

## ANNUAL AGREEMENT REVIEW AND UPDATE FOR CONGREGATION AND PASTOR

This is a record of the Agreement review and update between the \_\_\_\_\_ Church of God at and Pastor \_\_\_\_\_ for the year \_\_\_\_\_.

### A. THE CHURCH'S MINISTRY:

The church council and pastor have conducted a study and evaluation of the goals of our church, the effectiveness of our total ministry, and the priorities of pastoral leadership on: (date) \_\_\_\_\_. (Should be no more than 3 years ago).

### B. SALARY AND BENEFIT PACKAGE:

In review of the pastor's salary and benefit package and noting the increases in living and travel costs, merit increases, experience, performance, and the recommendations of the Pastoral Oversight Commission, as approved by the delegates at the Allegheny Region Conference Sessions, this church agrees to provide the following salary and benefit package for the calendar year \_\_\_\_\_.

#### 1. Salary:

##### a) This church agrees to provide an annual salary of:

Base salary	\$ _____
Education	\$ _____
Experience	\$ _____
Social Security Supplement	\$ _____
Total Annual Salary	\$ _____

##### b) Each pay the pastor will be paid \$ \_\_\_\_\_, \_\_\_\_\_ monthly, \_\_\_\_\_ twice monthly, every two weeks, \_\_\_\_\_ weekly; beginning on \_\_\_\_\_.

#### 2. Housing (check "a" or "b" and complete)

\_\_\_a) A parsonage will be provided by the church. It is understood that in addition to parsonage (including drapes, curtains, carpeting and kitchen range) and garage, the church will provide all utilities except the cost of personal phone calls. The remunerative value for Social Security and Pension purposes is based on the annual rental and utility value established by the Allegheny Region Conference.

Parsonage Allowance Designation (only for ordained or licensed pastors): The pastor's cash salary for this current calendar year of \_\_\_\_\_ shall be \$ \_\_\_\_\_; of which \$ \_\_\_\_\_ shall be designated as "parsonage allowance" to the extent that it is used by the pastor to cover expenses incurred in occupying the parsonage.\*

\_\_\_b) Housing Allowance Designation: In lieu of parsonage and utilities this church will provide a housing allowance of \$ \_\_\_\_\_.\*

\* A resolution must be included in the Church Council minutes if the amounts changed from the previous Designation or if the previous Designation was not for future years.

#### 3. Accountable Reimbursement Expense Allowance

a) Car allowance (10% for 1 church, 12% for 2 churches, 14% for 3 churches)	\$ _____
b) Ritz Lectures Expenses (Findlay Ohio)	\$ _____
c) Continuing Education/Training Conferences	\$ _____
d) Book Allowance	\$ _____
e) Other: _____	\$ _____

Total Annual Amount \$ \_\_\_\_\_

4. Additional Benefits:

- a) Group Health Insurance \$ \_\_\_\_\_  
(The church will assume any rate adjustments  
made by the insurance company.)
- b) Pension-12% \$ \_\_\_\_\_  
(Use Worksheet provided by CGGC Pension Bd.)
- c) Other: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

5. Moving Expense (estimate) paid by church \$ \_\_\_\_\_

**C. PASTOR'S TIME:**

1. The pastor shall be entitled to \_\_\_\_\_ as his/her regular day(s) off per week. It is understood that in the event of an emergency, funeral, scheduled church meeting or etc. falling on the scheduled day off, that the pastor may take an alternate day(s) off, but they shall not be accumulated.
2. The pastor shall be entitled to \_\_\_\_\_ weeks, including Sundays, vacation this year. The dates are to be cleared with the church council. (Vacation time shall not be less than what is recommended by the Allegheny Region Conference Pastoral Oversight Commission.)
3. The pastor shall be entitled to attend retreats, ARC/CGGC sponsored seminars and conferences, church camp and etc., after the dates are cleared with the church council.
4. The pastor shall be permitted to serve as an evangelist a maximum of two (2) weeks this year after the dates are cleared with the church council.

**D. PASTOR'S TERM OF SERVICE AND TERMINATION:**

The pastor's appointment by the Pastoral Oversight Commission shall be for an indefinite time, but it may be terminated according to the regulations of the Allegheny Region Conference Constitution.

**E. ADDITIONAL TERMS OF AGREEMENT (Specify)**

\_\_\_\_\_

**F. REVIEW OF AGREEMENT:**

These terms of Agreement shall become effective on \_\_\_\_\_, \_\_\_\_\_ and be reviewed with the pastor before \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Church Council Chairperson or Clerk's Signature Date

\_\_\_\_\_  
Pastor's Signature Date

**(Make three (3) copies: one copy each for the local church, the pastor and the Pastoral Oversight Commission.)**

MAIL COMMISSION COPY TO:

Allegheny Region Conference Office  
Attn.: Pastoral Oversight Commission  
PO Box 756  
Latrobe PA 15650-0756

NOTE: This is a sample format for the pastor to report his/her activities. Other formats can be used by agreement between the pastor and church council.