

This Letter of Calling and Agreement should be used in the final stages of securing a new minister. It should be completed by the chairperson of your Search committee and affirmed by the Church Board and congregation. Please make three additional copies of this completed agreement, providing one copy each to the congregation for its files, to your Regional Minister and to the office of Search and Call at: Disciples Home Missions, P.O. Box 1986, Indianapolis, IN 46206. The original copy of this agreement is for your new minister.

Letter of Calling and Agreement

To: (minister's name) _____ Date: _____

We are pleased to advise you that the _____
(Congregation) (City, State) (Zip code)

in a congregational meeting on _____
(Date) has voted to extend a call to you

to serve this congregation as its _____
(Pastor, Associate, etc.)

In accordance with our previously agreed upon and mutual understanding, the following items are formally reaffirmed:

1. Beginning date of ministry with this congregation: _____

2. Moving expenses: Congregation will pay: ☐ ALL, or ☐ UP TO (Specify Amount) \$ _____

3. Minister's Compensation:

a. Cash Salary - \$ _____

b. Parsonage/Housing Allowance Options (choose one)--

(I) Pastor secures own housing- \$ _____
(cash for housing allowance, including rent or mortgage, insurance, utilities, furnishings, etc.)

OR

(II) Parsonage provided by the congregation – Utilities paid by the congregation--

\$ _____ + \$ _____ + \$ _____ = \$ _____
(Parsonage Fair Rental Value) (utilities allowed) (cash for Parsonage Allowance) (housing sub-total)

c. Social Security Offset - \$ _____

4. Benefits:

	YES	NO
Pension Plan 14% -	<input type="checkbox"/>	<input type="checkbox"/>
Church-wide Health Care -	<input type="checkbox"/>	<input type="checkbox"/> (Specify plan)- _____
Other Benefit(s) - _____		(Describe)

5. Vacation Time: _____

6. Continuing Education/Spiritual Retreat and Sabbatical/Renewal Leave Agreements:

a. Continuing Education/Spiritual Retreat Time - _____
(Not including Assemblies and/or Professional Meetings)

Education/Retreat Allowance - \$ _____

b. Sabbatical Leave Time - _____ after _____
(amount of time allowed for each sabbatical) (# of years prior to first, and between subsequent, sabbaticals)

Sabbatical Allowance (amount set aside annually in church account for pastor's use at time of sabbatical) - \$ _____

7. Our congregation expects this minister, as a part of the congregation's ministry,
to participate in wider church and community leadership
responsibilities within reasonable limitations of time - _____
(Board Chair's initials) (Pastor's initials)

8. Reimbursement for expenses incurred in service to the church:

a. Automobile - \$ _____

b. Assemblies/Professional Meetings - \$ _____

c. Books, Journals, Software/Web resources - \$ _____

d. Professional Expenses - \$ _____

e. Background report (\$140) payable in 1st month of call- _____

The items noted to the left are NOT Ministerial
Compensation and should be used only for the
purposes so designated

9. It is understood that all items in this agreement will be reviewed at least annually by the Pastoral Relations Committee.

10. This ministerial relationship shall be terminated upon _____ days notice by either party. This may be modified,
however, by later mutual agreement. (number of days)

We are hopeful these understandings are agreeable to you and that you will accept our call. If there are any questions regarding this letter or something else, please ask.

Signatures:

Chairperson, Search/Pulpit or Appropriate Committee

Minister Being Called

Chairperson, Board/Council or Congregation

(Date)

Once completed and approved, please make three additional copies of this form. The minister keeps the original. The congregation keeps a copy.
Send one copy to the regional minister and another copy to Disciples Home Missions – Office of Search and Call.



