

DEFINITION OF COMPENSATION, BENEFITS, AND RESPONSIBILITIES FOR ASSOCIATE IN MINISTRY, DEACONESS, OR DIACONAL MINISTER UNDER CALL

Prepared by _____

For _____

For the period _____ to _____

A. COMPENSATION

The congregation will provide the following annual compensation: \$ _____

B. PENSION AND OTHER BENEFITS

The congregation will sponsor the rostered lay person in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage.

(Sponsorship will include medical-dental coverage for the rostered lay person's spouse and children unless they have other employer-provided group medical insurance coverage and the rostered lay person consents to waiving medical-dental coverage for them under Portico Benefit Services.)

1. Retirement Contributions at _____ % of defined compensation

2. Portico Benefits Medical and Dental Insurance: *(check one below)*

a. Member only

b. Member and spouse

c. Member and children

d. Member, spouse and children

e. Coverage waived

3. Portico Benefits Plan: *(if applicable)*

a. Platinum+

b. Gold+

c. Silver+

d. Bronze+

4. Other insurance or benefits: _____ \$ _____

_____ \$ _____

C. EXPENSES

The congregation will provide for the following expenses related to the rostered lay person's ministry.

1. Automobile and travel allowance \$ _____

2. Other professional expenses \$ _____

3. Expenses for official meetings of the synod, as reimbursed \$ _____

4. Continuing education *(\$1,000 recommended; minimum \$700 from calling source)* \$ _____

5. Other _____ \$ _____

6. Pay the moving expenses to this field of service as follows: _____

D. AGREEMENT

1. Vacation time of _____ days per year, including _____ Sundays.

2. Continuing education time of _____ weeks per year

(recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing education agreement developed by the rostered lay person and congregation council).

3. Participation in a First Call Theological Education Program, where applicable.
4. Ongoing care through a Mutual Ministry Committee
5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the rostered lay person is physically or mentally disabled*
6. Where applicable, parental leave up to six weeks with full salary, housing, and benefits.

A description of the particular responsibilities of this position may be attached to this "Definition of Compensation, Benefits, and Responsibilities" or the following may be completed:

E. OTHER PROVISIONS

Special emphasis of the rostered lay person and special encouragement by the congregation:

1. During this time period, the rostered lay person will give special attention in ministry to the following:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. The congregation will encourage this rostered lay person's ministry in the following ways:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

F. OTHER MATTERS

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details) _____

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

 Congregation President

 Council Secretary

 Date

I certify that I accept the above statement.

Rostered Lay Person _____ Date of Signature _____

*Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused, accumulated sick leave will not be compensated at the end of this call.