

SAMPLE CHURCH/MINISTER COMPENSATION-AGREEMENT

Annual Salary Compensation

Income	
Salary	\$ _____
Housing Allowance	\$ _____
Social Security Supplement	\$ _____
Housing Equity Fund (If living in the parsonage, reportable as income only when received.)	\$ _____
Total Income	\$ _____

Protection Coverage

Retirement:	
Church contribution	\$ _____
Member contribution	\$ _____
Insurance:	
Life	\$ _____
Medical	\$ _____
Disability	\$ _____
Total Protection Coverage	\$ _____

Church Ministry-Related Expense

Automobile Reimbursement	\$ _____
Convention/Conference Reimbursement	\$ _____
Continuing Education, Books, Periodicals, Tapes, Office supplies	\$ _____
Total Church Ministry-Related Expense	\$ _____

Sample Annual Vacation and other time arrangements

The church acknowledges that the minister's work cannot be rigidly regulated because of the nature of the ministry. Crisis situations and emergencies along with meetings and a heavy schedule may alter the minister's schedule and sometimes necessitate rearranging work and/or leisure. The minister maintains regular church office hours for the purpose of church administration, counseling (pastor), and discussing church or personal matters with any church member.

The primary purpose of scheduling regular office hours is to make the minister available to church members. If the minister is away during office hours due to an emergency, a need in the community, or denominational activities, the ministry assistant will be available to take a message and notify the minister upon his/her return.

1. Work Schedule - The minister's normal work week will be Sunday through Thursday. Friday will be a discretionary day for the purpose of "catching up" church business or for the minister to attend to personal matters. Saturday will be designated as the minister's day for family and personal activities.
2. Vacation - The minister will have three (3) weeks paid vacation. The vacation should be scheduled to insure that the minister will not be away from the church for more than two (2) consecutive Sundays. Should the chair or vice-chair of the deacons request the minister to return to the church while on vacation, the church will be financially responsible for travel arrangements made by the minister with approval of the deacons.
3. Holiday Pay
 - a. The minister shall receive the following paid holidays:

New Year's Day	Labor Day
Easter Monday	Thanksgiving Day (2)
Memorial Day	Christmas Eve
Independence Day	Christmas Day
 - b. If a holiday falls on Saturday, Friday will be observed. If a holiday falls on Sunday, Monday will be observed, if a holiday falls on Wednesday, Thursday will be observed.
 - c. If the minister is required to work a scheduled paid holiday, another workday may be substituted.
4. (Pastor) Study Leave Time - The pastor will have two (2) weeks for the privilege of attending conferences, assemblies, or retreats as necessary providing the pastor is present on Sunday for all usual services and that any absence during the week does not prevent nor hinder the church program.

In addition, the pastor shall have three (3) months every seven years for a study leave with pay. The church will pay for the cost of an interim during this three (3) month period. This period of time shall be for the purpose of improving ministry and service to the church. A full description of the leave shall be approved by the deacons at least six months prior to the study leave being taken.

5. (Pastor) Revivals and Outside Speaking Engagements - The pastor may have two (2) weeks each calendar year for outside engagements.
6. (Pastor) Pulpit Supply - The church will pay for the pulpit supply for the following reasons:
 - a. pastor's vacation
 - b. pastor in revival
 - c. week of Denominational Convention, when necessary to leave early due to location of convention
 - d. illness

The pastor shall be responsible for securing the pulpit supply unless physically unable to do so.

7. Sick Leave - The minister will be granted sick leave of one (1) day per month covering the work week of Sunday through Thursday. The minister may accumulate two (2) weeks of sick leave. The minister will begin with six (6) days of sick leave to cover the first six (6) months of *employment*. At the termination of services to the church, no sick leave will be compensated.
8. Long Term Disability - In the event of a disabling accident or illness, the church will continue to pay the minister the usual compensations through the sixth (6) month of the disability. The minister's disability insurance through the Southern Baptist Annuity Board becomes effective after the sixth (6) months of disability.

This Covenant is entered into with the prayer that the ministry of this church and the ministry of this minister will bring glory to God and will advance His Kingdom.

Signed by:

Pastor/Minister: _____

Representative of the church _____

Approved by the church on _____ (Date) _____