

**Check List for Clarity in a Call
Figure 1**

Yes No

___ ___ 1. Church moves/provides moving expenses?

___ ___ 2. Church provides housing for pastor, family?

If yes, in what form?

Parsonage _____

Allowance _____ (Negotiate with minister)

If allowance, how much monthly? _____

___ ___ 3. Church provides utilities or allowance? (Negotiate with minister) If yes, amount:

Electricity \$ _____

Phone \$ _____

Water \$ _____

Other \$ _____

___ ___ 4. Church assists pastor in purchasing home?

If yes, indicate the following: Provides down payment as gift or loan in the amount of \$ _____ at an interest rate of _____ % to be repaid at \$ _____ monthly. Amount to be paid in full within _____ days of termination as pastor.

___ ___ 5. Monthly salary to begin \$ _____ with review for increase at end of:

Months _____ (How often) _____) Year _____

Recommendation for increase to be made by _____ committee.

___ ___ 6. Monthly car reimbursement provided?

If yes, in the amount of \$ _____ per year and _____ per mile for travel on church business.

___ ___ 7. Church provides insurance coverage? If yes, how much?

Health \$ _____

Life \$ _____

Retirement \$ _____

___ 8. Church provides annual book allowance?

If yes, annual amount \$ _____

___ 9. Church provides weekly days off?

If yes, number of days _____

___ 10. Church provides annual, paid vacation?

If yes, number of weeks _____ first year; second year _____
and thereafter _____

___ 11. Is pulpit supply paid by church for vacation absences?

___ 12. Church provides time off for:

___ Revivals?

___ Annual State Evangelism Conference?

___ Annual State Convention?

___ Annual Southern Baptist Convention?

___ How much time for revivals? _____

___ 13. Is pulpit supply paid by church for these absences?

___ 14. Are expenses paid to conventions?

___ Wife included?

___ 15. Church provides time off for bereavement?

If yes, how much time? _____

___ 16. Church provides time off for illness?

If yes, amount of time annually _____

___ 17. Are salary and benefits paid during time of illness?

For how long? _____

___ 18. Supply minister paid by church?

For how long? _____

___ 19. Church provides annual physical examination for pastor?

___ 20. Pastor is designated as supervisor of other staff? _____

_____ If no, who is designated and for which staff members? _____

___ 21. Time off is provided for study leave and training conferences?

If yes, how much time annually? _____

___ 22. Does church pay cost of job-related training?

If yes, how much of total cost? _____

23. _____

24. _____

Specific Agreements
Figure 2
(These Will Vary from Church to Church)

Annual Financial Arrangements
 Consult "More Than Money" Compensation Manual

1. PERSONAL INCOME

Cash Salary: to be paid	\$	
___ Housing Allowance ___ Parsonage Rental Value	\$	
___ Utilities Allowance ___ Utilities Estimate	\$	
___ Homeowners Insurance on Parsonage	\$	
TOTAL	\$	

2. PROTECTION BENEFITS

Retirement Plans: _____ % of	\$	
Personal Income	\$	
Family Health Insurance:		
___ Pastor's Part ___ All	\$	
Life Insurance on Pastor	\$	
Disability Insurance on Pastor	\$	
Tax Deferred Annuity	\$	
Social Security Tax Allowance:		
___ Half ___ All	\$	
Workman's Compensation	\$	
TOTAL	\$	

(continued)

3. MINISTRY RELATED EXPENSES

Car Reimbursement to be paid (cents per mile)	\$ _____
*Convention and Meetings	\$ _____
Book Allowance	\$ _____
Hospitality	\$ _____
TOTAL	\$ _____

* Ministry Related Expenses, Conventions, and Meetings

- _____ For expenses at meeting attended as pastor
- _____ Includes pastor's spouse when she accompanies
- _____ For study leave and continuing education
- _____ For civic club membership expenses

Annual Time Arrangements

The church acknowledges that the pastor's work cannot be rigidly regulated because of the nature of ministry. Crisis situations and emergencies along with meetings and a heavy schedule may alter the pastor's schedule and sometimes necessitate his arranging his work and leisure at his own convenience. Despite weekend work and evening obligations, the pastor must find some time to spend with his family and for his own personal needs.

1. Day (s) of week off _____

2. Weeks for vacation _____

3. List holidays _____

4. Study leave time _____

5. Revivals or Sunday engagements _____

6. Total number of Sundays for church-paid pulpit supplies _____

Vacation time _____

Conventions or conferences _____

Study leave _____

Revivals and engagements _____

7. Sick leave arrangements:

8. Any other arrangements:

_____ To be used at pastor's discretion

_____ Pastor to give account for reimbursement

_____ Surplus belongs to _____ pastor _____ church

PASTOR – CHURCH COVENANT

INTRODUCTION

Attention is given to church-minister relations because of their bearing on proper performance of the church's vital tasks as well as the mutual concern of a minister and congregation for each other. The tasks of missions and evangelism, of worship and ministry, of witness and education are hindered if tensions exist between pastor and people or divisions among the congregation. Church-minister harmony goes far toward enabling the church to function effectively in these divinely appointed areas and fosters love and growth among members of the congregation.

