



Evangelical Friends Church

— EASTERN REGION —

Guide for Renewing Lead Pastor Agreement

February 2019

Introduction

When the current Pastoral Agreement with your lead pastor will be concluding within the next 12 months, important decisions must be made by the church and the Pastor regarding the potential continuation of the pastoral call. This document has been prepared by the Church Health Team to serve as a guide for your church in walking through the process of evaluating and potentially renewing the call of your lead pastor.

First things:

1. Commit to pray for wisdom and guidance as both the lead pastor and the local church seek the Lord's direction in this critical decision.
2. Know that your Church Health Director will walk you through every step of the process of assessment and reaching unity related to pastoral leadership.
3. Review Paragraph 342 of the *Faith and Practice* for additional guidance related to renewal of the lead pastor call.

The following items are included in this packet:

- A checklist to help you work through the process. We encourage you to follow through the checklist one step at a time.
- Lead Pastor Assessment Surveys statements to be used in the renewal process (these will be administered electronically).
- Copy of a Pastoral Agreement that might be used by your congregation after the call has been renewed.

Please feel free to make copies of this packet. Digital copies are also available on our website at www.efcer.org/churchhealth.

You are involved in an important task for Evangelical Friends Church – Eastern Region. May God give you wisdom and blessing as you fulfill your role in this renewal process.

Checklist for Renewal of Lead Pastor Call

1. _____ Contact the Church Health Director

Contact the Church Health Director at least 6 months prior to the conclusion of the current call with your lead pastor. The Church Health Director will assist the Elder Board and the congregation with the Pastoral Assessment and provide needed input on the renewal process. The Church Health Director will also assist in the final determination related to possible renewal of the pastoral call.

2. _____ Obtain Assessment Surveys from Church Health Director

The Lead Pastor Renewal Assessment surveys will be provided to you by the Church Health Director. The surveys will be administered electronically through an appropriate and anonymous electronic platform. There will be separate surveys provided to each of the following:

- i. Lead Pastor
- ii. Church Staff
- iii. Elders
- iv. Congregation

3. _____ Determine who will be asked to complete the Congregation surveys

Each Elder Board may select the class of attendees to be given the Congregation electronic survey to complete. For example: some churches may wish to allow all attendees to complete a survey. Some may wish to only survey members. Still others may wish to survey everyone but have member responses tabulated separate from non-member. The choice is up to the local church.

4. _____ Determine process for providing options for individuals without a computer or without internet access

We recognize that not every individual will have the capability or opportunity to complete the online survey. It is recommended that each church provide a computer with internet access and personal assistance, if needed, to take the survey. The availability of the on-site computer access should be appropriately promoted within the congregation.

5. _____ Provide information necessary to everyone on how to complete the online survey and set a deadline for completion.

Completed surveys are received directly by the EFC-ER staff at the Evangelical Friends Headquarters where they will be tabulated and summarized for evaluation.

Checklist for Renewal of Lead Pastor Call (continued)

6. _____ Review Survey Results with Church Health Director

The Church Health Director will present the summarized findings to the Elder Board and the lead pastor.

7. _____ Determine next steps

Depending on the results of the Surveys and the follow-up presentation by the Church Health Director, one of the following actions outlined in the Faith and Practice Paragraph 342 v., vi., or vii. will take place:

- i. Complete a church assessment recommended by the Church Health Director if there is not consensus regarding the continuation of the pastoral call.
 - ii. Continue the pastoral call for an additional four years.
 - iii. Discontinue the pastoral call
 - iv. Convene a Congregational Meeting to discern the continuation of the pastoral call
8. _____ Steps if continued call is not offered or if it is declined

If the church determines to not continue the call of the lead pastor, or if a continued call is offered and turned down, the church must begin a search for a new lead pastor. At that point, the church should contact the Church Health Director and begin the process of a search for a new lead pastor as outlined in the *Guide for Securing a Lead Pastor*.

Lead Pastor Renewal Assessment Survey

The following statements will be presented electronically to individuals in each of the four groups listed below. Respondents will be asked to respond by answering on a scale of 1 to 5 ranging from “Strongly Disagree” to “Strongly Agree.”

Congregation

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor’s preaching is effective.
- The lead pastor’s leadership style fits the church.
- There is a good lead pastor/congregation relationship.

Elders

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor’s preaching is effective.
- The lead pastor’s leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- The relationship between the Elder Board and the lead pastor is good.
- There is unity between the Elder Board and the lead pastor related to the direction of the church.
- The church’s vision is being carried out.

Pastor

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- My preaching is effective.
- My leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- My relationship with the Elder Board is strong.
- My relationship with Church Staff is good.
- There is unity between me and the Church Staff related to the direction of the church.
- I continue to sense a call to this church.
- My family’s level of happiness at the church is good.

Staff

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor’s preaching is effective.
- The lead pastor’s leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- The relationship between the Staff and the lead pastor is good.
- There is unity between the Staff and the lead pastor related to the direction of the church.
- The church’s vision is being carried out.

Local Friends Church Name,
a congregation of:

EVANGELICAL FRIENDS CHURCH – EASTERN REGION
5350 Broadmoor Circle NW
Canton, OH 44709
330-493-1660
800-334-8863

PASTORAL AGREEMENT

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 \$18/month for the cost of life insurance
 - 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:
 - 1-5 years of service, 2 weeks' vacation
 - 6-10 years of service, 3 weeks' vacation
 - 11 and more years of service, 4 weeks' 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 \$22.
 - 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 the 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, the Presiding Elder, (Moderator, presiding clerk, Board President), the Treasurer, and EFC-ER's 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.