

Ministerial Call Agreement Resources

WHAT TYPE OF PASTOR IS BEING CALLED?

WHAT PASTORAL COMPENSATION CAN WE SUSTAIN?

WHAT IS THE SCOPE OF WORK FOR THIS POSITION?

Vermont Conference
United Church of Christ

What type of Pastor is being called?

Settled Pastor

A congregational called position intended for longer-term ministry in which the minister moves church membership to the congregation and moves standing to related association

Call Agreement introductory language for Settled Pastors:

The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. All parties execute the following agreement in good faith.

Intentional Interim Pastor

A position for a temporary term of congregational preparation for a settled-pastor search, in which the minister does not typically move church membership to the congregation served or move standing to the related association

Call Agreement introductory language for Intentional Interim Pastors:

[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for an intentional interim ministry: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you to become a minister of this church as our [POSITION TITLE] beginning on [DATE] for the purpose of transitional leadership during a season of change. All parties understand that the intentional interim minister is not to be considered a candidate for the settled pastor position nor any

position beyond the interim position. All parties execute the following agreement in good faith.

Supply Pastor

A temporary position in which the pastor does not move membership to the congregation served or move standing to related association

Call Agreement introductory language for Supply Pastors:

[AUTHORIZED MINISTER] and [LOCAL CHURCH] enter into agreement for the term of a supply ministry: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the governing body of [NAME] United Church of Christ at [ADDRESS] has decided to enter into an agreement with you as our [POSITION TITLE], beginning on [DATE] and ending on [DATE or IDENTIFIED JUNCTURE]. All parties execute the following agreement in good faith.

Designated-Term Pastor

A congregational called position for a designated time period for a defined purpose, in which the pastor may move church membership to the congregation served and may move standing to the related association

Call Agreement introductory language for Designated Term Pastors in Local Churches:

The call to [AUTHORIZED MINISTER], extended by [LOCAL CHURCH]: Having sought the guidance of the Holy Spirit, and believing that God has called us to share in the mutual ministry of Christ, the members of [NAME] United Church of Christ at [ADDRESS], at a regularly called meeting of this congregation held on [DATE], voted to enter into covenant with you to become a minister of this church as our [POSITION TITLE], beginning on [DATE]. The length of the designated term is [DURATION] for the purpose of [PURPOSE]. On [DATE], this call

agreement will be reviewed and the purpose and progress of the designated term will be assessed. At that time, this call agreement [CAN / CANNOT BE RENEWED] and [MAY / MAY NOT] lead to a settled position. Until that time of assessment, the local church commits to the conference not to engage in the next ministerial search. All parties execute the following agreement in good faith.

What Pastoral Compensation can we sustain?

We consider this position to be

FULL TIME
THREE-QUARTER TIME
HALF TIME
ONE-QUARTER TIME

The terms of this call are contingent upon your holding ministerial standing with the [NAME] Association of the [NAME] Conference of the United Church of Christ. Should ministerial standing be suspended, revoked or transferred for any reason, this agreement can be terminated immediately by the Church Council representing our congregation.

Because our church, [LOCAL CHURCH NAME], is committed to fair and just compensation, and in recognition that our faithful support will assist you, [MINISTER NAME], in remaining vital, creative and energetic for this ministry, we provide the following financial and professional care. All benefits listed here are annual and will be pro-rated during the remainder of the current year. We commit ourselves to the following terms of the covenant as we call you into ministry among us:

**VERMONT CONFERENCE CLERGY COMPENSATION
GUIDELINES ARE ADOPTED EACH YEAR AT THE VERMONT
CONFERENCE ANNUAL MEETING –
LOCAL CHURCHES ARE URGED TO USE THE GUIDELINES OR TO
SYSTEMATICALLY WORK TOWARD ACHIEVING THEM.**

Attach the current Compensation Guidelines and the Worksheets broken down to show the reality of less than fulltime positions and the Call Agreements for the type of pastor being sought.

What is the Scope of Work for this Position?

*This template of time is based on common pastoral activities within realistic working hours, and in **boldface** are key activities of vital congregations. [See www.ucc.org/research for details.]*

*Feel free to modify to write your own description of scope of work for your context and ministry. As a general rule, **where a line is added to the scope of work, delete a different line**. As lines are deleted and/or as the time of a pastoral position is decreased, consider the realistic and creative opportunities for fulfilling these tasks: will they be delegated to lay leaders and volunteers, for example, or will they be let go from the church's ministry?*

For congregations sharing a pastoral position, each congregation writes its own scope of work.

