



**Northwestern Minnesota Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

## PASTORAL SERVICE AGREEMENT

This form should be used when the rostered minister signing this agreement is fulfilling the pastoral needs of this congregation for the foreseeable future and no call committee is being formed.

(Please note: This agreement needs to be renewed annually.)

**Pr.** \_\_\_\_\_

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

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. It is the responsibility and 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 the 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, and also acknowledges occasions when parishes may be served by contract pastors. Keeping in mind the apostolic advice that all things be done decently and in order (I Cor. 14:40), the church provides for the calling/contracting of pastors through its synods.

Accordingly, \_\_\_\_\_  
(*Congregation and Location*)

of the Northwestern Minnesota Synod of the ELCA invites you to serve as their **PASTOR**

Starting \_\_\_\_\_, according to the following conditions and mutual covenants:

Together we agree to live within the constitution and bylaws of the Evangelical Lutheran Church in America, the Northwestern Minnesota Synod, and the constitution and bylaws of the congregation(s).

You will have the rights and duties of a regularly called pastor (Synodical Constitution S14.12., S14.13.; Model Constitution for Congregations of the ELCA, C.9.03. ff.) to (please indicate the ones that apply with a check mark in front of each item below):

- A. Preach the word of God.
- B. Administer the sacraments according to the practice of the Evangelical Lutheran Church in America.

- C. Conduct public worship.
- D. Provide pastoral care.
- E. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- F. Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.
- G. Install regularly elected members of the Congregation Council.
- H. With the council, administer discipline.
- I. Seek out and encourage qualified persons to prepare for the ministry of the Gospel, and strive to extend the Kingdom of God in the community, in the nation, and abroad.
- J. Connect this church and its wider ministry through regular communication.
- K. Endeavor to increase the support given by the parish to the work of the churchwide organization of the Evangelical Lutheran Church in America (ELCA) and of the Northwestern Minnesota Synod of the ELCA.
- L. Keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and submit a summary of such statistics annually to the Northwestern Minnesota Synod.

We the members of the congregation(s) will:

- A) Commit ourselves to the Gospel of Jesus Christ through faithful participation in worship, learning, witness, service, support, and fellowship activities.
- B) Receive you as our pastor, uphold you in prayer, and offer you our love, respect, and good will.
- C) Look to you to preside at baptisms, celebrations of Holy Communion, and rites of the church.
- D) Provide compensation as follows (if it does not apply, please indicate by using N/A):
  - 1. Provide a salary of \$\_\_\_\_\_, the payments to be made in equal installments as follows: \_\_\_\_\_.  
This compensation is based on \_\_\_\_\_-time (full, half, etc.) service.
  - 2. Provide for your housing as follows:
    - a. A residence free of charge, utilities paid, and an additional housing benefit of \$\_\_\_\_\_ in lieu of housing equity
    - OR* b. A housing allowance of \$\_\_\_\_\_.

3. Contribute to the ELCA Pension and Other Benefits Plan in accord with stipulations of the Board of Pensions and negotiated between the parties at \_\_\_\_\_ .
4. Grant \_\_\_\_\_ weeks paid vacation per year.
5. During your ministry here, grant continuing education leave at the rate of \_\_\_\_\_ days per month and \$ \_\_\_\_\_ per month toward study expenses.

E) Reimburse you for expenses related to our ministry together.

1. Pay you a travel allowance of \$ \_\_\_\_\_ or \_\_\_\_\_ cents per reported mile.
2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required as described in the Northwestern Minnesota Synod Compensation Guidelines.

Please acknowledge receipt of this letter of agreement. As you consider this responsibility, may the Holy Spirit guide you. We trust that you may find it to be in accordance with God's will to give this invitation your immediate and affirmative response.

This agreement may be renewed. This agreement shall be terminated, normally within 30 days, upon the written resignation of the pastor. It may also be terminated by a vote of the congregation, according to the constitution of the congregation.

**Congregation's Contact Information/Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

**Pastor's Contact Information/Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

WITNESS OUR HANDS on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_

President \_\_\_\_\_ Date \_\_\_\_\_

ACCEPTED BY:

Pastor \_\_\_\_\_ Date \_\_\_\_\_

Bishop \_\_\_\_\_ Date \_\_\_\_\_