

# Definition of Compensation, Benefits and Responsibilities of the Pastor

Prepared by: \_\_\_\_\_

For the Reverend: \_\_\_\_\_

For the period of: \_\_\_\_\_ to \_\_\_\_\_

## A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base cash salary  
Parsonage included \$ \_\_\_\_\_  
Parsonage NOT included \$ \_\_\_\_\_
2. Social Security Allowance (1/2 of 15.3%) \$ \_\_\_\_\_
3. If parsonage is included:  
Utilities allowance \$ \_\_\_\_\_  
Furnishing allowance \$ \_\_\_\_\_  
Housing equity allowance \$ \_\_\_\_\_

## B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the pension and other benefits program through Portico Benefit Services.

*(Sponsorship includes health, pension, disability and life insurance. Health insurance is expected to be provided in full by the congregation for the pastor, spouse and family where applicable. If the health coverage is waived, a certificate of insurance must be provided to the Allegheny Synod Office. Full cost coverage is expected for this option.)*

- ELCA Pension at \_\_\_\_\_ % (12% recommended) \$ \_\_\_\_\_
- ELCA Health, Disability and Life Insurance \$ \_\_\_\_\_
- Other insurance benefits \$ \_\_\_\_\_

## C. EXPENSES

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

1. Automobile/travel/mileage allowance *(IRS guideline for mileage recommended)* \$ \_\_\_\_\_
2. Other professional expenses *(See Compensation and Benefits manual)* \$ \_\_\_\_\_
3. Official meetings of the Synod  
*(i.e. Bishop's Convocation, Synod Assembly, First Call Theological Education, Synodical Committee meetings, etc.)* \$ \_\_\_\_\_
4. Continuing Education  
*(Minimum of \$700 from the congregation.)* \$ \_\_\_\_\_
5. Moving expenses \$ \_\_\_\_\_
6. Other expenses \$ \_\_\_\_\_

Please list: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## D. AGREEMENT

1. Vacation time of \_\_\_\_\_ weeks per year including \_\_\_\_\_ Sundays.

2. Continuing Education time of \_\_\_\_\_ weeks per year.  
*(Recommended 2 weeks per year)*
3. Sick time of \_\_\_\_\_ days per year.  
*(Recommended 10 days per year. Congregation Council may decide whether time can be accumulated)*
4. Participation in the First Call Theological Education event where applicable.  
*(Congregations calling a pastor in the first three years of ministry are expected to contribute \$300 per year for 3 years to help offset the cost of this event.)*
5. Ongoing care through a Mutual Ministry Committee
6. Up to two months of continued salary, housing and other contributions to Portico Benefits in a 12-month period in the event the pastor is physically or mentally disabled and,
7. Where applicable, parental leave up to six weeks with full salary, housing and benefits.

**E. OTHER PROVISIONS**

Special emphasis of the pastor and special encouragement and support from the congregation:

1. During this time period, the pastor will give special attention in ministry to the following:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

2. The congregation will support the pastor in these emphasis' in the following ways:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

**F. OTHER MATTERS**

*(Accountabilities, service on Synodical committees, work in church camps or other boards)*

\_\_\_\_\_  
\_\_\_\_\_

**We, the undersigned, certify that the necessary approvals of the congregation and congregation council have been granted for the provisions so set forth in this agreement.**

Congregation President: \_\_\_\_\_  
Print Sign

Congregation Secretary: \_\_\_\_\_  
Print Sign

Date: \_\_\_\_\_

I certify and accept the above statement:

The Reverend \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: Retain the original of this agreement in the congregation files, send a copy to the Allegheny Synod Office, 701 Quail Ave., Altoona, PA 16602 and provide a copy to the pastor.*