CHANGE OF MINISTRY INFORMATION

(Mail to Pension Fund, 130 E. Washington St., Indianapolis IN 46204-3659)

Phone: 317.634.4504 - Fax: 317.634.4071



Name _____
Address _____
City _____
State _____ zip _____
Phone: Home _____ Cell _____
Email _____

FORMER LOCATION:

Church/Organization _____
Address _____
City _____
State _____ zip _____
Termination Date _____
of salary there _____

New Location:

(Circle which)

Church/Organization _____
Address _____
City _____
State _____ zip _____
Phone _____
Date Ministry Begins _____

MINISTER
MIN OF MUSIC
SECRETARY
or _____
ASSOCIATE MINISTER
MIN OF EDUCATION
CUSTODIAN

Monthly Compensation:

Cash Salary per month \$ _____
Parsonage Allowances \$ _____

Pension Plan dues must be paid on the cash salary plus parsonage. If parsonage is provided, add fair rental value (at least 25% of cash salary) plus all utility and housing allowances. Otherwise, add full amount of any and all parsonage, housing, utility allowances.

Other Allowances \$ _____

Other allowances such as auto, assembly, book, etc., may be included and will increase Plan benefits accordingly.

Total Monthly Compensation \$ _____
on which Pension Plan dues will be paid.

Please check how dues will be paid:

- ☐ Church/Organization pays full 14% dues.
☐ Church/Organization remits 14% dues, with 3% member dues reduced before taxes from salary.
☐ Church/Organization remits 14% dues, with 3% member dues withheld after taxes from salary.
☐ Church/Organization pays 11% dues and member remits 3% dues personally.
☐ Other _____

Member of Churchwide Health Care Program:
☐ Yes ☐ No COVERAGE: ☐ Single ☐ Family
Full Premium will be paid by the church:
☐ Yes ☐ No

If no, please indicate the amount of premium to be paid by the church \$ _____.
by member \$ _____.

Treasurer or Remitting Officer:

Name _____
Address _____
City _____
State _____ zip _____

Board Chair/Moderator

Name _____
Address _____
City _____
State _____ zip _____

(SEE REVERSE SIDE FOR OTHER INFORMATION.)

GENERAL INFORMATION For Remitting Officers and Pension Plan Members

1. The church is encouraged to pay full 14% pension dues, but must pay at least 11% on the average monthly compensation leaving 3% for the member.
2. To compute the monthly compensation, find the total annual salary. This may be done by taking the weekly salary multiplying by 52. The annual salary is divided by 12 and to it must be added any and all parsonage allowances (and/or the fair rental value - at least 25% of salary - if a church-owned parsonage is provided.) *This is the minimum Pension Plan monthly compensation.* Auto, books, travel, convention or assembly or other allowances *may* also be added and will increase the benefits accordingly.

EXAMPLE "A": Salary \$600.00 a week and parsonage:

$\$600 \times 52 = \$31,200 \div 12 = \$2,600.00$ plus (25% of \$2,600.00) = \$3,250 monthly

14% full dues = \$455.00, or 11% church dues = \$357.50 & 3% member dues = \$97.50

EXAMPLE "B": Salary \$30,000 annually, \$12,000 annual parsonage allowance, \$3,000 annual expense allowance.

Total base: $\$30,000 + \$12,000 + 3,000 = \$45,000 \div 12 = \$3,750.00$ monthly

14% full dues = \$525.00 or 11% church dues = \$412.50 & 3% member dues = \$112.50

3. Where possible, all Pension Plan dues, Additional Benefits and Tax-deferred Payments should be remitted through the church treasurer or remitting officer to the Pension Fund in one monthly mailing, even if separate checks are used.
4. Health Care premiums should be remitted through the church treasurer or remitting officer to the Christian Church Health Care Benefit Trust, P. O. Box 660030, Indianapolis, Indiana 46266-0030.
5. Treasurers are notified of any delinquencies.
6. Detailed information on benefits of the Pension Plan and its auxiliary programs are available from:

Pension Fund of the Christian Church
(Disciples of Christ)
130 East Washington Street
Indianapolis, Indiana 46204-3659
Ph. 317.634.4504 FAX 317.634.4071

Policies and Criteria for The Order of Ministry

Christian Church (Disciples of Christ)

VI. Ministerial Search and Call

- A. ***The General Principle*** ~ Ministerial Search and Call is the term applied to the process developed to facilitate the employment of ordained and licensed ministers who hold standing in the Christian Church (Disciples of Christ). It provides a covenantal framework within which ministers and the general, regional and congregational manifestations of the church can serve to upbuild the whole church of Jesus Christ.