*For congregations designing an **Associate Pastor position**, please use the following template in conversation with the Senior Pastor, relevant staff, and related committees. In addition to outlining the tasks and time expected of an Associate Pastor position as well as its specializations (if any), plan to note in the call agreement: o this position [MAY / MAY NOT] fit within a Senior Pastor succession model o this position [IS / IS NOT] intended for a particular season within the congregation's life; if so, indicate duration.*

Full time Pastoral Position (40-50 hours weekly / 10-12 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people
- **community engagement** and leading the way for the church to be an ambassador of God's love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- attend meetings and give leadership as needed to church programs, in collaboration with lay leadership
- participate in wider church activities such as conference and association meetings
- administration responsibilities (unless delegated) such as email, website, church supply purchasing, more

- **faithful financial development and stewardship**

- responsibility for supervision of all/some staff
- availability to wider community for funerals, weddings, special worship programs, and as a representative of the church to local organizations
- counseling, listening and referral
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

Three-quarter time Pastoral Position (30-35 hours weekly / 8-10 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- **leadership development** by working with people in the church to create ministry and programs
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- **community engagement** and leading the way for the church to be an ambassador of God's love
- weddings and funerals for participants in the worshipping community
- **strategic planning for current and new directions in ministry**
- participate in wider church activities such as conference and association meetings as time permits
- **faithful financial development and stewardship**
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

For full or three-quarter time Intentional Interim Pastors, adjust the scope of work to include:

- serves as temporary pastor and resource for the dynamics of transition
- works with a transition team or search committee to facilitate the congregation's discernment of its vision and its preparation for the search
- serves as resource for the work of transition – including the process of writing the Local Church Profile, where applicable – focusing on three questions: Who are we now? Who is our neighbor? Who is God calling us to become?
- guides the congregation's examination of heritage, mission, leadership, connections, and future
- as needed, provides support and leadership to the congregation in ONE OR MORE of the

following:

- o exploring new directions in ministry
- o healing from the trauma of ministerial misconduct
- o processing healthy conflict
- obtains ongoing education and professional accountability in specialized transitional ministry
- typical term of 12 - 18 months; not eligible for the settled position (as re-stated in call agreement)

For full or three-quarter time Designated-Term Pastors, adjust the scope of work to include:

- focuses on the designated tasks for the designated purpose in this season of the congregation's life
- guides specific tasks to which the congregation is committed, such as those related to [CHOOSE ONE]:
 - o revitalization or turnaround
 - o merger of two or more congregations
 - o farewell tasks with property and/or sacred objects for good closure
 - o relocation
 - o development of a new ministry
 - o staff reconfiguration
 - o healing a crisis
 - o discernment of congregational mission using an assessment or planning services
- the nature of a designated-term is for [DURATION], with goals and progress to be assessed near but before the end of that time [ANTICIPATED DATE]
- by written agreement, upon conclusion of the designated-term, it [MAY / MAY NOT] become a settled pastoral position

What tasks and ministries of the church do we agree will not be the responsibility of the [INTERIM / DESIGNATED-TERM / THREE-QUARTER TIME] pastor? How do we imagine these ministries being led by the congregation?

Half time Pastoral Position (20-25 hours weekly / 5-6 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- **faith formation and vitality** through prayer, Bible study, service, identifying helpful resources and opportunities and helping lay persons take advantage of them
- pastoral care in collaboration with lay people (at least to those who are sick, elderly, or grieving)
- participate in wider church activities such as conference and association meetings as time permits
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

What tasks and ministries of the church do we agree will not be the responsibility of the half-quarter time pastor?

How do we imagine these ministries being led by the congregation?

One-quarter time Pastoral Position (10-13 hours weekly / 3 units*)

- preparation and leadership of Sunday worship including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc.
- limited pastoral care, primarily Sunday conversations and funerals
- study and prayer to increase faith and to improve skills so as to lead, teach, preach better
- energizing and deepening the spiritual connections and faith understandings of others in all they do

What tasks and ministries of the church do we agree will not be the responsibility of the one-quarter time pastor?

How do we imagine these ministries being led by the congregation?

** Unit Scheduling: Many ministers can track their hours effectively by using a “unit” weekly calendar. Each day has three units: morning, afternoon, and evening, totaling 12 or more hours for the full day. A work week of 10-12 units = full time pastoral position, while a work week of 3-4 units = ¼ time pastoral position. When arranging a part-time schedule to allow the minister to earn another livelihood, consider the most helpful distribution or cluster of units. Additional considerations for the scope of work (whether full time or part time) include on-call expectations.*

The following information from the Maine Conference website suggests unit assignments for the most common clergy responsibilities:

Responsibility Units Per Week

Worship Preparation	2-4
Sunday Worship/Coffee Hour	1
Visitation of those in need (shut-ins, hospitalized, etc.)	2-3
Administration	1-2
Meetings	2-3
UCC Association, Conference, etc.	1-2
Counseling, Weddings, Funerals	1
Preparing and Teaching Bible Study	1-2
Communication- bulletin/newsletter	1-2

Community Chaplaincy - nursing home, jail, hospital, etc.

1