

Employment Agreement

Note: This is not to be considered a contract in the usual sense. It is simply a written statement of ministerial compensation as agreed to by church leaders and ministers.

The _____ (Church) and Pastor _____ (Name) have discussed the following compensation package and have reached understanding and agreement. This agreement is effective from _____, 20 _____ to _____, 20_____.

Compensation:

Compensation for this period will total \$ _____. Of the compensation, \$ _____ is to be considered Housing Allowance or Housing Maintenance Allowances. (The Governing Board will adopt the Housing Allowance resolution annually.) The compensation will be paid (how often?) _____.

Pension Contribution:

The church will pay _____ % of total salary.

Health Insurance:

- The coverage is provided by _____ (insurance company) at an estimated cost of \$ _____. The premium will be paid by the church to Pastor _____ / _____ (insurance company). If the cost rises during the church, will the church pay the increase? _____ (yes/no)
- Health Insurance will be the responsibility of the Pastor.

Social Security / Self-Employment Tax:

This cost is to be paid by the minister. The church, however, chooses to assist the minister with this obligation by contributing to him/her the following: \$_____.

Vacation:

The schedule provides _____ weeks, which may be taken at the end of the first year. By agreement, _____ (number) _____ (days/weeks) may be taken after _____ months have passed. The formula for determining vacation time is below.

- One-half value placed on prior years of ministerial experience. (Rounded to the nearest full year).
- Prior year's vacation value is earned only on regular full-time ministry service.

- Full value placed on years of service with current church
- Individual must be actively employed a minimum of six (6) months at _____ (church) to qualify for paid vacation in advance of the normal vacation schedule:
- Value Experience Schedule:
 - Value experience from 1 to less than 6 years: 2 weeks vacation
 - Value experience from 6 to less than 13 years: 3 weeks vacation
 - Value experience from 13 to less than 20 years: 4 weeks vacation
 - Value experience over 20 years: 5 weeks vacation
 - Not to exceed two (2) consecutive weeks out of pulpit
 - Pulpit expense to be financed by the church unless arrangements are made.
 - Vacations are non-accumulative from one calendar year to another and pay in lieu of vacation is not permitted.
 - Number of credited years of service entering 20 _____ is _____.

Workman's Compensation Insurance:

This coverage _____ is provided.

Emergency Leave:

Emergency leave is defined as any serious illness or death of a Senior Pastor/Pastor or their spouse's immediate family member. The Governing of Elders shall determine what other situations constitutes an emergency. Normally, this will not exceed ___ Sunday out of the pulpit or service. Pulpit supply expense financed by the church for ___ week(s). Normal salary will be paid.

Ministry Leave:

Pastor is free to be away for ___ weeks for leadership roles in revivals, workshops, preaching, missions, conference leadership, camps, etc. (Does not include adult/youth activities associated with the church).

- The governing board shall review and approve other situations on an individual basis.
- Not to exceed one (1) Sunday out of pulpit or service.
- If more than one (1) week is negotiated for this area of ministry, only the church finances one-week pulpit expense unless otherwise negotiated.
- Normal salary will be paid _____ (yes/no). If no, explain:

Convention Leave:

Pastor is encouraged to attend church-related conventions (Church of God Convention, General Assembly meetings, area camp meetings, etc.)

- + Not to exceed one (1) Sunday out of pulpit
- + Pulpit expense to be financed by the church

Education Leave:

Pastor is free to be away for ____ weeks for participatory roles in revivals, workshops, preaching, missions, conferences, and other educational opportunities. (Does not include adult/youth activities associated with the church).

- The governing board shall review and approve other situations on an individual basis.
- Not to exceed one (1) Sunday out of pulpit or service.

The church finances • If more than one (1) week is negotiated for this area of ministry only one-week pulpit expense unless otherwise negotiated.

- Normal salary will be paid _____ (yes/no). If no, explain:

Chaperone Leave:

This job-related activity is anticipated and appreciated by the church. The governing board will approve this leave as need arises.

Sick Leave:

The sick leave agreement concerns those illnesses and injuries which cause disability extending beyond ____ days. Salary will continue at full rate for ____ days. For the next ____ days it will continue at ____ % of the total.

The church provides long term disability insurance ____ (yes/no).

Benefits are payable after ____ days of disability.

The benefits are to be paid to _____ (minister/church)

In the event of permanent disability or death of the minister, the parsonage is to be vacated with in ____ (number) of _____ (days/weeks/months).

Educational Materials:

The minister is free to invest \$_____ in various magazines, books, e-subscriptions, software, supplies, etc. These items are to be the property of the minister.

Life Insurance:

- The church will pay \$_____ to _____ (company) per _____ (month/year) to provide coverage on the minister's life. The beneficiary of this policy will be named by the minister.
- The church will pay \$_____ to _____ (company) per _____ (month/year) to provide "key man" coverage on the minister's life. The beneficiary of this policy will be the church.

Auto Expense Allowance:

See worksheet

Travel Advance:

See worksheet

Organization Participation:

See worksheet

Other:

Acknowledged: _____ Date _____

Acknowledged: _____ Date _____

Acknowledged: _____ Date _____