

CHURCH OF THE BRETHREN

**APPROVAL FOR EMPLOYMENT  
LICENSED MINISTER  
CONGREGATION  
DISTRICT MINISTRY COMMISSION**

This agreement is between the \_\_\_\_\_ Church of the Brethren,  
[church]  
\_\_\_\_\_, and \_\_\_\_\_.  
[district] [licensed minister]

**I. MINISTERIAL SERVICE**

\_\_\_\_\_ is a licensed minister in the \_\_\_\_\_ District.  
The District Ministry Commission has approved \_\_\_\_ [his] \_\_\_\_ [her] application to serve as \_\_\_\_\_ [type of service, e.g., pastor, associate pastor, youth minister, etc.] with the above named congregation. A letter of recommendation from the District Ministry Commission is attached to this agreement.

The ministerial service shall begin on \_\_\_\_\_ [date] and shall continue for an indefinite period of time, with an annual review and evaluation by the executive committee (or another appropriate group) and the District Ministry Commission. (The commission shall determine the type of annual review and evaluation it expects from both the licensed minister and the congregational committee.)

The ministerial service may be terminated by the licensed minister's written resignation to the church board and to the District Ministry Commission, giving ninety (90) days notice, after the licensed minister has obtained the counsel of the District Executive/Minister.

The ministerial service may be terminated by the church board, giving ninety (90) days written notice, after obtaining the counsel of the District Executive/Minister. The licensed minister may also be counseled to resign by the church board after consultation with the District Executive/Minister. As a last resort, if the church board decides that the matter should be put before the congregational business meeting (church council), the service of the licensed minister may be terminated, with ninety (90) days notice, unless the congregation votes by a two-thirds majority to retain the services of the licensed minister.

**II. MINISTERIAL SERVICE WHILE A STUDENT <sup>1</sup>**

1. If the licensed minister is a student at Bethany Theological Seminary and is serving under a Ministry Formation

Ministerial service in another district (hereafter called the receiving district), while the student is attending seminary or another educational institution, requires special arrangements between the sending district and the receiving district.

- A.** In addition to this form, the sending district must send a letter of recommendation to the receiving district, indicating that the minister's license is in good standing and that he/she has been approved for ministerial service.
- B.** The licensed minister is accountable to the sending district where the ministerial license is held. If an accusation of ethical misconduct is made, the matter will be handled by the sending district in accordance with the "Ethics in Ministry Relations—1996" paper. If the ethical charge is made by someone within the receiving district where the licensed minister is serving, the sending district should expect assistance from the receiving district.
- C.** It is understood that the District Executive/Minister in the receiving district shall serve as the placement official in this *special* situation and shall negotiate ministerial service agreements between the licensed minister, the calling congregation, and, when appropriate, the educational institution.
- D.** The congregation where the licensed minister is serving while a student shall provide both the receiving district and the sending district with an annual review and evaluation of the licensed minister's service to the congregation. (The ministry commissions of both districts shall determine the type of annual review and evaluation they expect from both the licensed minister and the congregation.)
- E.** The sending district shall be responsible for renewing the license of the licensed minister annually.
- F.** The sending district is expected to support the licensed minister annually as though he/she were living within the borders of the district.
- G.** Placement of the student following graduation from the educational institution is the responsibility of the sending district where the license is held.
- H.** This special arrangement assumes that the licensed minister shall maintain his/her membership in a Church of the Brethren congregation within the sending district, and he/she is expected to maintain a reasonable amount of contact with the home congregation.
- I.** The licensed minister may want to establish an associate membership with the congregation he/she is serving while a student.
- J.** The salary and benefits sections below will need to be appropriately adapted for the licensed minister serving in a ministerial leadership position while a student.

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Placement, this represents a special agreement with the seminary. For these situations, consult the document titled Seminary Placement Guidelines, Bethany Theological Seminary. This document is in the *Ministerial Leadership Manual* and may also be obtained from the Office of Ministry.

- K. The licensed minister may terminate this special arrangement after consulting with the District Executives/Ministers in both the sending and receiving districts.
- L. The congregation may terminate this special arrangement after consulting with the District Executives/Ministers in both the sending and receiving districts.

