

THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
VIRGINIA SYNOD

LETTER OF AGREEMENT FOR LICENSED LAY MINISTRY

In keeping with the Statement on Transitional Ministry in Virginia Synod,
and in order to set forth clearly the agreement for licensed lay service,

_____ (Congregation)
in _____, VA,
_____ (Location)
agrees that

_____ (Licensed Lay Minister's Name)
will serve as

_____ (Title)
on a ___part- ___full-time basis

from _____ to _____ (one year / to be reviewed) on the
following mutual promises:

Together the congregation and Interim Pastor will:

- A. Examine the history of the congregation and seek to confirm and identify current issues facing the congregation and develop ways of dealing with them.
- B. Develop a vision for the congregation's mission.
- C. Examine the congregation's linkage with synod, mission district, churchwide units, and the resources that may be available for ministry.
- D. Align the congregation in accordance with the constitutions and bylaws of the E.L.C.A., the Virginia Synod, and update the congregation's constitution as needed.
- E. During this transition period, agree to address the following concerns:

- 1. _____

- 2. _____

- 3. _____

The Licensed Lay Minister will:

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according the practice of the Lutheran church.

- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, and uphold the members in prayer.
- D. In partnership with the Office of the Bishop give pastoral leadership for the meetings, activities, and organizations of the congregation.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- G. Agree not to be involved in the congregation's call process except when the synod bishop requests such participation.
- H. Participate with key leadership of the congregation and the appointed synodical staff person in evaluation of the licensed lay ministry.
- I. Serve under the supervision of a Mentoring Pastor, participate in First Call to Theological Education, and seek out continuing education offerings.
- J. Give special attention to:

- 1. _____
- 2. _____
- 3. _____

The congregation will:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Support the ministry of the congregation through service and gifts.
- C. Accept the licensed lay minister, uphold him/her in prayer, and accord him/her love, respect, and good will.
- D. Provide for a review and evaluation of the licensed lay ministry periodically and at the conclusion of the one year agreement with the appointed synodical staff person.
- G. Compensate the interim pastor in the following ways:

(As a general rule, compensation is based on the compensation of the previous pastor or the minimum standard for years of service experience of the interim pastor based on synod guidelines. Part-time service is prorated: 1/2 time would receive 1/2 total compensation levels, etc.)

- 1. Pay an annual salary of \$_____, the payments to be made in ___ equal installments on the ___ and ___ of the month.
- 2. ___ a.) Pay a Housing Allowance in the amount of \$_____ per year, the payments to be made in ___ equal installments on the ___ and ___ of the month.

OR

- ___ b.) Provide the use of a parsonage in lieu of a Housing Allowance.
- 3. Provide a Social Security Allowance of \$_____ per year.

- 4. Grant one (1) week of vacation for every _____ weeks of service, not to exceed _____ weeks per year.
- 6. Grant continuing education leave at the rate of ___ weeks per year (day[s] per month) and \$_____ per year (per day) toward study expenses.
- 7. Grant ___ day(s) off per week.
- 8. Other _____

H. Reimburse expenses related to our common ministry.

- 1. ___ a.) Pay a travel allowance in the amount of \$_____ per year

OR

___b.) Reimburse automobile travel at the rate of _____¢ per mile upon submission of record of business miles traveled.

2. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required.

3. Pay moving expenses as follows:

This agreement terminates on the date specified on page one of this agreement or thirty days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days written notice from the congregation, the licensed lay minister, or the bishop of the synod. This agreement may be extended upon the mutual agreement of the congregation council, the licensed lay minister, and the bishop of the synod for a term(s) specified by an addendum attached hereto. All financial obligations will be fulfilled by or on the date of termination. The terms of this agreement may be renegotiated at the request of the licensed lay minister, the congregation council, or the Bishop of the Synod at the time of any quarterly evaluation.

We, the undersigned, accept the terms of this agreement:

Congregation Council President or Secretary

Date

Licensed Lay Minister

Date

Attested by

Office of the Bishop, Virginia Synod, ELCA

Date



Please send this completed form to:

Office of the Bishop
Virginia Synod, ELCA
P. O. Box 70
Salem, Virginia 24153-0070

Upon the signature of the Bishop, copies will be distributed by the synod office:

1. Original to the Licensed Lay Minister
2. Copy to the Congregation Council President
3. Copy to the Bishop's Office