

COVENANT BETWEEN UNIVERSITY MENNONITE CHURCH AND PASTOR

THE CALL

The call of the congregation to the pastor consists of the following tasks:

1. Preaching and leading worship
2. Pastoral care
3. Outreach, visitation, witness, and service
4. Teaching
5. Equipping members for service
6. Participation in wider church activities

THE TASKS

The above tasks of the pastor are described in the following areas of responsibilities:

- 1) Preaching and Leading Worship
 - a) Preach on Sunday morning 33 to 36 times a year.
 - b) Participate with the worship committee in planning worship services.
 - c) Participate in Sunday morning services in various ways when not preaching.
 - d) Conduct special services such as dedications, marriages, funerals, baptisms, etc.
- 2) Pastoral Care
 - a) Counsel and assist individuals and families who are facing spiritual questions, personal stress, and significant life decisions.
 - b) Hold regular office hours at the church.
 - c) Visit members who are unable to come to church because of health problems.
 - d) Promote the spiritual well-being of members through personal visits.
 - e) Facilitate and encourage church small groups.
- 3) Outreach, Visitation, Witness, and Service
 - a) Coordinate the contact of each local first-time visitor to the church by visit, letter, or telephone.
 - b) Participate in local ministerial activities.
 - c) Represent the Anabaptist vision in the community.
- 4) Teaching
 - a) Help plan and implement the Christian education program of the church.
 - b) Teach the congregation to understand and use the Bible in the context of everyday life issues.
 - c) Teach (occasionally) a Sunday school class.
 - d) Instruct and guide individuals considering baptism and membership. Lead church membership classes as needed.

- 5) Equipping Members for Service
 - a) Encourage and enable members of the congregation to develop and use their spiritual gifts.
 - b) Help members identify ways they can be resources to their communities beyond the local church.
- 6) Participation in Wider Church Activities
 - a) Participate in denominational and conference activities in consultation with the leadership team.
 - b) Keep abreast of pertinent denominational literature and programs.

EXPECTATION OF TIME

Based on the morning, afternoon, and evening each as a unit of time, there are 21 units in a week. While the evenings may have an hour or so less, they are prime time for the family and should be counted as full units. The pastor's full-time assignment is 10 units per week. As a member of the congregation, the pastor is invited to donate additional time as s/he sees fit. Any exception to this or any major additional outside activities should be discussed with the leadership team.

RESPONSIBILITIES OF THE CONGREGATION

1. Financial Reimbursement – The Mennonite Church USA guidelines will be used as a reference in establishing the total compensation package, which includes salary, retirement fund, health insurance, and social security reimbursement. The same guidelines will be used for reimbursement of ministry and continuing education expense allowances. Each year the congregational chairperson, in consultation with the finance committee and the pastor, will propose a financial package to the congregation for approval as part of the annual budget.
2. Leave
 - a) Vacation – Annual vacation is according to schedule below. Vacation leave in excess of 20 days may not be accumulated and does not carry over from one year to the next. Other unpaid leave may be optimally scheduled with the approval of the leadership team.
Vacation: 1st year, 2 weeks; 2nd year, 3 weeks; 3rd year and beyond, 4 weeks
 - b) Holidays – There will be six paid holidays each year. Suggested holidays are: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas
 - c) Sick Leave – One day of sick leave will be accumulated each month. Sick leave will carry over from one year to the next with a maximum accumulation of 90 days. Up to four days of sick leave may be used each year for time off to care for sick family members. Sick leave may be used only for illness and unused sick leave is not reimbursable. Additional sick leave may be provided at the discretion of the leadership team.
 - d) Continuing Education Leave – Two weeks (10 days) of leave will be granted each year for the pastor to pursue continuing education. The time will be scheduled in consultation with the leadership team.
 - e) Retreat Days – The pastor is allowed 1 day a month for spiritual renewal or retreat. Up to half the days each year (6) may be saved and used for a continuous 6-day time of retreat.

- f) Personal Days – The pastor is allowed three personal days per year for special situations not covered by other guidelines.)
 - g) Sabbatical Leave – In order to encourage significant growth in ministry and to increase the likelihood of longer pastoral tenure, the congregation agrees to the following sabbatical policy. For each year of completed service to this congregation (other than the year in which a sabbatical leave is received), one month of sabbatical leave may be granted, not to be used until the fourth year of ministry here, with subsequent three-month sabbatical leaves during the eighth and twelfth years of ministry. During the sabbatical, the pastor will receive full salary and benefits as exist in the then current covenant of understanding. Sabbatical plans submitted by the pastor shall be approved by the leadership team, normally three months prior to the sabbatical. Following a sabbatical, the pastor agrees to provide a minimum of one year of service to the congregation, with the understanding that repayment of sabbatical salary and benefits will be made for failure to do so. Accumulated sabbatical time is not transferable from prior congregational locations, nor is a terminal sabbatical acceptable.
3. General Responsibilities – Members of the congregation will also:
- a) Accept the pastor as a member in the process of growth and in the grace and knowledge of Christ.
 - b) Recognize that it is the responsibility of the pastor to equip and encourage members to use their gifts for the church programs, rather than do all the tasks himself/herself.
 - c) Pray regularly for the pastor.
 - d) Provide adequate financial support so that the pastor’s energy can be released to accomplish the tasks listed in the covenant.
 - e) Communicate any concerns about the functioning of the pastor directly to the pastor or the elders.
 - f) Accept counsel from the pastor regarding the life and mission of the church.
 - g) Recognize the pastor’s need for uninterrupted time to meet personal and family needs.
 - h) Allow the pastor one day a month for spiritual renewal or retreat.

EVALUATION

The pastor will meet monthly with the elders and at least bi-monthly with the leadership team (elders, congregational chair, assistant chair and treasurer). The pastor will use these meetings, among other purposes, to receive feedback, counsel, and direction on his/her day-to-day work. A pastoral evaluation will be carried out by the congregation, under the direction of the leadership team, after the first two years of service. From then on, an evaluation will be completed every three years.

CONSULTATION

The pastor should confer with the Allegheny Mennonite Conference Minister as a support person outside of the congregation, to reflect on his/her ministry and the congregational life.

AMENDING THIS COVENANT

Modifications to this covenant may be proposed to any member of the leadership team at any time by any member of the congregation, including the pastor. The leadership team will report any such requests along with a recommendation for congregational action.

MONITORING OF THE COVENANT

Monitoring this covenant will be one of the functions of the leadership team. It will be their responsibility to ensure that the specific terms of the covenant be fulfilled. Specifically, their duties will include:

1. Facilitating the communication of covenant concerns between the congregation and the pastor.
2. Meeting regularly with the pastor to discuss covenant issues.
3. Assisting the pastor and the congregation in applying the broad principles of the covenant to specific situations.
4. Making an annual report to the congregation regarding the state of this covenant.

LENGTH OF THE COVENANT

This covenant between the congregation and the pastor will begin on September 1, 2021. A three-month (90 days) written notice is required by either party to terminate this covenant.

This covenant was approved by the congregation on _____.

Signed:

Pastor _____ Date _____
Kathryn Heinzl

For the University Mennonite Church Congregation:

Elder _____ Date _____
Rosita Derstine

Congregational Chair _____ Date _____
Richard Stehouwer