



Christian Church
(Disciples of Christ)
in Nebraska

MINISTERIAL LETTER OF CALL

(Minister's Name) _____

Date: _____

The Board/Congregational of _____ in _____ has voted to extend a call to you to serve this church as our _____.

The Board/Congregation has agreed to the following terms of your call, which should reflect our previous conversations:

Beginning Date of Ministry: _____ / _____ / _____

Accountability

The Pastor shall:

1. Be accountable to the _____ and ultimately to the congregation for the successful completion of duties;
2. Maintain ministerial standing with the Christian Church In Nebraska.

The congregation shall:

1. Support the Minister through the governing board, its committees, and spiritual leadership;
2. Support the Minister by providing a Pastoral Relations Committee;
3. Provide clarity about the role and responsibilities of the Pastor at _____ Name of Church _____ – a job description is attached (*if the church does not have one, please contact the Christian Church In Nebraska for an example that you can tailor to meet your particular church*); and
4. Provide annual review of the Pastor (*the Christian Church In Nebraska can provide examples of evaluation forms and processes so that your church can select what best meets your sense of how you wish to relate with/to the Pastor – and the Regional Minister is available to work with a group within the church to design and conduct the evaluation*) with recommended changes to compensation.

Compensation

	<u>Monthly</u>	<u>Annually</u>
1. Salary	\$ _____	\$ _____
2. Housing Allowance/Parsonage	\$ _____	\$ _____
3. Social Security Offset	\$ _____	\$ _____

TOTAL COMPENSATION

\$ _____	\$ _____
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Benefits

4. Medical (and dental) Insurance	\$ _____	\$ _____
5. Pension (14% of above items 1, 2 & 3)	\$ _____	\$ _____

TOTAL BENEFITS

\$ _____	\$ _____
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TOTAL COMPENSATION AND BENEFITS

\$ _____	\$ _____
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The items above will be reviewed with the Pastor and the Pastoral Relations Committee, and any recommended changes proposed to the governing board (see #3 above).

Additional Church Expenses to Reimburse the Minister:

The following items are not considered Ministerial Compensation and should be used only for the purposes designated up to the amount listed next to each item.

- 1. The congregation shall pay \$_____ for moving expenses.
- 2. Background Check Reimbursement from Search & Call at \$_____.
- 3. Continuing Education Annually
\$
(e.g., books, journals, conferences, workshops, software, web resources)
- 4. Professional Expenses \$
(e.g., robes, stoles, certifications)
- 5. Disability Insurance \$
- 6. Mileage @ IRS allowable rate \$

Rest and Renewal:

- 7. Paid Vacation: One (1) week for each three (3) months of service, or 2½ days per month served, with up to one week of unused vacation time allowed to be carried over at the end of each year, with any remaining vacation leave being forfeited. Unused vacation time is considered cash/compensation at time of termination.
- 8. Sick Leave: One (1) day for each month of service, with unused sick leave at the end of each year being allowed to accrue up to 180 hours. Once the minister accrues 180 hours of sick leave, no additional sick leave will be accrued until some sick leave is used per personal policies. Accrued sick leave is not available as cash/compensation at time of termination.
- 9. Continuing Education: One (1) week for each six (6) months of service.
- 10. Educational/Sabbatical Leave Time: Three (3) months of paid time for each five (5) years of continuous service.
- 11. The pastor will be provided time, and not be expected to use any form of leave time, to participate in wider church (e.g., Regional Assembly, General Assembly, Kamp Kaleo) and community activities within reason (e.g., community ministries, chaplaincy).

Termination

Either party may terminate this agreement with a sixty-day (60) notice.

Pastor *date*

Congregational Representative *date*

Once the Letter is completed, please provide the pastor with a copy, keep a copy in the church records, and send a copy to: Christian Church In Nebraska, 237 South 70th Street, Suite 221, Lincoln NE 68510 or to regmin@ccnebr.org.

MINISTER COMPENSATION AND BENEFITS WORKSHEET

Example Annual Amount



Cost of Living Comparisons:
<https://www.erieiri.com/cost-of-living-comparison>

COMPENSATION			
Cash Salary	\$	55,000	Enter dollar amount here
Housing Allowance	\$	15,000	Enter dollar amount here
Parsonage (Value)			
Social Security Offset (7.65%)			
TOTAL COMPENSATION	\$	70,000	\$ - Auto Calculates for you - do not enter amounts here

BENEFITS			
Pension Fund (14%)	\$	9,800	\$ - Auto Calculates for you - do not enter amounts here
Health Care			
Dental/Eye			
Other			
TOTAL BENEFITS	\$	9,800	\$ -

TOTAL COMPENSATION AND BENEFITS	\$	79,800	\$ -
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REIMBURSABLE EXPENSES			
Mileage (\$.58/mile)	\$	1,200	Enter dollar amounts here
Continuing Education	\$	750	Enter dollar amounts here
Pulpit Supply (When Minister Gone)	\$	500	
Books/Periodicals	\$	250	Enter dollar amounts here
Disability Insurance	\$	500	Enter dollar amounts here
Professional Expenses	\$	1,000	Enter dollar amounts here
Denominational Meetings	\$	500	Enter dollar amounts here
Assemblies/Synods/Conferences	\$	1,000	Enter dollar amounts here
TOTAL REIMBURSABLE EXPENSES	\$	5,700	\$ - Auto Calculates for you - do not enter amount here