

TERMS OF CALL

A Suggested Minister-Church Agreement or Covenant

It has become common practice among NACCC churches and ministers, when a call is about to be extended, to reach a common agreement regarding items listed below. This can be done either by means of a letter or a more formal Minister-Church Agreement or Covenant. The intended purpose is to establish and maintain a good relationship between the church and its minister. The items to be considered should be stated with sufficient clarity and detail so as to eliminate all doubt and prevent future misinterpretations and misunderstandings.

THE CHURCH AND MINISTER AGREE

Spiritual Support

Fully aware of the mutual support needed for truly “congregational” ministry, the congregation and minister agree to encourage one another in private and public prayer.

Ministry Priorities

Recognizing that the church has certain opportunities and needs, and that the minister has specific gifts and abilities, we agree to work together on the following identified areas of ministry in the coming year:

1.

2.

3.

4.

5.

THE CHURCH AGREES

Compensation

Conscious of the region's cost of living, and the experience and education of the person we are calling, we agree to provide total annual compensation of \$_____ in the form of cash and suitable housing.

1. The annual cash salary shall be \$_____.
2. The housing arrangement shall be:
 - a. An annual housing allowance of \$_____ shall be used, as determined by the minister, to buy or rent a home. Cost of utilities, furnishings, and appurtenances to the home are included in this housing allowance.

OR

- b. A church-owned parsonage (the fair market value of which is determined by appraisal and reviewed annually) together with all utilities shall be provided without cost to the minister, total estimated value of these being \$_____.

Reimbursement of Professional Expenses

Reimbursement for professional expenses incurred by the minister in the exercise of his/her ministry will be provided as follows:

1. Automobile expense will be reimbursed at the current IRS mileage rate of _____ cents per mile up to a maximum of \$_____.
2. Expenses incurred by the minister as a/an delegate/attendee to the annual state/regional fellowship meetings and the annual NACCC meeting.
3. Annual reimbursement for the minister's continuing education up to \$_____ and _____ weeks for study away from home, cumulative up to three years if mutually agreeable.
4. Other professional expense reimbursement for items such as professional society dues, books, periodicals, etc., up to \$_____.
5. The cost of a sabbatical study leave after every seventh year of the minister's service to this church, including the costs of interim ministry and the minister's regular compensation.

Additional Allocations

1. The Retirement annuity plan premium for the minister will be paid by the church. The premium is understood to be \$_____a year.
2. The recognized medical health plan premiums will be paid by the church to provide coverage for the minister and family. The premium is understood to be \$_____a year.
3. The disability plan premiums will be paid by the church to provide coverage in the event the minister is disabled. This coverage protects the minister and family, as well as the church. The premium is understood to be \$_____a year.
4. Maternity Leave: In the case of a clergywoman, the church agrees to provide a maternity leave with salary and benefits continuing throughout the leave.

Typically, maternity leave is six weeks, if there are no medical complications. The circumstances surrounding each birth are unique. Some deliveries, such as caesarean section, require additional hospitalization and convalescence. The church and minister are encouraged to be both sensitive and flexible in determining the length of this leave.

5. Paternity Leave: In the case of a clergyman, the church agrees to provide a paternity leave with salary and benefits continuing throughout the leave.

Because the circumstances surrounding each birth are unique, and aware of the father's involvement with the birth process, domestic duties, change in scheduling, and his need to be present with his family, the church and minister are encouraged to be sensitive and flexible in determining the length of leave.

6. Vacation: The church agrees to provide an annual paid vacation of four weeks. The minister shall coordinate the use of vacation time with the appropriate church body, but it is understood that the minister has the option of using the entire vacation time in one continuous segment. A reasonable amount of time devoted to sharing in regional and national work of the NACCC, continuing education experiences, providing leadership at camps and conferences, and similar activities shall not be considered as part of the vacation period.
7. Day/Days Off: The church shall permit and encourage the minister to spend two days each week free from ministerial duties, in the interest of his/her well-being and that of his/her family. An average weekly service in the range of 50-55 hours is the maximum expectation.
8. NACCC History and Polity Seminar: The minister agrees to complete the on-line NACCC History and Polity Course, Level I and II within one (1) year from date of hire. (There is no cost for this course.)
9. Sabbatical: The church shall provide a paid sabbatical period after seven years of service. The sabbatical will last _____weeks. (Best Practice Guideline: minimum eight weeks, maximum twelve weeks exclusive of vacation) The sabbatical is intended to be a period of study, reflection, relaxation and spiritual nurture for the minister. Additional financial support should be arranged by the church in consult with the minister to cover educational and related travel expenses of the sabbatical. It is expected that the minister will provide at least two years of continued ministerial leadership for the church following a sabbatical.

Moving

The church will pay the full cost of moving expenses for the minister's basic household goods, library, and family from _____, ____ to _____, _____. The cost of this is estimated to be \$_____.

Review

The appropriate church body shall review, at least annually, the matters contained in this agreement with a view toward making such changes as may be mutually desirable and acceptable, and in conformity with cost of living guidelines.

THE MINISTER AGREES

1. I will provide ministerial leadership for _____, beginning_____.
2. I will work a minimum of _____hours/week in the local ministry of this congregation and regularly report the use of my time to the appropriate church body.
3. I will seek to create and maintain a cooperative relationship with the local or regional congregational fellowships, and with the NACCC.
4. I will complete the **NACCC Congregational History and Polity On-line Seminar** within the first year of ministry at the church or provide evidence showing previous completion of said seminar. I will contact the Center for Congregational Leadership (lwright@naccc.org) or 800.262.1620 x1614) to enroll.
5. I will assume responsibility for participation in the Social Security program as a self-employed person.
6. I will serve in the ministerial relationship with the church until such time as it is terminated in accordance with the constitution and/or bylaws of the church. It is understood that the termination by either minister or church requires_____days notice, unless a shorter notice is mutually agreeable.

Signature: _____

Date: _____

Clerk or Moderator

Signature: _____

Date: _____

Minister