**SAMPLE EMPLOYMENT CONTRACT**

**FOR MINISTERS OF WORD AND SACRAMENT SERVING RCA CHURCHES**

**Great Lakes City Classis, Reformed Church in America**

The contract is between the (church) of (city, state) and the Rev. (name) for her/his service in the position of Minister Under Contract/Assistant Minister/Specialized Transition Minister/Commissioned Pastor/Student Under Contract. The title for this position is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Pending the approval of the Great Lakes City Classis, this contract shall begin on (date) and end on (date). This contract may be renewed upon mutual agreement of the church, minister/student/commissioned pastor and the classis.

This contract for full-time or part-time (% of full-time), approximately \_\_\_ hours per week. This contract intends to comply with the minimum salary schedule approved by the Classis. [*OR* This contract does not meet the minimum salary and benefits as specified by the classis, and the undersigned hereby request a waiver of these requirements. A waiver request is attached.]

The duties of the (title) shall include:

(*list all responsibilities here or attach job description*)

The salary, housing allowance, and benefits for the (title) shall be:

(*list salary, housing allowance, and all benefits, including those below*)

Rev. (name) shall receive one week of paid vacation for each three month period of employment.

Rev. (name) shall receive a car allowance of \_\_\_\_ cents per mile [current IRS rate for business miles] for all business miles driven in performance of service to the church.

Equal payments of salary shall be made monthly/bimonthly/weekly. Rev. (name) is free to designate a day off each week, with the exception of (days).

Retirement payment of 11% of base salary and housing allowance is required to be paid to the minister’s RCA Retirement Fund.

Three insurance provisions are included in this contract: Medical/Health (including family), Life, and Long-Term Disability as stipulated by the RCA Board of Benefits.

Rev. (name) shall be accountable to the (minister/committee) of the church. A performance review shall be completed at least yearly. The results of the review shall be communicated in such a way to give opportunity for the person working under contract to improve his/her performance.

This contract may be terminated by either party with 60 days written notice. 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. Renewal of this contract should be initiated no less than 60 days before the contract expires.

This agreement will bind the consistory of the church and the employee to meet the foregoing contract provisions by the signature of the clerk of consistory and employee below. The approval of the classis and the signature of the classis clerk or the president of the classis is required before this contract may be considered to be in effect.

Approved by the consistory of \_\_\_\_\_\_\_\_\_\_\_\_\_ (church) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

Approved by the Great Lakes City Classis on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

In witness to the approval of this contract are the signatures of the persons below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk of Consistory Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minister/Commissioned Pastor/Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classis Stated Clerk Date