

**CONVENANT CONTRACT for DESIGNATED MINISTERIAL SERVICES**

(For the rest of this document referred to as "the Designated Minister")

An agreement between

\_\_\_\_\_ of \_\_\_\_\_,  
(Church Name) (Town/City)

Minnesota and \_\_\_\_\_, who agrees to serve this congregation

as Designated Minister effective \_\_\_\_\_. (Starting date)

**I. DUTIES (or Position Description Outline)**

The Designated Minister shall perform the tasks checked below as the major part of ministerial service to the congregation:

- \_\_\_ A. Stated and special services of worship, including the administering of the sacraments
- \_\_\_ B. Administration of ministerial and support staff
- \_\_\_ C. Consultation and coordination with boards, committees, and program leaders
- \_\_\_ D. Pastoral services, such as weddings and funerals
- \_\_\_ E. Confirmation instruction
- \_\_\_ F. Visitation of shut-in members
- \_\_\_ G. Visitation of hospitalized members
- \_\_\_ H. Visitation of prospective members
- \_\_\_ I. Participation with congregational representatives in denominational activities
- \_\_\_ J. Participation with congregational representatives in ecumenical activities
- \_\_\_ K. Participation with congregational representatives in outreach to community
- \_\_\_ L. Providing counseling and referral services
- \_\_\_ M. General calling \_\_\_\_\_
- \_\_\_ N. Helping congregation to assess where it is and to clarify vision for future
- \_\_\_ O. Helping congregation to clarify skills needed in next installed minister
- \_\_\_ P. Other \_\_\_\_\_

**II. ESTIMATE OF TIME FOR PERFORMANCE OF DUTIES**

- \_\_\_ Full time (approximately 40-45 hours/week average)
- \_\_\_ Three-quarter time (approximately 30-35 hours/week average)
- \_\_\_ Half time (approximately 20-25 hours/week average)
- \_\_\_ Other \_\_\_\_\_

**III. RELATIONSHIPS AND ACCOUNTABILITY**

The Designated Minister shall:

- A. be responsible to \_\_\_\_\_  
(Name of appropriate group or individual)
- B. confer regularly with the appropriate Associate Conference Minister
- C. maintain active ministerial standing in an Association of the United Church of Christ or in a church body recognized by the Association in which this church has its standing. (If the Designated Minister has standing in another denomination, she/he shall seek Dual Standing with the United Church of Christ for the duration of this position.)

IV. **LIMITATIONS and DECISION POINTS**

- A. Either party upon thirty days notice may terminate this agreement.
- B. Approximately six months after the Designated Minister has started, one of the following decisions will be made:
  - 1. The congregation votes to call the Designated Minister as its next called pastor and votes on the terms of the call as outlined in a Call Agreement. The Designated Minister accepts this call and the terms of the call. The Minister and the congregation arrange with the Minnesota Conference for a service of installation.

-or-
  - 2. The congregation votes to establish a Search Committee that will conduct a search for the church's next called pastor, utilizing the resources of the United Church of Christ Search and Call process. Upon mutual agreement between the Designated Minister and the congregation/leadership of the congregation, the Designated Minister will become the Interim Minister and will not be considered as a candidate for the position of called pastor.

-or-
  - 3. The congregation votes to extend the term of the Designated Minister for at least another six months, at which time the options of numbers 1 or 2 above may be revisited.
- C. If option 2 is chosen, the Designated Minister may become involved with the work of the Search Committee only following consultation with and approval by the appropriate Associate Conference Minister. In no case shall the Designated Minister handle profiles of applicants nor be involved in the recruitment of applicants or in making recommendations about candidates.

V. **COMPENSATION**

The church agrees to provide to the Designated Minister:

- A. \$ \_\_\_\_\_ salary per month, payable \_\_\_ monthly or \_\_\_ semi-monthly
- B. \$ \_\_\_\_\_ housing allowance per month; or \_\_\_ use of parsonage with all utilities paid; or \_\_\_\_\_ provision for temporary housing arrangements, including utilities.
- C. \$ \_\_\_\_\_ medical and dental insurance (subject to rate change)
- D. \$ \_\_\_\_\_ annuity fund payments at 14% of salary and housing
- E. \$ \_\_\_\_\_ life and disability insurance at 1 1/2% of salary and housing
- F. \$ \_\_\_\_\_ toward cost of moving (if appropriate)
- G. For each 3 months of pastoral service, the Designated Minister will be eligible to receive one week of vacation with full compensation
- H. \$ \_\_\_\_\_ continuing education
- I. \$ \_\_\_\_\_ Social Security offset (7.65% of salary and housing)
- J. \$ \_\_\_\_\_ as a one-time reimbursement to the Designated Minister for a criminal background check (\$160 as of 7-1-11)

VI. **BUSINESS EXPENSES**

- A. \$ \_\_\_\_\_ reimbursement at current IRS business mileage rate (\$ .54/mile) for performance of pastoral duties
- B. \$ \_\_\_\_\_ for other reimbursable business expenses (telephone, fees, travel meals, miscellaneous: \_\_\_\_\_)

**VII. EXCEPTIONS**

All exceptions to the above contract must be negotiated between the Designated Minister and the local church governing board. The Associate Conference Minister shall review revisions or exceptions.

The Designated Minister and congregation list the above conditions in an effort to facilitate an effective ministry. If they succeed in establishing a clear, equitable relationship, many sources of tension and misunderstanding will be removed.

The period during which a congregation is served by the Designated Minister can become a time of growth, healing, preparation, and joyous service. Toward that end, and as an affirmation of our acceptance of the conditions and responsibilities listed above, we confirm our agreement.

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(The Designated Minister) (Church Representative) (Title)

Please send one copy to the Minnesota Conference UCC; 122 W. Franklin Avenue, Suite 323; Minneapolis, MN 55404. Please retain copies for the minister and the local church(es).