

# Suggested Terms and Agreements

1. Remuneration – the church will support the pastor’s ministry at the level of \$\_\_\_\_\_ per (year/month/week). This sum is to be allocated as appropriate, by the pastor, for salary, housing allowance, utilities, automobile expense, self-employment taxes, retirement plan, health insurance, library expenses, and continuing education. The pastor is to be paid \_\_\_\_\_ (frequency) with the first check due \_\_\_\_\_.
2. Vacation – Vacation time shall be accrued at the rate of \_\_\_\_\_ days each month with a total of \_\_\_\_\_ days per year. Upon resignation, the pastor will be paid for unused vacation up to \_\_\_\_\_ weeks maximum.
3. Work Week – the pastor will be available and on call for every emergency 24 hours per day when in town. However, the normal work week should be expected to be approximately \_\_\_\_\_ hours per week. This is not to limit the pastor’s activities, but to limit expectations of him.
4. Revivals – the pastor shall be permitted to preach \_\_\_\_\_ revivals at another church each year. Additional time may be negotiated.
5. Conventions and Conferences – If it is the will of the church that the pastor attend as a messenger, representative of the church, or for personal growth any meetings, seminars or conventions, the church will pay the actual expenses incurred by the pastor and his wife in such assignments. All arrangements will be made at the discretion of the pastor.
6. Christmas gift/bonus – as indicated in church policy and budget.
7. Resignation or termination – resignation and termination procedures shall be as defined in the church by-laws. If the pastor is terminated by the church he shall be given three month’s severance pay. (Churches need to understand that the pastor is viewed as self-employed and therefore does NOT qualify for unemployment compensation.)
8. Responsibilities – the pastor’s responsibilities will be those set for the in the church by-laws or specific job description.
9. Pulpit Supply – the church will pay for pulpit supply during the absence of the pastor. Under normal circumstances the pastor will extend the invitation to the pastor who will supply.
10. Holidays – the pastor shall be permitted the following paid holidays each year: New Year’s Day (plus either day before or after), Memorial Day, Independence Day, Labor Day, Thanksgiving Day (plus the day after), and Christmas Day (plus either the day before or the day after).