

AGREEMENT OF UNDERSTANDING

FOR CONGREGATIONS AND SENIOR PASTORS OF THE
CHURCH OF THE UNITED BRETHREN IN CHRIST, USA



**United
Brethren**
ALL FOR CHRIST

This agreement presents the terms of the pastoral appointment by the stationing committee. It seeks to reduce the possibility of wrong assumptions/misunderstandings on the part of the pastor or the parish. The goal is a healthy working relationship between pastor and congregation.

THIS AGREEMENT IS BETWEEN THE FOLLOWING CHURCH AND PASTOR	
Church	
Pastor	

STARTING DATE OF EMPLOYMENT	
ANNUAL SALARY	\$
To be paid:	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly
SOCIAL SECURITY	\$

State the amount of social security the church will pay the pastor this year. Typically, the total pay package includes half the cost of social security. The amount is determined by combining the salary, housing, plus utilities, and multiplying by the government rate.

If your pastor has opted out of the social security system, state how this benefit will be paid instead of a payment into the social security system.

INSURANCE PROVIDED FOR THE PASTOR AND FAMILY

Health Insurance:

Disability Insurance:

PENSION

The denominational pension program has two-parts: the Defined Benefit Plan and the 403(b) Tax Deferred Annuity (TDA) Plan. To participate in the Defined Benefit Plan, the pastor must participate in the 403(b) TDA Plan. Churches can choose between two options to contribute to the 403(b) TDA Plan. Please contact the finance director at the national office for information regarding these options. State the amounts the church will contribute to those plans.

The Defined Benefit Plan

\$

The 403(b) TDA Plan

\$

HOUSING	
Will the church provide a parsonage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fair monthly rental value of the parsonage.	\$
State any expectations or restrictions concerning the parsonage (if any).	
Will the church provide housing allowance so the pastor can rent or buy a home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Monthly housing allowance.	\$
UTILITIES	
What utilities will the church pay as part of the housing package?	
How are the utility bills paid?	
<input type="checkbox"/> By the church treasurer	
<input type="checkbox"/> The pastor pays the utility bills and submits an expense voucher	
<input type="checkbox"/> Other. Explain:	

VACATION	
State the number of weeks of vacation per year.	
(Standard guidelines: 1-5 years of service in the denomination: 2 weeks; 6-10 years: 3 weeks; 11-20 years: 4 weeks; 21+ years: 5 weeks.)	
How long does the pastor need to be at the church before receiving vacation time?	
State any expectations of the pastor regarding vacation time.	
CONTINUING EDUCATION BUDGET	
What is the annual continuing education amount budgeted for the pastor? \$	
MOVING EXPENSES	
State the moving arrangements (rental truck, professional mover) and who is responsible for paying the moving expenses. \$	
TRAVEL EXPENSES	
Amount the church will pay per mile.	cents
For a maximum of how many miles?	miles per year <input type="checkbox"/> No limit
How often must the pastor turn in travel expenses to the church treasurer?	
State any special arrangements regarding travel expenses.	

REIMBURSEMENT FOR CHURCH EXPENSES

State when salary and benefits will be reviewed by the Personnel Relations Commission or Board of Administration.

What professional ministry expenses will the church cover?

- | | |
|---|--|
| <input type="checkbox"/> Home entertainment | <input type="checkbox"/> Ministerial luncheons, etc. |
| <input type="checkbox"/> Work-related meals | <input type="checkbox"/> Book allowance |
| <input type="checkbox"/> Continuing education | <input type="checkbox"/> Periodicals |
| <input type="checkbox"/> Conference expenses | <input type="checkbox"/> Professional dues |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Civic activities |

Other expenses to be reimbursed (state):

REVIEW OF SALARY AND BENEFITS

State when salary and benefits will be reviewed by the Personnel Relations Commission or Board of Administration.

SPOUSE

Is your spouse employed?

- No
 Yes Part-time Fulltime

SPECIAL UNDERSTANDINGS (schooling, working spouse, pets, etc.)

PRC/BOARD CHAIR Signature	
Printed Name	
Date	
PASTOR Signature	
Printed Name	
Date	
CLUSTER LEADER Signature	
Printed Name	
Date	

