

RENEWAL AGREEMENT
Church of the Brethren
Annual Agreement for Pastor and Congregation (Part-Time)

This **Renewal** agreement between the _____ Church of the Brethren and its _____ (pastor, associate pastor, etc) _____, 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 CALL TO SERVICE

The terms of call to service shall be as stated in the original **Start-Up** agreement between the Pastor and the congregation. Any change in the terms shall be mutually negotiated between the pastor and congregation. Major changes shall be made in consultation with district executive and may necessitate the completion of a new start-up agreement. Ninety (90) days notice shall be given in the event of reduction in service.

2. FINANCIAL TERMS

Consult the “Guidelines for Pastors’ Salaries and Benefits” for assistance in completing all sections below. The “Guidelines” and the Recommended Minimum Cash Salary Table for Pastors are available at <http://www.brethren.org/ministryoffice>.

A renewal agreement shall be completed annually, and a copy submitted to the District office.

A. COMPENSATION

1. Cash Salary:

The amount from the Salary Table at ____ years of experience is \$ _____
 Prorated amount at _____-time ministry = \$ _____
 Amount above and beyond Salary Table: \$ _____
 Beginning _____, the congregation shall pay the Pastor a salary of: \$ _____
 (Amount of cash salary designated for housing, utilities & furnishings: \$ _____)

2. Housing: (prorated based on _____-time ministry)

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 by the congregation will be: \$ _____

3. Pension Benefits:

The contributions to the plan maintained by the Brethren Benefit Trust should 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 Benefits: (congregation’s share prorated based on _____-time ministry)

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

1. **Days Off:** Since this is a part-time position, days off do not apply.
2. **Vacation:** The Pastor shall receive _____ work-weeks of vacation as per this agreement.
(The Pastor is credited with _____ years of pastoral service.)
3. **Holidays:** The following national holidays are considered paid days off if they occur on a regularly scheduled work day.
4. **Special Circumstances:** The Pastor has accumulated _____ days for special circumstances from prior service.

C. PASTOR-RELATED EXPENSES

1. **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.)
2. **Annual/District Conferences:** \$ _____
Annual Conference: \$ _____ District Conference: \$ _____
3. **Continuing Education:** \$ _____
Continuing education of _____ days as per this agreement:
Annual Conference Guidelines for Continuing Education recommend at least 7 days per calendar year including one Sunday.
(*prorated based on _____-time ministry*)
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.

Total Pastor-Related Expenses \$ _____

D. TOTAL COMPENSATION, BENEFITS, AND EXPENSES \$ _____



As part of my employment, I reaffirm my covenant as a credentialed minister in the Church of the Brethren and to uphold the Code of Ethics for Ministerial Leaders as adopted by the Church of the Brethren Annual Conference. I recognize and accept the authority of the district and denomination being at all times subject to its discipline and governance.

Pastor

Date

I, the board chair, acknowledge the congregation's responsibility to uphold and periodically review the Annual Conference Congregational Ethics paper. I also acknowledge that it is my responsibility to place a signed copy of this agreement in a secure file in the church office, communicate its existence and location to my successor(s), and distribute copies to those office(r)s identified below.

Board Chair

Date

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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