

## STEPS FOR COMPLETION OF FORM:

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

FIRST LINE: Prepared by \_\_\_\_\_ (Name and address of congregation)

SECOND LINE: for \_\_\_\_\_ (Name of lay rostered person)

THIRD LINE: for the period: \_\_\_\_\_ (Duration—normally for one year, with annual review)

#### A. COMPENSATION

LINE A.1.: List total annual cash salary.

#### B. PENSION AND OTHER BENEFITS

*The Pension and Other Benefits Program of the Evangelical Lutheran Church in America was established to provide church workers with retirement, disability, survivor, and medical-dental coverage.*

LINE B.1.: Indicate the percentage of contribution on the basis of the defined compensation for the rostered lay person. The percentage is based on current requirements of the plan and the policy of the synod for Letters of Call.

LINE B.2.: Sponsorship will include medical-dental coverage (*where applicable*) for the spouse and children unless they have other employer-provided group medical insurance and the person under call consents to waiving medical-dental coverage under the ELCA Pension and Other Benefits Program.

LINE B.3.: List amounts of *other* insurance or benefits to be provided to the person under call, *beyond* those that are part of the pension and benefits contributions made by the congregation for the coverages provided under the ELCA Pension and Other Benefits Program (retirement, disability, survivor, and medical-dental coverage).

#### C. EXPENSES

Expenses are *NOT* part of the lay rostered person's compensation. Rather, these items represent payment of costs related to the carrying out of this responsibility.

LINE C.1.: Automobile expenses may be covered by a specified total annual amount or on an actual recorded mileage basis.

Other travel allowance provisions would be noted here as well.

LINE C.2.: Indicate amount (*if any*) to be provided for other professional expenses.

LINE C.3.: Coverage of expenses for official meetings of the synod is required.

LINE C.4.: Indicate amount provided for continuing education.

LINE C.5.: List other items and amounts to be provided for them.

LINE C.6.: For a person accepting a Letter of Call, define arrangements and reimbursements for moving expenses. Moving expenses normally are paid in full by the calling congregation.

**D. AGREEMENT**

- LINE D.1.:* Enter vacation time. Consult the synod’s guidelines for associates in ministry, deaconesses, and diaconal ministers under call.
- LINE D.2.:* Enter time for continuing education. Minimum recommendation is indicated on the form.
- LINE D.3.:* Provision must be made for the “First-Call Theological Education Program,” where applicable.
- LINE D.4.:* This provides a reminder of the congregation’s commitment to the care exercised by a Mutual Ministry Committee (C13.04. in the Constitution for Congregations).
- LINE D.5.:* Disability leave provisions are coordinated with the ELCA Pension and Other Benefits Program and with Social Security.
  - a. Up to two months of continued salary and contributions to the pension program in a 12-month period are to be provided by the congregation.
  - b. 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 the call.
- LINE D.6.:* Where applicable, parental leave is noted.

**E. OTHER PROVISIONS**

A description of the particular responsibilities of the position may be attached *or* a list may be included here indicating the areas to which the rostered lay person will give special attention and the ways in which the congregation will offer encouragement.

**F. OTHER MATTERS**

Additional detail may be inserted here related to the broader responsibilities that a rostered lay person may carry in the life of the church.



**SIGNATURES**

Normally, the president or vice president of the congregation signs and dates the document.

When accepting the agreement, the rostered lay person signs and dates the document.