

This Letter of Calling and Agreement should be used in the final stages of securing a new minister. It should be completed by the chairperson of your Search committee and affirmed by the Church Board and congregation. Please make three additional copies of this completed agreement, providing one copy each to the congregation for its files, to your Regional Minister and to the office of Search and Call at: Disciples Home Missions, P.O. Box 1986, Indianapolis, IN 46206. The original copy of this agreement is for your new minister.

Letter of Calling and Agreement

To: *(minister's name)* _____ Date: _____

We are pleased to advise you that the _____
(Congregation) *(City, State)* *(Zip code)*

in a congregational meeting on _____
(Date) has voted to extend a call to you

to serve this congregation as its _____
(Pastor, Associate, etc.)

In accordance with our previously agreed upon and mutual understanding, the following items are formally reaffirmed:

1. Beginning date of ministry with this congregation: _____

2. Moving expenses: Congregation will pay: ALL, or UP TO *(Specify Amount)* \$ _____

3. Minister's Compensation:

a. Cash Salary - \$ _____

b. Parsonage/Housing Allowance Options *(choose one)*--

(I) Pastor secures own housing- \$ _____
(cash for housing allowance, including rent or mortgage, insurance, utilities, furnishings, etc.)

OR

(II) Parsonage provided by the congregation – Utilities paid by the congregation--

\$ _____ + \$ _____ + \$ _____ = \$ _____
(Parsonage Fair Rental Value) *(utilities allowed)* *(cash for Parsonage Allowance)* *(housing sub-total)*

c. Social Security Offset - \$ _____

4. Benefits:

	<u>YES</u>	<u>NO</u>	
Pension Plan 14% -	<input type="checkbox"/>	<input type="checkbox"/>	
Church-wide Health Care -	<input type="checkbox"/>	<input type="checkbox"/>	<i>(Specify plan)</i> - _____

Other Benefit(s) - _____
(Describe)

5. Vacation Time: _____

6. Continuing Education/Spiritual Retreat and Sabbatical/Renewal Leave Agreements:

a. Continuing Education/Spiritual Retreat Time - _____
(Not including Assemblies and/or Professional Meetings)

Education/Retreat Allowance - \$ _____

b. Sabbatical Leave Time - _____ after _____
(amount of time allowed for each sabbatical) *(# of years prior to first, and between subsequent, sabbaticals)*

Sabbatical Allowance *(amount set aside annually in church account for pastor's use at time of sabbatical)* - \$ _____

7. Our congregation expects this minister, as a part of the congregation's ministry,
to participate in wider church and community leadership
responsibilities within reasonable limitations of time - _____

(Board Chair's initials) *(Pastor's initials)*

8. Reimbursement for expenses incurred in service to the church:

a. Automobile - \$ _____

b. Assemblies/Professional Meetings - \$ _____

c. Books, Journals, Software/Web resources - \$ _____

d. Professional Expenses - \$ _____

e. Background report (\$160) payable in 1st month of call- _____

*The items noted to the left are NOT Ministerial
Compensation and should be used only for the
purposes so designated*

9. It is understood that all items in this agreement will be reviewed at least annually by the Pastoral Relations Committee.

10. This ministerial relationship shall be terminated upon _____ days notice by either party. This may be modified,
however, by later mutual agreement. *(number of days)*

We are hopeful these understandings are agreeable to you and that you will accept our call. If there are any questions regarding this letter or something else, please ask.

Signatures:

Chairperson, Search/Pulpit or Appropriate Committee

Minister Being Called

Chairperson, Board/Council or Congregation

(Date)

Once completed and approved, please make three additional copies of this form. The minister keeps the original. The congregation keeps a copy. Send one copy to the regional minister and another copy to Disciples Home Missions – Office of Search and Call.