Unrealistic expectations of each other, or misunderstandings, can create a tension between pastor and people. A covenant adopted in mutual trust and commitment can establish understanding and guidelines that should cultivate love for and communication with each other, encourage personal growth and stimulate ministry and mission at home and around the world.

The pastor-church covenant can fill the vacuum which often exists when the pastor and his family live in a fishbowl without constructive feedback about the congregation's perception of them. It can reinforce positive feelings of the congregation for their pastor and improve negative feelings. It is not a binding legal contract, but a statement of mutual understanding and perceptions with a promise of continued love and respect for each other.

Commitments in the covenant can be maintained and nurtured by a church-minister relations committee. This committee can facilitate communication between pastor and people, informing each of reciprocal expectations, reviewing and implementing the covenant and recommending any necessary changes. It can mediate any misunderstandings or conflicts that arise. The committee will be honest and supportive in providing the pastor with evaluative feedback and giving the congregation necessary information and guidance.

**FOR THE PASTOR-CHURCH RELATIONSHIP:
A COVENANT**

(Church's name)

We, the members of _____, desiring to nurture
(Church's name)
our pastor and his family in Christian love, and to strengthen their ministry among us, and

I, _____, believing I am called by God to serve this
(Pastor's name)
community and congregation as pastor, do establish this covenant as an expression of our
understanding of mutual and separate obligations to each other and our joint commitment to
God's worship and service.

THE PASTOR'S COMMITMENT

I accept this call with a conviction that is from God and a commitment to accept responsibility as the primary leadership influence in the church and to demonstrate my certain convictions that I am simultaneously a servant of God and of His people.

I accept this call with a commitment to practice a life style, spiritually, morally and financially that will reinforce my role as spiritual guide to others.

I accept this call with a commitment to minister regularly and dependably to the needs of this congregation and at the same time to maintain a life for my family and myself.

I accept this call with a commitment to maintain competency in ministry through diligent Bible study and sermon preparation, dependence on the Holy Spirit for leadership, provide administrative and organizational leadership and grow in pastoral and prophetic skills through continued study.

I accept this call with a commitment to earnestly endeavor to understand and love those entrusted to my spiritual care, and to recognize and work with the congregation's elected leaders.

I accept this call with a commitment to remain open to suggestions from the congregation at the same time I remain faithful to my conscience and sense of call.

THE CHURCH'S COMMITMENT

We extend this call with a conviction that it is from God and a commitment to respect and honor the office our pastor serves, trust him as a person of integrity and ability and love and accept him as a fellow human being.

We extend this call with a commitment to give our pastor freedom in the pulpit to express honest, thoughtful convictions in interpretation of God's Word though they may not always coincide with those of individuals within the congregation, understanding that his interpretation will be consistent with the Baptist Faith and Message.

We extend this call with a commitment to undergird our pastor's ministry with daily prayer and a positive, loving attitude (relationship) that recognizes his struggles with the same human problems we have.

We extend this call with a commitment to shelter our pastor's family with affectionate care and freedom for personal growth and expressions of their own unique personalities and gifts.

We extend this call with a promise to provide for our pastor's financial needs adequately according to the congregation's ability.

We extend this call with a commitment to communicate with our pastor personally and through the elected leaders of the congregation regarding appreciation for the fruitful areas of his ministry and constructive criticisms when necessary.

We extend this call with a commitment to support the mission of the church through regular attendance, regular giving, the use of our abilities in service and our evangelical influence in the community.

ADDENDUM TO THE PASTOR-CHURCH COVENANT

The congregation will establish through its Committee on Committees (Nominating Committee, or other method) a Church-Minister Relations Committee.

The Church-Minister Relations Committee will inform the pastor and congregation of reciprocal expectations and needs, review and implement the Pastor-Church Covenant and recommend any desirable changes.

The Church-Minister Relations Committee will be alert to conflict or misunderstanding between the pastor and members of the congregation. They will attempt to mediate, when necessary, with a minimum of embarrassment to the parties involved. Should the Committee determine that a given problem is beyond its capacity to manage in a fair and objective manner, it will arrange for a third party to counsel or mediate.

The Church-Minister Relations Committee will be honest and supportive in providing the pastor with evaluative feedback, on at least an annual basis.