**MINISTERIAL EMPLOYMENT CONTRACT (full-time)**

(YEAR)

CHURCH YEAR

(DATE OF CONTRACT)

This Employment Contract is entered into between (CHURCH NAME) and(NAME OF PASTOR)in accordance with the terms stated below.

1) The job title will be (POSITION OR TITLE), and the position is a full-time ministerial position. The contract will cover the time period beginning (BEGINNING DATE)**,** and ending (ENDING DATE. The salary and benefits in this contract are stated in annual amounts and shown on the last page going into effect on (START DATE OF CONTRACT).

2) The annual gross financial remuneration for this position will be (STATE DOLLAR AMOUNT)**,** which is detailed at the end of this contract. This amount includes only compensation and does not include health care, workers compensation, professional and enrichment reimbursed expenses, bonuses, etc.

3) In addition, an Accountable Reimbursement Expense Account will be provided for professional and automobile expenses. The maximum amount which will be reimbursed is (STATE DOLLAR AMOUNT)per month. Payment will be made monthly providing that the employee provides adequate documentation. Approval to carry over unused monthly amount is needed.

4) The regular pay dates that the church will observe are the 15th of each month and the last day of each month. Base Salary, Housing Allowance, and Social Security (SECA) will be equally divided by the 24 pay dates. Should a ministerial employee choose to designate a portion of his/her salary to an approved retirement account, that amount will be reduced from salary each payday, and a pre-tax payment will be made to the appropriate party, by the church, on a monthly basis.

5) All full-time ministerial employees and their dependents (Employee and Family) are eligible for medical benefits as follows:

* Group Health Insurance through the church's current insurance carrier
* Group Dental Insurance
* Worker's Compensation Insurance (Employee only)

The minister’s monthly portion of the premiums is ($ AMOUNT) per paycheck and is deducted pre-tax from each paycheck. The individual deductible is ($ AMOUNT) per year and the family deductible is ($ AMOUNT) per year. Once the deductible is met, the insurance company pays for (STATE %) of medical expenses. (see policy for details and coverage)

6) All ministerial employees will abide by the Vacation Policy of the Church. The number of vacation days which will be allowed for this employee during the current contract year is **(?) days or (?) weeks, including (# ?) Sundays**.

7) The Senior Pastor will allow all ministerial employees to participate in enrichment/training opportunities throughout the current contract year, upon approval. The amount designated annual amount for Staff Development for this employee is (STATE DOLLAR AMOUNT).

8) Job responsibilities for this position will be defined in a job description separate from this contract. Each pastor will also develop an annual ministry plan with measurable goals. These goals will be approved by the Senior/Executive Pastor. The measurable goals are expected to be achieved and will be part of the year-end performance appraisal and the basis of consideration for increases in salary. A “do whatever it takes” attitude will determine one’s work schedule. A pastor is expected to put in no less than (FILL IN AMOUNT) hours per week. Any situations not explicitly stated herein will follow the Employee Handbook and the Policy and Procedures Manual.

9) All employees will be required to follow biblical standards of morality and the guidelines of conduct established in the Manual of the Church of the Nazarene. In addition, every employee is expected to **tithe ten percent (10%) of income** to this local church, and is encouraged to participate in giving opportunities (Missions, Capital Stewardship, etc.).

10) Either of the two parties will be allowed to nullify this contract with one (1) month’s notice to the other party, except in the case of the employee being immediately dismissed, in keeping with the guidelines of the Manual of the Church of the Nazarene, or voluntarily submitting his/her resignation for any cause or reason, upon the request of the Senior Pastor.

We agree to be bound by the above terms for the duration of this contract.

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**(signature and name of Pastor signing contract)** Date

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**(signature and name of Senior/Executive Pastor signing contract)** Date

Salary Package

PACKAGE AREA ANNUAL

1. Base Salary $0.00

2. Housing Allowance $0.00

3. Social Security (SECA) $0.00

Churches portion of SECA $0.00

4. Cell Phone allowance $0.00

**TOTAL COMPENSATION $0.00**

BENEFITS AREA

1. Health Insurance (church’s portion) $0.00 Employee’s portion $0.00

2. Professional Expense $0.00

3. Development $0.00

4. Christmas Bonus $0.00

**TOTAL BENEFITS AREA $0.00**