CONVENANT CONTRACT for PASTORAL SERVICES
(For the rest of this document referred to as “the Pastor”)

An agreement between

_______________________________________

(Church Name) of __________________________.

Minnesota and _____________________________________________, who agrees to serve this congregation

as Pastor effective __________________________. (Starting date)

I. **DUTIES** (or Position Description Outline)
   The Pastor 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. Providing counseling and referral services
   ___ L. General calling __________________________________________________________
   ___ M. Helping congregation to assess where it is and to clarify vision for future
   ___ N. Helping congregation to clarify skills needed in next installed minister
   ___ O. Other__________________________________________________________________

II. **ESTIMATE OF TIME FOR PERFORMANCE OF DUTIES**
   __ Full time (approximately 40-45 hours/week average)
   __ Half time (approximately 20-25 hours/week average)
   __ Other ___________________________________________________________________

III. **RELATIONSHIPS AND ACCOUNTABILITY**
   The Pastor 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 Pastor
      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**
A. Either party upon thirty days notice may terminate this agreement.
B. This contract shall be in effect for _______months, and may be extended for an additional time by agreement of the parties involved.
C. The contract shall be reviewed and the terms renegotiated before any extension.

V. **COMPENSATION**
The church agrees to provide to the Pastor:

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 Pastor 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 Pastor for a criminal background check (if applicable)
K. $___________

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 Pastor and the local church governing board. The Associate Conference Minister shall review revisions or exceptions.

The Pastor 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.

As an affirmation of our acceptance of the conditions and responsibilities listed above, we confirm our agreement.

________________________________________  __________________________________________  _________________________
(The Pastor)                                  (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).