

## **“Y” Lutheran Church**

“Y”, Michigan

### **LETTER OF AGREEMENT FOR CONTRACTED PASTORAL MINISTRY**

In keeping with the policies and practices of the Evangelical Lutheran Church in America and the North/West Lower Michigan Synod, and in order to set forth clearly the agreement for interim service between the congregation and pastor,

“Y” Lutheran Church, “Z” Michigan

agrees that

Rev. “X”

will serve as Contracted Pastor on a part-time basis from (date) to (date), in accord with the following mutual promises:

#### **Together the “Y” Lutheran Congregation and Pastor “X” will:**

- A. Examine the history of the congregation and work through the transition dynamics that usually follow the departure of a pastor.
- B. Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them.
- C. Develop a vision for the congregation's mission.
- D. Examine the congregation's linkage with synod, mission district, churchwide units, and the resources that may be available for ministry.
- E. Prepare for future ministry at the end of this contract.
- F. Align the congregation in accordance with the constitutions and bylaws of the E.L.C.A., the North/West Lower Michigan Synod, and update the congregation's constitution as needed.
- G. In the case of part-time ministry, agree to the following schedule of service: Worship services, council meetings and other meetings on occasion as mutually agreed to be necessary, not to exceed 10 hours per week, including all necessary preparation time.

**Pastor “X” will:**

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according the practice of the Evangelical Lutheran Church in America.
- C. Insure that pastoral care is provided to all members of the parish according to their needs.
- D. Give pastoral leadership for the meetings, activities, and organizations of the congregation as able, not to exceed 10 hours per week.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- G. Participate with key leadership of the congregation and the appointed synodical staff person in evaluation of the ministry on a quarterly basis and at the conclusion of the contracted period.

**The “Y” Lutheran Congregation will:**

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Support the ministry of the congregation through service and gifts.
- C. Accept Pastor “X”, uphold him/her in prayer, and accord him/her love, respect, and good will.
- D. Expect Pastor “X” to preside at baptisms, celebrations of Holy Communion, and other rites of the church.
- E. Provide for a review and evaluation of the ministry on a quarterly basis and at the conclusion of the transition period by key leadership of the congregation with Pastor “X” and the appointed synodical staff person.
- F. Compensate Pastor “X” in the following ways:
  - 1. Pay a stipend of \$X per month.
  - 2. Grant one (1) week of vacation for every 13 weeks of service, not to exceed 4 weeks per year.

- G. Reimburse expenses related to our common ministry as follows:
1. Reimburse automobile travel at the current IRS business rate upon substantiation of business miles traveled.
  2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required.

**Additional Agreements:**

This agreement terminates on the date specified on page one of this agreement or upon thirty (30) days written notice from the congregation, Pastor "X", or the bishop of the synod. All financial obligations between Pastor "X" and the "Y" Lutheran Congregation will be fulfilled by or on the date of termination.

This agreement may be amended or extended upon the mutual agreement of the congregation council and the Pastor "X", after consultation with the bishop of the synod, by written addendum attached hereto.

We, the undersigned, accept the terms of this agreement:

"Y" Lutheran Congregation Council President	Date
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Pastor "X"	Date
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Reviewed by

Bishop Craig A. Satterlee, North/West Lower Michigan Synod	Date
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Upon signature, copies will be distributed as follows:

1. Original to Pastor "X"
2. Copy to "Y" Congregation Council President
3. Copy to the Bishop's Office

[congregation letterhead]

**ADDENDUM TO  
LETTER OF AGREEMENT FOR CONTRACTED PASTORAL MINISTRY**

\_\_\_\_\_  
*(Congregation)*

\_\_\_\_\_  
*(Location)*

and

\_\_\_\_\_  
*(Pastor's Name)*

agree that:

the original agreement dated \_\_\_\_\_,

\_\_\_\_\_ is hereby extended by this addendum to: \_\_\_\_\_  
Date

\_\_\_\_\_ is amended by this addendum as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned, accept the terms of this addendum:

\_\_\_\_\_  
Congregation Council President or Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interim Pastor

\_\_\_\_\_  
Date

Reviewed by

\_\_\_\_\_  
Bishop, \_\_\_\_\_ Synod

\_\_\_\_\_  
Date

Original to: Contracted Pastor

Copies to: Congregation Council President or Secretary and Synod Bishop