**Checklist for the Approval of Contracts**

**Great Lakes City Classis**

* Is the name of the church and the name of the employee clearly stated?
* Is the position correctly identified by position (Minister Under Contract/Assistant Minister/Specialized Transition Minister/Commissioned Pastor/Student Under Contract) and title?
* Are the beginning and ending dates included in the contract?
* What provision is made for the review and renewal of the contract? Renewal of the contract should be initiated no less than 60 days before the contract expires.
* Is the contract for full-time or part-time? If part-time does it state the percent of full-time and the approximate number of hours per week? (For life and LTD insurance purchased through the Board of Benefits Services, effective January 1, 2018, part-time is defined as those working a minimum of 17.5 hours but not more than 29 hours per week.)
* Are all the responsibilities of the position listed or attached in a job description?
* If fulltime, does the contract comply with the minimum salary schedule approved by the Classis?
* If part-time, if the compensation package (salary and benefits) fairly pro-rated?
* Is 11% of the base salary and housing allowance designated for the minister’s Retirement Fund as required by the *BCO*?
* If fulltime, is the required insurance coverage provided as specified in the *BCO*?
* If part-time, is the required insurance coverage provided as specified in the *BCO*, or has the church promised to reimburse the minister the cost of the premiums paid for insurance on a prorated basis?
* Does the contract include a provision for vacation and professional development?
* Does the contract include any provisions for expense reimbursement, such as a car allowance?
* If the contract does not meet the minimum salary and benefits as specified by the classis, is a waiver attached?
* If a waiver application is submitted, do the circumstances of the church justify the approval of the waiver?
* Does the contract specify how often the employee will be paid?
* Does the contract include a provision for a yearly performance review?
* Does the contract include a clear and fair provision for the termination of the contract? A minimum standard is with 60 days written notice by either party. If terminated by the church before the renewal date, the minister shall be given no less than two months of severance pay after employment has ended.
* Has the *Worksheet for Calls and Contracts* been completed and attached to the call, including the number of years since ordination for the minister and the number of confessing members of the church?