

ROUGH DRAFT

Dear Pastor _____,

At a special Congregational Meeting on _____ our members voted to call you as our full-time Pastor. The vote was _____ for your call and _____ against. The vote was by secret ballot. Our constitution requires that 3/4 of those voting be in favor of the call.

Our understanding of the terms of your contract of call are as follows:

1. Your service among us is to begin _____ or sooner.
2. You and your family will become members of United Evangelical Church on the same date as your service begins.
3. United Evangelical Church is to arrange and pay for moving your furniture (up to \$1,000.00) from _____ to Baltimore, Maryland.
4. You are to be our full-time Pastor. You are not to enter into any other employment arrangement of any kind without the prior written consent of the Church Council of United Evangelical Church.
5. The termination of this agreement by either party may be effected by certified mail giving a minimum of 90 days notice. Termination by United Evangelical Church may be by:
 - a. Vote of 2/3 of the members of the Church Council
 - OR
 - b. Majority vote of those voting at a Congregational Meeting.
6. In the event of the Pastor's leaving his position, United Evangelical Church shall not be responsible for moving his possessions from the parsonage.
7. The Pastor's annual salary shall be \$ *12000* per year payable in 24 equal installments on the 1st and 15th of each month.
8. The Pastor shall receive a car allowance of 20¢ per mile payable on the 1st of each month. *Church business parking tolls*
9. 14% of the Pastor's annual salary shall be paid to the Pension Fund of the United Church Of Christ. This 14% shall be in addition to and not deducted from the annual salary.
10. Social Security, if any, is to be paid by the Pastor.
11. Hospitalization, Health and Accident Insurance for the Pastor and his wife/family is to be provided and paid for by United Evangelical Church. (Specify amounts.)
12. The Pastor is to have annually, a total of four weeks paid vacation. The time (or times) of this vacation shall be established

(Contd. on page 2)

*2 vote 1 yr
3 vote 5 yr
4 vote 10 yr*

each year by agreement between the Pastor and the Church Council. Effort shall be made to establish the time (or times) of this vacation as early in each calendar year as is practicable.

13. Sick leave. ????? (Insurance).
14. The Pastor shall arrange with the approval of the Church Council, for a replacement Pastor (or Pastors) to take his place when he is absent. The vacation replacement is to be paid by United Evangelical Church.
15. The Pastor and his family shall live in the parsonage rent free. Heat and all utilities shall be paid by United Evangelical Church. Telephone services is to be paid by United Evangelical Church except for personal toll calls. Maintenance shall be paid by United Evangelical Church. Air conditioning units shall be provided in the parsonage. Refrigerator, freezer, dishwasher, garbage disposal, cooking stove, clothes washer and dryer shall be provided and maintained by United Evangelical Church. Choice of fuel for cooking, heating and hot water shall be made by the Church Council.
16. For purposes of inspection and maintenance the Church shall (after reasonable notice to the Pastor) have access to the parsonage during reasonable daylight hours. Except for the above, or in event of any emergency, no person may enter the parsonage without the consent or invitation of the Pastor and/or his wife. A duplicate set of parsonage keys shall be kept in a sealed envelope in the Church safe from which they may not be removed except by resolution of the Church Council. No locks on the parsonage may be changed without the consent of the Church Council.
17. At budget-making time each year the Pastor's remunerations are to be reviewed.

PASTOR'S DUTIES:

- A. Pastor shall abide by all the provisions of the Constitution and By-Laws of United Evangelical Church.
- B. Pastor shall adhere to all schedules of fees set by the Church Council.
- C. Pastor shall turn over to the congregation all cash honorariums received by him.
- D. Pastor shall, unless prevented by illness or vacation, attend every regular meeting of the Church Council and the Congregation.
- E. Pastor is an ex-officio member of each committee and his interest and participation in their activities is desired and welcomed.
- F. Pastor shall, at each monthly meeting, submit a report to the Council of his activities during the preceding month--including the number of miles driven in his car. He shall also make recommendations to the Council for any action deemed by him to be desirable for the ongoing welfare of United Evangelical Church.

- G. Pastor shall conduct all regular and special services of United Evangelical Church. Communion shall be offered at all Church services which he and the Church Council deem desirable. Communion shall be offered on the first Sunday of each month unless he and the Church Council change this arrangement for some special reason.
- H. Pastor shall adhere to the Doctrines and regulations of the United Church of Christ. He shall be a Clergyman in good standing with that denomination.
- I. Pastor shall visit the sick in hospitals and home as soon as possible.
- J. Pastor shall visit the shut-ins as often as practicable. Effort shall be made to offer communion to the shut-ins at Easter and Christmas as close to the date of the event as possible.
- K. Pastor shall instruct the Confirmation Class. It shall be his decision in consultation, subject to the approval of the Church Council, as to the readiness of a candidate for Confirmation. Confirmation shall be on Palm Sunday unless change is approved by the Church Council.
- L. Pastor shall conduct all weddings, funerals and baptisms. Pastor and Council shall exert the strongest efforts to work together to establish a clear and widely understood policy on these and all other matters affecting United Evangelical Church to the end that we may spread the Word of Jesus Christ.

Approved

New Pastor

President of Council

Secretary of Council