



Pastoral Agreement

_____ Local Friends Church Name, a congregation of:

EVANGELICAL FRIENDS CHURCH – EASTERN REGION
5350 Broadmoor Circle NW, Canton, OH 44709
330-493-1660

SECTION 1: THE PARTIES IN AGREEMENT

The following agreement is made between: _____ (“Pastor”) and the _____ Friends Church (“Church”) for the pastoral position of _____ for the anticipated term beginning _____ and ending _____.

SECTION 2: THE PERFORMANCE IN AGREEMENT

1. The mutual obligations of Pastor and Church outlined in the *Faith and Practice*, paragraphs 340-370, are accepted as part of this agreement.
2. A separate page may be attached to this agreement that further describes the position that has been agreed upon by both parties.

SECTION 3: THE COMPENSATION PACKAGE IN AGREEMENT

1. The Church agrees to pay the Pastor for ____ full-time or ____ part-time service.
2. The Church agrees to pay the Pastor on _____ (weekly or bi-monthly) basis.
3. The Church agrees to pay a compensation package which includes a cash salary of \$_____ per year.
4. The Church further agrees to include a housing allowance of \$_____ per year. This is provided by ____ a cash allowance or ____ parsonage (plus utilities).

5. The Church further agrees to pay the following fringe benefits on behalf of the Pastor in addition to the items above.
 - a.) Pension Contribution of 12% of compensation (salary plus housing allowance) minus \$12/month for employees under 65 (\$50,000 benefit). The premium for ages 65-70 is \$9/month (\$32,500 benefit), and the premium for those over age 70 is \$6/month (\$25,000 benefit).
 - b.) Provision for payment of medical and dental premiums for the pastor and dependents.
6. The Church will provide a W-2 annually, following IRS guidelines.
7. The Church additionally agrees to permit the pastor time off from his pastoral duties for days off, vacation, revivals, and denominational conferences in accordance with the schedule set forth in the *Faith and Practice*:
 - a.) One day off per week
 - b.) Holidays as agreed upon
 - c.) Annual vacation with the church paying for the pulpit supply. The vacation schedule depends on the pastor's service to the EFC-ER as follows:
 - i. 0-5 years of service: 3 weeks of vacation;
 - ii. 6-10 years of service: 4 weeks of vacation;
 - iii. 11 and more years of service: 4 weeks or more of vacation.
 - d.) Time off for ministry opportunities outside of the local church up to a total of two weeks per year (e.g. revivals, camp meetings, etc.), the pastor paying for pulpit supply
 - e.) Time for attendance at Yearly Meeting and Pastor's Conference, the church paying expense for pastor and spouse to attend, and for pulpit supply
 - f.) Time for attendance at and fulfillment of reasonable services for EFC-ER boards and teams.
8. The Church additionally agrees to cover the normal and approved ministry expenses of the Pastor through an established reimbursement plan that complies with applicable tax rules subject to the church's budget limitations. Such expenses may include:
 - a.) Business use of automobile;
 - b.) Business travel away from home including transportation, lodging, and meals on overnight trips;
 - c.) Subscriptions, books and software related to ministry;
 - d.) Entertainment and hospitality expenses related to ministry
9. The Pastor agrees to pay for the following items:
 - a.) The premium for the Disability Insurance with after-tax income (all full-time Pastors must participate in this coverage), which has a current monthly rate of \$14.

- b.) The full amount of premium needed to secure local homeowners / renter's insurance if a parsonage is provided.
 - c.) The personal self-employment taxes that are required by law and statute, including: federal income tax, self-employment social security tax, plus state and local taxes. A waiver must be filed with the federal government in order to be exempt from social security. Such step is not endorsed nor favored by the EFC-ER, but is a right of the Pastor.
10. The Pastor agrees to discipline the use of his time to faithfully labor through adequate pastoral preparation in any related preaching/teaching, in pastoral calling, as well as in giving administrative guidance to all ministries of the church related to his position.
11. In the case of a church not providing full-time compensation and benefits, the Church must allow the Pastor the time off to supplement his income in other ways sufficient to the level of support agreed upon.

SECTION 4: THE PRINCIPLES IN AGREEMENT

1. The Church and the Pastor agree that the Bible and its Biblical principles shall guide all areas of this agreement. This is especially true with regards to work ethics, character development, attitude adjustments, legal constraints, relational respect, and professional ethics.
2. The Church and the Pastor agree that when they are in disagreement about these matters, that they will abide by the judgment of the appropriate body of EFC-ER (the Church Health Team, Church Health Team Director and the Executive Director).
3. The Church and the Pastor agree that they shall understand and cooperate in such a way that demonstrates that they are not just a part of a local church, but a wider movement within the EFC-ER and the Body of Christ.
4. Agreements on Early Termination and Mediation:
 - a.) The Church and the Pastor (and/or pastoral staff hereafter referred to as Pastor) agree that either the Church leadership or the Pastor can initiate an early termination of this Pastoral Agreement by furnishing written notice to the other. If the Church leadership initiates the termination with the advice and consent of the Church Health Director and the Church Health Team, the Church shall then have the discretion to either have the Pastor immediately cease performing the Pastor's duties according to the terms of this Pastoral Agreement, or to have the Pastor continue performing the Pastor's duties according to the terms of this Pastoral Agreement for a period of time to be agreed upon by the Church and the Pastor.

In the event that the Pastor chooses to terminate this agreement, he/she shall give the Church no less than ninety (90) days' notice unless otherwise agreed upon with the Church. The Church and the Pastor shall negotiate the time and scope of responsibilities the Pastor will perform until the time of departure occurs.

In either event, the Pastor shall be entitled to the Pastor's full compensation, including but not limited to any and all benefits that Pastor is entitled to, according to the terms of this Pastoral Agreement for a period of not less than ninety (90) days. In the event the Pastor obtains other employment prior to the ninety (90) day period, the full compensation package shall be prorated or ceases.

b.) Consistent with 1 Corinthians 6:1-8, all EFC-ER churches, pastors, pastoral staff and other EFC-ER church employees agree that should there arise disagreements that cannot be satisfactorily resolved within the local church, both the pastor(s), pastoral staff, and/or other church employees and the local church will submit to the guidance and decisions of the Church Health Team and the Executive Director.

Should the matter(s) at hand still not be resolved satisfactorily, both the Church and the Pastor (and/or other church employees) agree to abide by the final results of biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation in the *Guidelines for Christian Conciliation of the Institute for Christian Conciliation*, a division of Peacemakers Ministries.

SECTION 5: THE PEOPLE IN AGREEMENT

We, the undersigned, agree to the points outlined in this agreement:

_____	_____
Pastor (from Section 1)	Date
_____	_____
Staff Pastor/Person (from Section 1, if applies)	Date
_____	_____
Presiding Elder (representing the Church)	Date
_____	_____
Elder (representing the Church)	Date

Copies of this Pastoral Agreement should be sent to the Pastor, Presiding Elder (Moderator, presiding clerk, Board President), Treasurer, and the EFC-ER Church Health Director. The individual details of this agreement (especially in multiple-staff churches) are not intended to be made a matter of public knowledge.