

**DEFINITION OF COMPENSATION, BENEFITS,  
AND RESPONSIBILITIES FOR ASSOCIATE IN MINISTRY,  
DEACONESS, OR DIACONAL MINISTER UNDER CALL**

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

for \_\_\_\_\_

for the period: \_\_\_\_\_ to \_\_\_\_\_

**A. COMPENSATION**

The congregation will provide the following annual compensation: \$ \_\_\_\_\_

**B. PENSION AND OTHER BENEFITS**

The congregation will sponsor the rostered 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. (*Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental for them under the ELCA Pension and Other Benefits Program.*)

**1. ELCA Pension and Other Benefits Program:**

a. ELCA Pension at \_\_\_\_\_% Of defined compensation \$ \_\_\_\_\_

**b. ELCA Medical-and-Dental Insurance (*check one below*):**

\_\_\_\_ a. Member only      \_\_\_\_ c. Member and children      \_\_\_\_ e. Coverage waived  
\_\_\_\_ b. Member and spouse      \_\_\_\_ d. Member, spouse, and children

2. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**C. EXPENSES**

The congregation will provide for the following expenses related to this position:

1. Automobile and travel allowance-*according to IRS allowance* \$ \_\_\_\_\_
2. Other professional expenses \$ \_\_\_\_\_
3. Expenses for official meetings of the synod \$ \_\_\_\_\_
4. Continuing education(*\$1,000 recommended;\$700 minimum from calling source*)\$ \_\_\_\_\_
5. Other ( \_\_\_\_\_ ) \$ \_\_\_\_\_
6. Pay the moving expenses to this field of service as follows: \_\_\_\_\_

**D. AGREEMENT**

1. Vacation time of \_\_\_\_\_ per year, including \_\_\_\_\_ Sundays;
2. Continuing education of time of \_\_\_\_\_ weeks per year (*recommended minimum of two weeks per year that may be accumulated up to three years*), as reflected in a continuing-education agreement developed by the rostered lay person and congregation council;
3. Participation in a First Call Theological Education Program, where applicable;
4. Sick leave, designated holidays, family medical leave and maternity/paternity leave will be handled in a manner similar to the synodical guidelines for ordained pastors.
5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the rostered lay person is physically or mentally disabled\*

\_\_\_\_\_  
\* provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.

**E. OTHER PROVISIONS**

**Special emphases of the associate in ministry, deaconess, or diaconal minister under call and special encouragement by the congregation:**

1. During this time period, the rostered lay person will give special attention to the following:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

2. The congregation will encourage and support this rostered lay person in the following ways:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

**F. OTHER MATTERS**

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.**

\_\_\_\_\_  
Rostered Lay Person

Date: \_\_\_\_\_

\_\_\_\_\_  
Congregation President

Date: \_\_\_\_\_

\_\_\_\_\_  
Pastor

Date: \_\_\_\_\_

**Note: Retain original in records of the congregation. Make a copy for the rostered lay person under call. As a matter of information, send a copy to the synodical office. A description of the particular responsibilities of this position may be attached to the "Definition of Compensation, Benefits, and Responsibilities."**