Freedom and responsibility are inherent in the tradition of the Christian Church (Disciples of Christ). General, regional and congregational manifestations of the church are accorded full freedom to issue ministerial calls within their own established or constitutional provisions. Ministers, likewise, are accorded full freedom to accept or reject a call to any particular service. All, however, covenant to work within these policies in the interest of assuring an orderly and responsible system of ministerial search and call.

B. ***Operating Principles*** ~

1. Ordained ministers with standing in the Christian Church (Disciples of Christ) will have complete and unhindered access to the ministerial search and call process of the church.
2. Ordained Ministerial Partners with standing in the United Church of Christ will have complete and unhindered access to the ministerial search and call process of the church once they have been qualified to seek a call by a region.
3. Licensed ministers with standing in the Christian Church (Disciples of Christ) will have access to the ministerial search and call process in the region for which their ministry is licensed.
4. Congregations, regions, institutions and general units of the church will be provided assistance when so desired in their search for ministerial leadership.
5. Any minister's personnel file in Disciples Home Missions, Office of Search and Call, will be open to the minister concerned except for confidential references for which a waiver has been signed.
6. Confidentiality, when assured to the persons completing the reference forms, will not be violated.
7. All ordained ministers with authorized access to the ministerial search and call process may have their names considered for any ministerial position for which they are qualified, following the selection processes used for the position.
8. All ordained ministers with authorized access to the ministerial search and call process shall also have access to information regarding available ministerial openings in the church.
9. Every congregation, region, institution and general unit will strive to be open to the ministry of all persons putting aside prejudice and considering candidates based on gifts and skills for ministry rather than such givens as race, ethnic origin, sex, age or physical disability.

8. **Ministers** ~ Ordained and licensed ministers with standing in the Christian Church (Disciples of Christ) have both freedom and responsibility within these policies and criteria. They have the freedom to accept or reject any call offered to them, to negotiate whatever contracts of employment or service seem appropriate, and to have access to the search and call process of the church. In the ministerial search and call process, the ministers will function within the covenantal relationship of the whole church.
- a. Ministers will provide information for a personnel file to Disciples Home Missions, Office of Search and Call, upon entry into the ministry of the Christian Church (Disciples of Christ) and maintain current data in that file. For purposes of search and call, the Ministerial Record Form and the Search and Call Form will be reproduced as prepared and submitted by the minister.
 - b. Ministers will utilize the search and call process of the region in which the minister is located when a move is desired within that region. If relocation is desired beyond the region where the minister is presently serving, search and call assistance may be requested from Disciples Home Missions, Office of Search and Call and the appropriate regions.
 - c. Ministers will strive to be as specific and honest as possible about any limiting factors in relocation, such as geographical preferences and salary requirements.
 - d. Ministers will provide the region or Disciples Home Missions, Office of Search and Call, with reference material that will be held in confidence from the Minister once received by the region or department if a waiver has been signed by the minister.
 - e. Ministers will negotiate with only one congregation at a time. A search committee and candidate are in negotiation when both agree that they will not discuss relocation with any other search committee or candidate until the expiration of a mutually agreed upon date. It is the obligation of the minister to be specific with the congregation about the degree of interest.
 - f. Ministers will stay in communication with search committees who have indicated interest, especially informing a congregation immediately when a decision has been made not to consider accepting a call to that particular congregation.
 - g. Ministers will contact the appropriate region if they wish to be a candidate for a specific congregation in that region and request that their name be submitted to the search committee. Ministers will not initiate the search and call process by contacting the congregation directly.
 - h. Ministers will advise the region, if contacted directly by a congregation, should mutual interest in exploring a possible call be determined.
 - i. Ministers will advise the region where currently located, the region where moving, and Disciples Home Missions, Office of Search and Call, as soon as a call has been accepted.