

# Definition of Compensation, Benefits, Responsibilities of the Rostered Leader and Congregation

Pacifica Synod of the Evangelical Lutheran Church in America

Prepared by \_\_\_\_\_  
for \_\_\_\_\_

Minister of Word and Sacrament       Minister of Word and Service

start date \_\_\_\_\_  full time  three quarter time  half-time

**A. COMPENSATION**

The congregation will provide the following annual compensation:

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|--|-----------------|
| 1. Base Cash Salary*   | \$ _____        |
| 2. Housing Allowance* <i>(if provided/Word &amp; Sacrament only per IRS)</i> | \$ _____        |
| 3. Self-employed Social Security payment allowance* <i>(if provided)</i>     | \$ _____        |
| <b>TOTAL DEFINED COMPENSATION</b>  | <b>\$ _____</b> |
| 4. If a parsonage or other housing is provided:                              |                 |
| a. Utilities allowance   | \$ _____        |
| b. Furnishing allowance  | \$ _____        |
| c. Housing equity allowance  | \$ _____        |

**B. PENSION AND OTHER BENEFITS**

The congregation will sponsor the rostered leader in the Pension and Other Benefits Programs of the ELCA, which provides retirement, disability, survivor, and medical-dental coverage.

*(Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.)*

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|---|----------|
| 1. ELCA Pension at _____% of defined compensation*<br><i>(10% minimum, 12% recommended.)</i>  | \$ _____ |
| 2. ELCA Medical-and-Dental Insurance <i>(check one below):</i>  | \$ _____ |
| <input type="checkbox"/> a. member only <input type="checkbox"/> c. member and children <input type="checkbox"/> e. coverage waived*<br><input type="checkbox"/> b. member and spouse <input type="checkbox"/> d. member, spouse and children              *must show proof of coverage |          |
| 3. Other Insurance or benefits: _____   | \$ _____ |
| _____   | \$ _____ |
| Total paid by congregation  | \$ _____ |

**C. EXPENSES**

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

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|---|----------|
| 1. Automobile and travel Allowance or   | \$ _____ |
| <input type="checkbox"/> Mileage Reimbursement @ _____ per mile <i>(government approved rate is recommended)</i>                            |          |
| 2. Expenses for official meetings of the synod<br><i>(for example Theosis, Theological Day of Understanding, Conference Meetings, Etc.)</i> | \$ _____ |
| 3. Continuing Education <i>(\$1,000 is recommended)</i>   | \$ _____ |
| 4. First Call Theological Education <i>(minimum of \$1,200 for conference &amp; travel per year)</i>  | \$ _____ |
| 5. Other professional expenses  | \$ _____ |
| 6. Pay moving expenses to this field of service as follows: _____   |          |

D. AGREEMENT

1. Vacation time of \_\_\_\_\_ days per year, including Sundays *(28 days standard)*  
or \_\_\_\_\_ weeks, including Sundays. *(4 weeks standard)*
2. Continuing Education time of \_\_\_\_\_ weeks per year *(a minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing education agreement developed by the rostered leader and the congregational council.)*
3. Participation in First Call Theological Education Programs *(rostered leaders in their first 3 years of call)*
4. Ongoing care through a Mutual Ministry Committee *(Optional. If used committee is made up of members chosen per the pastor with recommendations from the church council in the first 90 days of the call.)*
5. Up to two months of continued salary and contributions to the ELCA Pension and Other Benefits Program in a 12 month period in the event that the rostered leader is physically or mentally disabled\*
6. Maternity/Paternity or Adoptive leave of \_\_\_\_\_ weeks with full salary, housing, and benefits *(recommended 6 weeks; 4 weeks minimum).*
7. Additional time off:  
When a rostered leader is called part-time additional vacation, including Sundays should be added to the compensation. This may be done creatively in consultation with the rostered leader. It may take the form of extra weeks during the year, every fifth Sunday off in addition to vacation Sundays, additional continuing education, etc.

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\*Provision may be made for further unpaid time for disability as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

**A description of the particular responsibilities of this position may be attached to this  
"Definition of Compensation, Benefits, and Responsibilities."**

*(Or the following may be completed)*

E. OTHER PROVISIONS

Special emphases of the rostered leader and special encouragement by the congregation:

1. During this time period, the rostered leader will give special attention to the following:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

2. The congregation will encourage, support, and participate in the ministry and mission of the congregation in the following ways:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

3. OTHER MATTERS

Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other details.

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We, the undersigned certify that the necessary approvals of the congregation and the congregational council have been granted for the provisions set forth above.

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Congregation President

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Church Council Secretary

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Date

I certify that I accept the above statement:

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Rostered Leader

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Date of Signature

*Note: Retain the original in the records of the congregation. Make a copy for the rostered leader. As a matter of information, send a copy to the synod office. A description of the particular responsibilities of this position may be attached to the "Definition of Compensation, Benefits, and Responsibilities."*