



## Call Agreement

THE CALL TO \_\_\_\_\_  
 (Name of Minister)

BY \_\_\_\_\_  
 (Name of Church) (Address)

Having sought the guidance of the Holy Spirit, and believing that God has called us to share in a mutual ministry in Christ, the members of

\_\_\_\_\_  
 (Name of Church)

\_\_\_\_\_, at a regularly called meeting of this congregation, held on \_\_\_\_\_,  
 (Location)

\_\_\_\_\_, voted to enter covenant with you to become minister of this church, effective \_\_\_\_\_.  
 (Date) (Date)

We consider this to be a Full-Time \_\_\_ Part-Time \_\_\_ position. If part-time, this is a 1/4, 1/2, 3/4 time position.

We recognize that your responsibilities as our minister and our responsibilities as a congregation shall be those outlined in our local church Constitution and that of the United Church of Christ.

We covenant to provide:

1. Base cash salary: payable semi-monthly or monthly \$ \_\_\_\_\_

(Compensation Guidelines are provided in the Heartland Conference annual directory and on the Conference website at [heartlanducc.org](http://heartlanducc.org). Click on *Resources*.)

2. Annual housing allowance (if no parsonage is provided)\* \$ \_\_\_\_\_

Total Cash Salary and Housing Allowance \$ \_\_\_\_\_

3. Professional Expenses – Reimbursement for:

a. Automobile (mileage at IRS Guideline) \$ \_\_\_\_\_  
 (or an automobile and payment of all expenses for church use)

b. Business \$ \_\_\_\_\_  
 (Expenses incurred while on Association, Conference, and parish business)

c. Moving \$ \_\_\_\_\_  
 (All expenses incurred while relocating to serve the Church. Three estimates shall be provided.)

d. The cost of the Criminal Background Check to the called Pastor \$ \_\_\_\_\_

4. Benefits

a. Social Security offset \$ \_\_\_\_\_  
(One half of the Minister's Social Security Contribution is paid on the base of Total Cash Salary and Housing Allowance. If a Parsonage is provided, one half of the Minister's Social Security Contribution, paid on 130% of salary. The Social Security Administration designates ordained ministers as "self employed" persons who contribute at the IRS rate. **(In 2011, the employer or church is to pay 6.2% and the clergy are to pay 4.2% based on the salary and housing; see IRS Notice 1036.)**)

b. Annuity \$ \_\_\_\_\_  
(14% of Total Cash Salary and Housing Allowance. If a parsonage is provided, 14% of 130% Cash Salary.)

\* If a parsonage is provided, serious consideration should be given to establishing a pastoral equity fund in lieu of home ownership.

c. Health and Dental Insurance: full annual premium \$ \_\_\_\_\_

d. Life Insurance and Disability Income Benefit Plan \$ \_\_\_\_\_  
(1.5% Total Cash Salary and Housing Allowance. If parsonage is provided, 1.5% of 130% Cash Salary.)

In the event of short-term or long-term disability, the local church shall follow the benefit program outlined by the current United Church of Christ Pension Boards *Life Insurance and Disability Income Benefit Plan for UCC Ministers and Lay Employees*.

e. Educational Materials and Continuing Education \$ \_\_\_\_\_  
Time and financial assistance for study and continuing education for a minimum of a week annually (other than vacation). The annual budget line item is to be at least 1% of Annual Salary and Housing Allowance, or 1% of 130% of salary if a parsonage is provided, to assist with the costs of continuing education and resources.

f. Parental Leave  
Maternity/single parent leave with pay up to eight weeks and paternity leave with pay for up to two weeks. An ordained minister who is the parent of a newborn and/or newly adopted child or who is pregnant or a single parent may take, in addition to the paid leave, up to three months total leave, the last month of which is either accrued vacation time or leave without pay.

g. Sick Leave  
Sick leave may be granted for personal illness or the illness of a dependent family member as defined by the Church.

h. Sabbatical Leave  
\_\_\_\_\_ Alternative A. Sabbatical leave for clergy for the purpose of spiritual and/or intellectual enrichment is possible after five years of full time service within current ministry setting. (One month is earned after 5 years, or two months after 6 years, or to a maximum of three months after 7 years.)

\_\_\_\_\_ Alternative B. (Fill in as negotiated.) \_\_\_\_\_

i. Vacation Time  
Vacation time should be a minimum of one month per year, including four Sundays, and an additional week for every five years served in that local church. Service to national, Conference and Association programming (including camping, mission trips and sabbatical leave) should not be construed as vacation time.

- j. Summer Camp Leadership  
Each local church is encouraged to have its pastor serve as a director or counselor at one week of church camp each summer. This is not to be considered vacation or continuing education time.
- k. Worker's Compensation  
Congregations are encouraged to cover their pastoral staff with Workers Compensation Insurance as they are required to do by state law for lay employees.
- l. Death Benefits  
In case of the Minister's death, the spouse/partner and/or family shall receive full salary and benefits including the use of the parsonage or housing allowance for a period of three months from the time of death. Benefits will not include travel allowance. Further provisions may be made upon mutual agreement between the Church and the spouse and/or family of the deceased Minister.

5. Other Considerations

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We further covenant:

A condition of this call is that the pastor must remain in good standing with the \_\_\_\_\_ Association of the Heartland Conference, United Church of Christ.

That this agreement can be terminated with 90 days notice or according to the provisions of the local Church Constitution and Bylaws or upon other terms mutually agreed upon.

The Church, through either its Church and Ministry Committee or its official board, with the Minister, will review annually the salary and other arrangements in this agreement, keeping in mind: a. cost of living; b. merited increases; c. tenure and/or experience; d. travel costs.

The Minister and the Official Board shall be responsible for the study and review of the priorities of the church and the effectiveness of the total ministry at least every three years. In extending our "Call" to you to be our minister, we affirm that in addition to providing for your needs and those of your family we shall share in the on-going work of the Church by assuming responsibility for the following (list in order of priority):

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If this Covenant is agreeable to you and it receives the confirmation of the Association Department for the Church and Ministry, we shall proceed with you and the Association to install you as our Minister.

Signed \_\_\_\_\_  
(Moderator/President)

\_\_\_\_\_  
(Clerk/Secretary)

\_\_\_\_\_  
(Chairperson, Search Committee)

\_\_\_\_\_  
(Date)

I hereby enter into Covenant with \_\_\_\_\_,  
(Name of Church) (Location)

and agree to become its Minister effective \_\_\_\_\_ on the basis of the above agreement.  
(Date)

In accepting your "Call" I affirm my responsibilities as minister to be (listed in order of priority):

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Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Minister)

Confirmed by \_\_\_\_\_ Association  
\_\_\_\_\_  
(Association Minister) Date: \_\_\_\_\_

This Call Agreement was adopted by the Heartland (formerly Ohio) Conference Board of Directors in March 2011.