

Employment Agreement

John Doe

This agreement the employment relationship between (NAME), and the elders of the _____ (CHURCH).

Date of Employment:

The minister will begin employment on _____ with first Sunday to preach on _____.

1. Job Description

1. Lead Minister & Preacher

1. The minister will serve as lead and/or senior minister with primary preaching responsibilities and leader of the staff.
2. The minister is directly responsible for hiring, supervising and terminating the administrative staff in accordance with the personnel manual and in collaboration with a minimum of two elders.
3. The minister is integral in selecting additional ministerial staff. No minister may be terminated by the minister without due process consistent with personnel manual and the majority consensus of the elders.
4. If no personnel manual exists the minister and two elders will submit a rough draft to all the elders and staff within the first year of employment.

2. Preaching/Teaching Responsibilities

1. The minister will preach a minimum of 40 Sunday mornings annually. He may choose to preach more at his discretion.
2. The minister is responsible for acquiring a competent preacher/teacher in his absence including other staff, elders and/or members.
3. The minister will not be expected to fulfill traditional Sunday night preaching expectations unless he chooses to do so.
4. The minister will teach classes as needed depending on need and schedule.

3. Vision/Strategic Planning

1. The minister will facilitate congregational visioning and strategic planning with the elders in a spirit of collaboration.
2. The minister will facilitate team building in the church consistent with visioning and strategic planning.

4. Worship Coordination

1. The minister will assist in planning and coordinating worship with the worship leaders and equip a worship planning team.
2. This responsibility may change with additional staff.

5. Compensation

- 1 Total compensation for services rendered is _____annually.
- 2 Annual Compensation Adjustments
 - 2.2a A cost of living raise will occur annually in accordance with national average.
 - 2.2b
- 3 A merit raise will be considered and/or determined by a quorum of the elders as a part of the budget process annually.
- 4 An annual declared housing allowance will be designated as a part of compensation in accordance with Internal Revenue Service compliance. Minister will provide a declared amount in writing by December 31 annually and this document is to be recorded in the official minutes of the elders in accordance with IRS documentation.

6. Insurance

1. In the event minister has no health insurance coverage, consideration will be given for partial coverage not to exceed _____monthly.
2. All other insurance is part of the annual compensation; deducted from the salary and billed to the church for payment. This is for the purpose of reducing taxable income.
3. Insurance policies include:

4. **Day Off, Study Sabbatical & Vacation Allowance:** The minister will have a one month sabbatical as a for the purpose of study and/or writing annually inclusive of consecutive Sundays.

1. The minister will have three weeks family vacation with spouse and/or family annually inclusive of Sundays.

5. Professional Expenses Budget

1. The minister will receive a discretionary budget of _____ for seminars, travel, hospitality, resources (subscriptions, books, and retreats) and business reimbursement of personal cell phone usage.
2. This amount is pro rated from time of employment.
3. The specific amount of this budget will vary annually subject to the budget process.

6. Annual Growth Review

1. The minister will submit a process for annual 360 review to include all elders, selected members of the church and at least one co-worker, if applicable.
2. An annual growth review will be conducted by a minimum of two elders between Nov 1 and 15th annually.
3. Personal/spiritual growth goals will be identified and used as a baseline after year one.
4. Termination: In the event the minister is terminated a minimum severance of four months compensation will be granted.
5. Termination requires a unanimous vote of current elders.

OTHER: