



Contract for Pastoral Ministry
Northern Texas – Northern Louisiana Mission Area
Sowing and Growing Disciples of Jesus

(Pastor's name)

In the Name of the Father, and of the Son and of the Holy Spirit. Amen.

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by pastors under short-term contracts. Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides for a contract of ministry for defined periods of time.

Accordingly, this congregation contracts with you to serve as

CONTRACT PASTOR of

_____ Lutheran Church of _____, Texas/Louisiana

Beginning _____ and ending _____.
(This contract must be renewed annually.)

The following conditions and covenants are stated:

TOGETHER WE WILL:

- A. Examine the history and traditions of the congregation and work together to add positively to these during your ministry.
- B. Assist the congregation to grow in strength during this time in anticipation of the day when it will officially call a pastor.
- C. Maintain the congregation's linkage with conference, mission area, and churchwide units, and the resources that may be available for our ministry.
- D. Prepare for a new pastor and a new vision.
- E. Subscribe to the constitutions and bylaws of the ELCA and of this congregation.
- F. Provide guidance about pastoral ministry, congregational responsibilities in lay ministry and continuing outreach beyond ourselves.

YOU AS THE CONTRACT PASTOR WILL:

- A. Preach and teach the Word of God each Sunday and special days of the Church year.
- B. Keep regular office hours on specified day(s) each week, along with the opportunity for visitation.
- C. Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church.
- D. Provide pastoral care to all members of the parish according to their needs, visit the ill and shut-ins in the hospital, nursing home or at home, and uphold all in the parish in prayer.
- E. Give pastoral leadership for the monthly council meetings, for the work of committees, and for all special congregational meetings, as needed.
- F. Encourage support for the total ministry of the ELCA.
- G. Be responsible for conducting and recording of baptisms, confirmations, marriages, and funerals of members and recording attendance at Holy Communion; and reporting the statistics of the parish promptly and fully, as requested by the ELCA.
- H. Should the congregation enter the call process, agree not to be in any way involved in the process except when the Bishop specifically requests your participation.
- I. Agree not to make yourself available for regular call to this congregation.
- J. Continue confirmation, first communion and new member instruction to give understanding and embodiment to membership in the Lutheran Church.

K. Specific duties to include:

- 1. _____
- 2. _____
- 3. _____

L. Agree that you will be on site attending to our pastoral needs using the following typical schedule (i.e. office hours, visitation, teaching, worship):

Sunday: _____	Thursday: _____
Monday: _____	Friday: _____
Tuesday: _____	Saturday: _____
Wednesday: _____	

WE THE CONGREGATION WILL:

- A. Commit ourselves to the gospel by faithful participation in worship, learning and fellowship activities.
- B. Receive you as our Contract Pastor, uphold you in prayer, and accord you our love, respect and good will.
- C. Look to you to preside at baptisms, marriages and funerals of members and celebrate Holy Communion.
- D. Agree that we will not consider you for regular call to this congregation.

E. Compensate you in the following ways:

1. Pay you a compensation per month for salary \$ _____ ,
and for housing \$ _____.
2. Reimburse you for car expenses, including both commuting and business miles, at the current IRS rate for business mileage, payable monthly upon submitting a record of miles driven.
3. Grant one week vacation for each 13 weeks of full time contract service.
4. Reimburse you for meals, housing, registration and mileage for mission area and conference events for which your attendance is desired or required by the Congregational Council or the Mission Area.
5. Other: _____

As you consider this opportunity to serve, may the Holy Spirit guide you. It is sincerely hoped that you may find it in accordance with God's will to give this invitation your immediate and affirmative response.

This contract terminates with thirty days notice by the Contract Pastor, the congregation, or the Bishop of the Mission Area. The last Sunday of ministry will also terminate payment of salary and allowances.

Witness our hands on this _____ day of _____, 20__.

President: _____; Secretary: _____

Pastor: _____ Date: _____

Attested by: _____, Bishop, NT-NL Mission Area

GUIDELINES FOR PASTORAL MINISTRY Compensation

The Contract Pastor's compensation is negotiated between the pastor and the Congregation Council and stated in the Contract for Pastoral Ministry agreement. The following guidelines (found in the mission area's policy *Compensation for Pulpit Supply and Interim Ministry*) are instructive for determining fair compensation.

- **Full Time:** The adopted mission area policy statement (see the constitution section of the *Mission Area Yearbook*) states that a "reasonable minimum for full time interim pastoral service would be the compensation guideline minimum salary for the pastor, plus (1) full medical and pension coverage, (2) allowances for travel and professional fees, and (3) prorated vacation and continuing education time." Please refer to the mission area's *Care and Compensation* guidelines available at "www.NTNL.org / Downloads" or from the mission area office to determine the recommended compensation for pastors based on their years of service.
- **Part Time:** Contract pastors serving part time are compensated for Sunday morning services at the same rate as those doing Pulpit Supply – currently \$150 for one service, \$200 for two services, or \$250 for three services on a Sunday morning. This includes preparation time. For pastoral services beyond Sunday morning, the same policy referred to above states that the "compensation for professional service should be no less than \$250.00 per day of service (based on an 8-hour day), plus current IRS rate for travel allowance. Lodging costs, if any, shall be additional." The \$250.00 per day minimum would suggest \$31.25 per hour for each additional hour beyond 8 hours in a day.
- The Contract Pastor may request that a portion of her/his compensation be designated as housing allowance or forwarded to the Board of Pensions for medical or pension payments.
- The congregation should provide for housing the pastor if she/he must stay overnight on site.
- The congregation should reimburse the pastor for business miles driven on a personal automobile at the current IRS rate. It would be fair to also reimburse the pastor's commuting miles.
- The congregation should offer the pastor continuing education time/funds as well as one week of vacation for every three months of full time service.

The purpose of this Contract for Pastoral Ministry is to clearly define duties, days and hours of service, mutual expectations, and compensation. It is expected that the pastor and the chief lay officer be the two main sources of contact for the mission area office and the conference dean. If there are any questions about interim ministry agreements, call the mission area office.

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