**III. FINANCIAL CONSIDERATIONS**

Figures in this section are annualized and should be pro-rated for the remainder of the current budget year. Future changes in compensation shall reflect a mutually negotiated agreement between the licensed minister and the executive committee (or another appropriate congregational committee) and accepted by a majority vote of the church board and congregation.

**A. Compensation**

1. *Base Salary.* (See the “Recommended Base Cash Salary for Pastors”) Beginning \_\_\_\_\_ [date], the congregation shall pay the licensed minister a salary of: \$ \_\_\_\_\_  
 (Amount of base salary designated as an allowance for utilities and furnishings, see the Housing section of the “Guidelines for Pastors’ Salaries and Benefits”: \$ \_\_\_\_\_ )
2. *Housing.* (See section I-B of the “Guidelines for Pastors’ Salaries and Benefits”)
  - a. The congregation will provide the use of a parsonage \_\_\_\_ Yes \_\_\_\_ No  
 (The fair rental value of the parsonage is estimated to be \$ \_\_\_\_\_)
  - b. The Housing Fund contribution by the congregation will be: \$ \_\_\_\_\_
  - c. In lieu of a parsonage, the congregation will provide a housing allowance: \$ \_\_\_\_\_
3. *Pension and Medical Plans.* The contribution to the respective plans maintained by the Brethren Benefit Trust shall be the following amounts:

Pension Plan	Congregation’s share	\$ _____
	Licensed minister’s share	\$ _____
Medical Plan, LTD, Life	Congregation’s share	\$ _____
	Licensed minister’s share	\$ _____

**B. Related Expenses**

1. *Travel for parish work.* ( \_\_\_\_\_ cents per mile for estimated miles \_\_\_\_\_ ): \$ \_\_\_\_\_  
 Reimbursement based on vouchers for actual miles driven for parish work.
2. *Annual/District Conferences.* \$ \_\_\_\_\_
  - Annual Conference: \$ \_\_\_\_\_
  - District Conference: \$ \_\_\_\_\_
3. *Professional Growth.* \$ \_\_\_\_\_
  - a. Growth experiences: \_\_\_\_\_ days per year
  - b. A sabbatical may be negotiated after seven (7) years of ministerial

service in the same congregation.

4. *Professional expense account* on actual cost basis to cover the following: \$ \_\_\_\_\_  
a. \_\_\_\_\_  
b. \_\_\_\_\_

**C. Workers Compensation** \$ \_\_\_\_\_

**D. Moving Expenses** \$ \_\_\_\_\_  
(The congregation will pay the moving expenses into the congregation.)

**TOTAL SALARY AND BENEFITS** \$ \_\_\_\_\_

**E. Other Benefits**

1. *Days off.*  
A full-time person should have one and a half (1½) days each week free of parish responsibilities, except for crisis ministries.
2. *Vacation.*  
The licensed minister shall receive \_\_\_\_\_ of vacation for the remainder of the current budget year. (For full-time service, there should be three (3) weeks of vacation annually for the first three (3) years of ministerial service; four (4) weeks annually for years four through twenty (4–20); and five (5) weeks annually for twenty-one (21) or more years of ministerial service.)
3. *Special Circumstances.*  
The licensed minister shall be granted thirty (30) days for special circumstances (paternity/maternity, sickness, death in the family, or other crises) beginning in the first year of ministerial service and then ten (10) days for each succeeding year, accumulating to no more than ninety (90) days. The congregation shall not be required to pay any accrued personal leave after the ministerial service has been terminated. The licensed minister has accumulated \_\_\_\_\_ days for special circumstances from prior service.

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SIGNATURES

Licensed Minister \_\_\_\_\_ Date \_\_\_\_\_

Congregational Board Chair \_\_\_\_\_ Date \_\_\_\_\_

District Ministry Commission Chair \_\_\_\_\_ Date \_\_\_\_\_  
*[in the district where the license is held]*

District Executive/Minister \_\_\_\_\_ Date \_\_\_\_\_  
*[in the district where the license is held]*

District Executive/Minister \_\_\_\_\_ Date \_\_\_\_\_  
*[in receiving district if the licensed minister is a student]*

Attachment:

Letter of recommendation from the District Ministry Commission where the license is held.

Affirmed by Council of District Executives  
1/2000

Office of Ministry  
Church of the Brethren General Board  
1451 Dundee Avenue  
Elgin, Illinois 60120-1694

