider church, thus we will reimburse reasonable expenses for participation in our United Church of Christ national, conference, association, and other meetings. The amount established to support these expenses is incorporated into the professional expenses noted above.

**CONTINUING EDUCATION:** Our church encourages and supports your ongoing professional growth through participation in collegial learning groups (e.g. “clergy clusters” or “communities of practice”) and in continuing education programs to strength your ministry among us. Therefore we budget $1,000 and two weeks paid leave (including two Sundays) for those opportunities and expenses. 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. **Continuing education budget for part time positions = $1,000 and one week paid leave (including one Sunday).**
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 $2,500 to cover annual mileage expenses. Mileage reimbursement for a ¼ time position = $1,000; ½ time = $1,500; ¾ time = $2,000.

TOTAL VALUE OF PROFESSIONAL EXPENSES, LISTED AS SEPARATE LINE ITEMS IN CHURCH BUDGET:

<table>
<thead>
<tr>
<th>Ministry Expenses</th>
<th>plus</th>
<th>Wider Church Meetings</th>
<th>plus</th>
<th>Continuing Education</th>
<th>plus</th>
<th>Mileage</th>
<th>equals</th>
<th>Total</th>
</tr>
</thead>
</table>

5: 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 and Manual on Ministry (noting the Minister Codes and The Church in Relation to Its Pastor in Section 1 of MOM), and in the Three-Way Covenant we establish together with the Association/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. (Three recommended resources include Completing the Circle: Reviewing Ministries in the Congregation by David McMahon, When Better Isn’t Enough: Evaluation Tools for the 21st-Century Ministry by Jill M. Hudson, and The Marks of Faithful and Effective Authorized Ministers.) 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 Association or Conference Minister and our Association 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 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.

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**INSTRUCTIONS:** Once the workbook is completed and an incoming minister is identified, download the call agreement at www.ucc.org/ministers_pilgrimage and edit it to reflect the decisions made with this workbook.

3/5/2016