## **AGREEMENT OF UNDERSTANDING**

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



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 I	DATE OF EMPLOYMENT				
ANNUAL SA	LARY	\$			
To be paid:		☐ Weekly ☐ Bi-Weekly ☐ Monthly			
SOCIAL SEC	CURITY	\$			
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 Pension Plan or the Retirement Program Assessment and the 403(b) Tax Deferred Annuity (TDA) Plan. To participate in the Defined Benefit Pension Plan or the Retirement Program Assessment, the pastor must hold a United Brethren license and participate in the 403(b) TDA Plan. Please contact the finance director at the national office for information regarding the pension program. State the amounts the church will contribute to those plans.					
The Defined Benefit Pension Plan or the Retirement Program Assessment					
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HOUSING						
Will the church provide a parsonage?	☐ Yes ☐ 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?	☐ Yes ☐ No					
Monthly housing allowance.	\$					
UTILITIES  What utilities will the church pay as part of the housing package?						
How are the utility bills paid?  By the church treasurer  The pastor pays the utility bills and submits an expense voucher  Other. Explain:						
VACATION						
State the number of weeks of vacation per y	ear.					
(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					
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 e	What professional ministry expenses will the church cover?							
☐ Home entertainment		Ministerial luncheons, etc.						
☐ Work-related meals		☐ Book allowance						
☐ Continuing education		Periodicals						
☐ Conference expenses		Professional dues						
☐ Equipment		☐ Civic activities						
Other expenses to be reimb	ursed (state):							
REVIEW OF SALARY AND BENEFITS								
State when salary and benefits will be reviewed by the Personnel Relations Commission or Board of Administration.								
SPOUSE		☐ No						
Is your spouse employed?		☐ 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		