

Subject: Sample Special Focus Ministry Letter of Call

Church Name

Address

Phone Number

Minister's Letter of Call

_____ (hereafter "the Organization") does hereby extend a call to the Reverend _____ (hereafter "the Minister") to serve as Senior Minister of this Organization effective _____.

It is understood that the Minister will serve the Organization as its Spiritual Leader, devoting time and attention to the discharge of all ecclesiastical duties and responsibilities, as prescribed in the vision, mission, and purpose of the Organization and as, from time to time, directed and approved by the C.O.R.E. Council.

The specific terms of this Call are as follows:

1. REMUNERATION

a) Basic Compensation:

The Center agrees to pay to the Reverend _____ a basic remuneration of \$_____ per month. From the total monthly compensation paid to this Minister, the following designation is made, subject to periodic adjustments in consultation with the Minister:

Annual Housing Allowance is \$_____. Any remuneration over this \$_____ Annual Housing Allowance will be treated as regular salary.

b) Weddings, Funerals, Memorial Services and Counseling Income:

All income received from these services shall be paid directly to the Minister who shall be responsible for taxes incurred. The Organization will not consider this income as part of the Retirement Plan contribution.

c) Health and Disability Insurance:

At this time, _____ will be responsible for providing his/her own Health and Disability insurance.

d) Direct Expense Reimbursement:

In compliance with Internal Revenue Code Section 62(1)(2)(A), the C.O.R.E. Council will consider reimbursing the Minister for any auto, travel, entertainment and other professional business expenses approved by the C.O.R.E. Council in advance, and substantiated with receipts and/or other documentation. It is further understood that a C.O.R.E. Council member will examine the records prior to reimbursement and that such records will be maintained for at least seven years. These are to be covered in the Organization's budget as reimbursement expenses to the Minister rather than as salary and will be subject to the financial situation of the Organization as determined by the C.O.R.E. Council. The Minister's remuneration shall not, in any way, be reduced or adversely changed without the Minister's prior knowledge and agreement.

2. RETIREMENT PLAN:

Once the Minister's compensation reaches a minimum of \$_____ per month, the Organization, a Member of the United Church of Religious Science, Los Angeles, California, agrees to commence making monthly contributions to the Retirement Plan for the Clergy of the United Church of Religious Science as required for participation. Such payments shall equal a minimum of 15% of the Minister's gross monthly remuneration as approved by the C.O.R.E. Council and Minister. Gross monthly compensation shall include the Minister's salary, as well as all bonuses, housing allowance, and teaching income.

3. CONFERENCES AND CONVENTION

The C.O.R.E. Council agrees to consider reimbursement, subject to the financial situation of the Organization, of the Minister's expenses incurred in conjunction with attendance at official and ecclesiastical gatherings, namely the Annual Gathering of United Church of Religious Science, the Annual Minister's Convocation, and one Summer Conference each year. The reimbursement, approved in advance, will include transportation, lodging, meals, fees and other pertinent expenses.

While these normal expenses to the official and ecclesiastical gatherings of the United Church are being extended by the Letter of Call, the Minister to whom this Letter of Call is extended agrees that she will only

exercise this provision when the income of the Organization is sufficient to cover the Organization's normal operating expenses plus the cost of these gatherings.

4. VACATION

It is agreed that the Minister shall be entitled to an annual vacation with pay, for a period of four weeks. The Organization will be responsible for compensation paid to guest speakers and teachers during this period.

5. TEACHING

- a) The Minister may conduct accredited class work for the organization. The Minister shall be paid ___% of all certificated class tuition after cost.
- b) For special seminars and workshops created and presented by the Minister and offered through the Organization, the Minister shall be paid ___% of tuition after cost, with the remaining ___% to be distributed to the Organization.

6. MINISTERIAL CONTINUING EDUCATION

It is agreed that the Minister will be reimbursed for books, tuition and fees for college-level courses directly applicable to professional development, based on the financial situation of the Organization and as approved by the C.O.R.E. Council, up to a limit of \$_____ per year.

7. TERM

Unless amended or rescinded by mutual consent of the C.O.R.E. Council and the Minister, this Letter of Call shall remain in effect until the Minister resigns or is terminated according to the Bylaws of the Organization.

8. CONFIRMATION BY C.O.R.E. COUNCIL OFFICERS AND MINISTER

We have reviewed this Letter of Call with the Minister and the C.O.R.E. Council this __ (date) _____, and agree to its terms on behalf of the C.O.R.E. Council.

	, President
Officer of the C.O.R.E. Council Signature (name printed)	Officer of the C.O.R.E. Council

_____, Secretary
Officer of the C.O.R.E. Council Signature Officer of the C.O.R.E. Council
(name printed)

Name of Organization; _____
Address _____

I, Reverend _____, have reviewed this Letter of Call and accept its terms.

Dated: _____

Minister Signature

Minister (name printed)

FILING: Signed copies as follows:

- Original: Minister
- Copy: Organization Office
- Copy: UCRS Home Office – GEMS Department
- Copy: Secretary-Treasurer of C.O.R.E. Council - Organization