

St. Paul's United Church of Christ, Delano, MN

The following are presented as guidelines for a part-time sustaining pastor for a 3-month contract which may be extended on a month-by-month basis until an acting part-time pastor can be called by Paul's United Church of Christ. Starting date: Nov. 1, 2011, or as soon as practical.

1. **Salary Range:** Total compensation to be from \$26,000.0 to \$32,000.00 (annual) for the part-time sustaining pastor position, based on MN UCC Conference guidelines, but not to exceed the maximum amount regardless of experience of the candidate. The division of compensation between salary, housing, medical, dental or life insurance, etc. is open for negotiation.
2. **Hours:** Pastor is expected to work not less than 20 hours per week, or five work units equal to a full morning, or afternoon or evening (or equal to a 4-hour block of time). Pastor shall establish posted office hours on at least 2 or 3 days each week (not to include Sunday) for not less than 2 hours per day, where Pastor will be available at the church for pastoral care and council. The remainder of the time may be spent in the local church community engaged in church business or pastoral care work.

Sustaining Pastor is expected to regularly deliver the Sunday sermon. Sunday will be considered a unit or 4 hour block (even if time worked is less than four hours on Sunday).

Additional work time, which may be required based on the need for pastoral care to church members, such as funerals or other such occurrences, shall be coordinated with the board. Pay for additional work may be made at an hourly rate commensurate with base salary, as approved by the board.

3. **Vacation:** Four weeks annual vacation shall be paid based on an accrual of vacation time, starting with a 2-hour balance and accrual at the rate of 6.5 hours per month to a maximum of 80 hours. Vacation time of up to 20 hours may be paid out at the end of the contract period, any other unused vacation will be forfeit. Pastor shall coordinate with the board to arrange for pulpit supply or lay services in his/her absence.
4. **Family Leave:** Pastor may receive up to one week unpaid family leave as necessitated due to the birth or adoption of a child, family illness, death or family emergency. Absences due to family leave shall be coordinated with a member of the board.
5. Pastor will be expected to arrange for his/her own personal and family medical, dental, or life insurance and pension or annuity plans. Compensation for such benefits is open for negotiation under the salary arrangements within the limits of the salary range.
6. **Professional Expenses:** Pastor shall be reimbursed for professional expenses or continuing educational expenses up to \$20.00 monthly. Pastor shall submit receipts or other such evidence to support reimbursement.
7. **Mileage:** Mileage will be reimbursed at the IRS mileage rate (currently \$0.555 per mile) for mileage during the conduct of official church business. Pastor shall submit a mileage log for reimbursement. Mileage compensation shall not exceed \$50.00 monthly. Compensation will not be made for commuting to and from Pastor's residence to work.
8. A thirty day notice (or greater if possible) shall be given by either parties concerning the termination of the sustaining pastoral call arrangement.

Submitted by Greg Youmans, Treasurer

To apply for this position, contact Rick Wagner at 612-871-0359 or rickw@uccmn.org