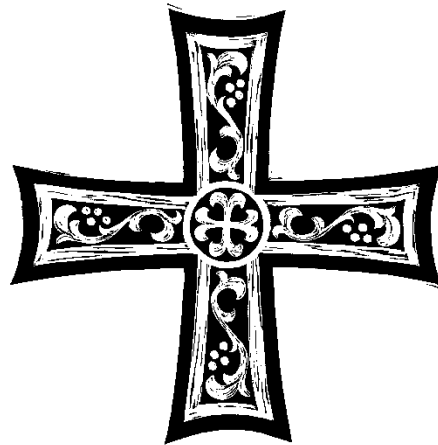


*Contract for Responsibilities, Ministry Goals, and Compensation  
for a  
Congregation  
and  
Synodically Authorized Lay Minister*

---



Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares good news, cares for those in need and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when parishes will need to be served by others who serve in a pastoral relationship while the congregation revises their ministry and seeks permanent pastoral leadership.

Keeping in mind the apostolic advice that all things be done decently and in order (1 Corinthians 14:40), the church provides this contract of ministry for a specific period of time between the congregation and the Synodically Authorized Lay Minister (SALM).

---

Prepared by \_\_\_\_\_

For the SALM \_\_\_\_\_

For the period: March 1, \_\_\_\_\_ to March 1, \_\_\_\_\_

# Covenants

## THE CONGREGATION AND SYNODICALLY AUTHORIZED LAY MINISTER WILL

- Examine the history and traditions of the congregation and work together to add positively to these during our ministry.
- Maintain the congregation's linkage with its sector, synod and Churchwide units, and the resources that will be available for our ministry.
- Prepare for the future of the congregation.
- Subscribe to the constitutions and bylaws of the ELCA, the synod and of this congregation.
- Provide pastoral ministry, enrich lay ministry, and develop ministry outreach beyond ourselves.

## THE SYNODICALLY AUTHORIZED LAY MINISTER WILL

- Preach and teach the Word of God each Sunday and special days of the Church year.
- Keep regular office hours on specified day(s) each week. *Please specify here*

---

---

- Preside at worship and administer the sacraments according to the practice and teaching of the Lutheran Church, as authorized by the Bishop.
- Provide pastoral care to all members of the parish according to their needs. Visit the ill and homebound that may be in the hospital, nursing home, or at home. Uphold all persons in the parish in prayer.
- Give pastoral leadership for the monthly council meetings, for the work of committees and for all special congregational meetings, as needed. *Specific areas of responsibility may be listed here* \_\_\_\_\_

---

- Encourage support for the total ministry of the ELCA.
- Be responsible for conducting and recording of baptisms, confirmations, marriages and funerals of members and recording attendance at Holy Communion; and reporting the statistics of the parish promptly and fully, as requested by the ELCA.
- Agree not to be involved in the congregation's call process except when the Bishop requests your participation.
- See that confirmation, first communion and new member instruction is provided in the congregation.
- Follow the guidelines of the Synod and the ELCA for Synodically Authorized Ministers.

## THE CONGREGATION WILL

- Commit ourselves to the Gospel by faithful participation in worship, learning and fellowship activities.
- Receive you in this pastoral relationship, uphold you in prayer, and give you our love, respect and good will.
- Look to you to preside at baptisms, marriages, and funerals of members and celebrate Holy Communion.
- Provide for you (and your family) as indicated below.

## A. COMPENSATION

The congregation will provide the following annual compensation:

1. Base Salary \$ \_\_\_\_\_
2. Social Security offset \$ \_\_\_\_\_
3. Other \$ \_\_\_\_\_

## B. PENSION OR OTHER BENEFITS

The congregation may sponsor the SALM as a lay-person in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical dental coverage. The congregation may provide an "insurance offset" if not providing coverage under the ELCA Program.

1. ELCA Pension at \_\_\_\_\_ % of defined compensation.
2. ELCA Medical and Dental Insurance (check one below)
  - a. Member only
  - b. Member and spouse
  - c. Member and children
  - d. Member, spouse, and children
3. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

## C. CONGREGATIONAL EXPENSES

The congregation will provide for the following expenses related to this SALM's ministry.

1. Automobile and travel expenses: \_\_\_\_\_ cents per documented mile or \$ \_\_\_\_\_
2. Other professional expenses \$ \_\_\_\_\_
3. Reimburse/pay expenses for official synod meetings (Synod Assembly, Theological Conference, etc.)
4. Continuing Education (\$1000 recommended; minimum \$700 from congregation) \$ \_\_\_\_\_

## D. AGREEMENT

1. Vacation time of \_\_\_\_\_ per year, including \_\_\_\_\_ Sundays.
2. Continuing education time of \_\_\_\_\_ weeks per year. (Two weeks recommended; see below)
3. Ongoing care through a Mutual Ministry Committee. (See the book Pastor and People)
4. Sick leave and maternity leave according to the officially adopted policies of the congregation.

**MUTUAL MINISTRY GOALS**

During this time period the congregation, its lay leadership, and the SALM will work to mutually achieve the following goals to increase mission and ministry:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**CONTINUING GROWTH AND EDUCATION**

During this time period the SALM will enhance his/her pastoral leadership by participating in the following continuing education and spiritual growth opportunities.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This contract may be terminated with two weeks notice by the SALM, the congregation, or the Bishop of the Synod. The last Sunday of service will terminate payment of all salary, benefits, and allowances. The SALM is approved and authorized only for the ministry site stated in this document.

\_\_\_\_\_

Witness our hands on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Synodically Authorized Lay Minister: \_\_\_\_\_

Congregational Council President: \_\_\_\_\_

Congregational Council Secretary: \_\_\_\_\_

Attested by: \_\_\_\_\_ Bishop, TLGC Synod

**All SALM contracts are due by February 15<sup>th</sup> each year and will be reviewed by the Bishop and Synod Council. Upon review, the SALM may be authorized for a year of Word and Sacrament service at the ministry site indicated.**