

START-UP AGREEMENT
Church of the Brethren
Agreement for Pastors and Congregations

This **Start-Up** agreement between the _____ Church of the Brethren and its Pastor, _____ is for the calendar year _____. If the agreement is for a period other than the calendar year, state the beginning and ending dates: from _____ to _____.

1. TERMS OF SERVICE

The Pastor's service shall begin on _____ (date) and shall be for an indefinite period of time, with an annual review/evaluation by the Executive Committee (or another appropriate committee) with or in consultation with the District Executive/Minister.

Service may be terminated by the Pastor's resignation to the Church Board, giving ninety (90) days notice, after the Pastor has obtained the counsel of the District Executive/Minister. A longer notice of termination by the Pastor must be negotiated with the Church Board.

Service may be terminated by the congregation after obtaining the counsel of the District Executive/Minister. The Pastor may be counseled to resign by the District Executive/Minister and/or the Executive Committee (or another appropriate committee) or the Church Board after consultation with the District Executive/Minister. As a last resort, if the Church Board decides that the matter should be put before the congregation, the service of the Pastor may be terminated, with ninety (90) days notice, unless the congregation votes by a two-thirds majority to retain the services of the Pastor.

2. FINANCIAL TERMS

Figures in this section are annualized and should be pro-rated for the remainder of the current budget year. If the start date is within 6 months of the end of the calendar year, the start-up figures may be negotiated for the remainder of the current calendar year plus the next calendar year. Future changes in compensation and benefits shall reflect a mutually negotiated agreement between the Pastor and the Executive Committee (or another appropriate congregational committee responsible to the Church Board for pastoral relations), and accepted by a majority vote of the Church Board and congregation. Major changes shall be made in consultation with district executive staff. A **renewal** agreement shall be completed annually, and a copy submitted to the District office.

Consult the "Guidelines for Pastors' Salaries and Benefits" (Ministerial Leadership Manual) for assistance in completing all sections below. The Recommended Minimum Cash Salary Table for Pastors is available at www.brethren.org/salarytable

A. COMPENSATION

1. Cash Salary:

The amount from the Salary Table is \$ _____

Amount above and beyond Salary Table: \$ _____

Beginning _____ (date), the congregation shall pay the Pastor a salary of: \$ _____
(Amount of cash salary designated for housing, utilities & furnishings: \$ _____)

2. Housing:

a. The congregation will provide a housing allowance of: \$ _____

b. In lieu of a housing allowance:

- the congregation will provide the use of a parsonage with a fair rental value of: \$ _____
- the Housing Fund contribution (see Guidelines) by the congregation will be: \$ _____

3. Pension Benefits:

The contributions to the plan maintained by the Brethren Benefit Trust shall be the following:

- Congregation's contribution to pastor's pension plan (11%) \$ _____
- Congregation's contribution to Church Worker's Assistance Plan (1%) \$ _____
- Pastor's contribution to pension plan (4%) \$ _____

4. Medical Insurance Benefits:

Medical Insurance Provider: _____

Medical Plan:	Congregation's Share		\$ _____
	Pastor's Share	\$ _____	
Health Savings Account	Congregation's Contribution		\$ _____
	Pastor's Contribution	\$ _____	
Long-term disability:	Congregation's Share		\$ _____
	Pastor's Share	\$ _____	
Term Life:	Congregation's Share		\$ _____
	Pastor's Share	\$ _____	
Additional Options:			
	• Dental	Congregation's Share	\$ _____
		Pastor's Share	\$ _____
	• Vision	Congregation's Share	\$ _____
		Pastor's Share	\$ _____
	• Long Term Care	Congregation's Share	\$ _____
		Pastor's Share	\$ _____

TOTAL COMPENSATION

\$ _____

B. TIME OFF

- Days Off:** The Pastor shall have a day and a half per week free of parish responsibilities except for crisis ministries.
_____ shall be the pastor's day off each week except for crisis ministry.
An additional half day per week shall be at the pastor's discretion.
- Vacation:** The Pastor has _____ years of career pastoral service.
The pastor shall receive _____ weeks of vacation for the remainder of the current budget year.
(The Pastor shall receive three weeks of vacation annually for the first three years of service, four weeks annually for years four through twenty, and five weeks annually after twenty years.)
- Holidays:** The following national holidays are considered paid days off and are in addition to the regular day off each week:
- Special Circumstances:** The Pastor has accumulated _____ days for special circumstances from prior service.
(The Pastor shall be granted thirty days for special circumstances—paternity/maternity leave, sickness, death in the family, or other crises—beginning in the first year of career pastoral service, and then ten days for each succeeding year, accumulating to no more than a total of ninety (90) days. When special circumstances leave is used within any calendar year, it may be restored (up to a total of 90 days) at a rate of ten days per year for each succeeding year. The congregation shall not be required to pay any accrued special circumstances leave after the Pastor's service is terminated.)

C. PASTOR-RELATED EXPENSES

- Travel for Church Work:** _____ cents per mile x estimated miles _____: \$ _____
(Reimbursement is based on vouchers, for miles actually driven for church work.
Travel between the pastor's home and the church office is personal expense.)
- Annual/District Conferences:** \$ _____
Annual Conference: \$ _____ District Conference: \$ _____
- Continuing Education:** \$ _____
Continuing Education of _____ days as per this agreement:
Annual Conference Guidelines for Continuing Education recommend at least 7 days per calendar year and should be planned so that the pastor is not away for more than one Sunday.

4. Sabbath Rest

A period of sabbath rest has been negotiated for the calendar year ____: \$ _____
Based upon the Annual Conference Guidelines for Sabbath Rest
we have agreed upon ____ weeks after ____ years.

5. **Professional Expense Account** on actual cost basis to cover the following: \$

6. **Worker's Compensation:** Worker's Comp will be provided by the congregation.

7. Moving Expenses

The congregation will pay the Pastor's mutually negotiated moving expenses	\$
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TOTAL EXPENSES **\$**

D. TOTAL COMPENSATION, BENEFITS, AND EXPENSES	\$
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Pastor	Date	District Executive/Minister	Date
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Board Chair	Date	Moderator	Date
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Copies: Pastor, Moderator, Board Chair, District Executive/Minister, Treasurer, Church Clerk

Pastoral Compensation and Benefits Advisory Committee
Office of Ministry
Church of the Brethren
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