

**WORKSHEET**  
**NORTHEASTERN IOWA SYNOD**  
**Definition of Compensation, Benefits and Responsibilities of the Pastor**

Congregation(s) \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Effective Date: from \_\_\_\_\_ to \_\_\_\_\_  
*(Only if a term call)*

**A. COMPENSATION/SALARY**

1. Base salary paid to pastor \$ \_\_\_\_\_  
*(Note: For First Call pastors, base salary increases will follow synod guidelines for at least the first three years.)*
2. Social Security Allowance as Additional Salary (lines 1 x 7.65%) \$ \_\_\_\_\_
3. Housing
  - a. Housing Allowance Paid to Pastor **or** \$ \_\_\_\_\_
  - b. Parsonage value (line 1+2 x 30%) \$ \_\_\_\_\_
4. Utilities
  - a. Paid in full by Congregation \_\_\_\_ yes **or**
  - b. Utilities Allowance Paid to Pastor \$ \_\_\_\_\_
5. Furnishing Allowance Paid to Pastor \$ \_\_\_\_\_

**TOTAL DEFINED COMPENSATION** (Add lines 1-5) \$ \_\_\_\_\_

**B. REIMBURSEMENTS**

*Required:*

1. Travel
 

Annual Allowance **or** \$ \_\_\_\_\_

Per Mile Reimbursement (IRS allowance) \$ \_\_\_\_ per mile
2. Official required meetings (Synod Assembly & Fall Conference) \$ \_\_\_\_\_
3. Continuing Education (\$900 recommended) \$ \_\_\_\_\_
4. Moving Expenses \_\_\_\_\_  
*(Note: Under the current federal tax code, moving expenses are considered a fringe benefit and must be included as taxable income on the pastor's W-2)*

*Recommended:*

1. Publications and Professional Expenses (\$700 recommended) \$ \_\_\_\_\_
2. Amount set aside annually for Sabbatical Leave (\$400 recommended) \$ \_\_\_\_\_  
*(This is set aside by the congregation to pay for coverage while pastor is on sabbatical.)*

**C. BENEFITS**

To calculate retirement & medical, go to

<https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator.aspx>.

1. Required Retirement Plan Contributions  
 Indicate percentage: 10% 11% 12% (% x Total Defined Compensation) \$ \_\_\_\_\_
2. Medical, Dental, Disability, Survivor Benefits  
 Plan Option: (Platinum+; Gold+; Silver+ A, B or C; Bronze+ A, B or C) \_\_\_\_\_  
 Member only    Member & spouse    Member & children  
 Member, spouse, children    Coverage waived \$ \_\_\_\_\_

**C. BENEFITS (continued)**

- 3. Housing Equity Allowance paid as additional retirement contributions, annuities \$ \_\_\_\_\_  
*(only applicable when a parsonage is provided)*
- 4. Reimbursement for medical expenses not covered by medical plan up to \$ \_\_\_\_\_
- 5. Vacation Four weeks including four Sundays
- 6. Continuing education Two weeks including two Sundays
- 7. Sabbatical Leave \_\_\_ weeks after \_\_\_ years of service in this congregation
- 8. Maternity/Paternity or Adoptive leave of \_\_\_\_\_ weeks with full salary, housing, and benefits.  
*(Recommended 6 weeks; 4 weeks minimum for primary caregiver, 2 weeks for secondary caregiver)*

**D. AGREEMENTS**

**YES NO**

- 1. We presently have or will establish a Mutual Ministry Committee. \_\_\_\_\_ \_\_\_\_\_
- 2. Council with pastor will establish an annual Continuing Education Covenant. \_\_\_\_\_ \_\_\_\_\_
- 3. When calling a new seminary graduate, congregation will participate in First Call Theological Education Program. \_\_\_\_\_ \_\_\_\_\_
- 4. Congregation will encourage participation in a "Colleague Group". \_\_\_\_\_ \_\_\_\_\_
- 5. Congregation has or will establish a Sabbatical Leave Policy. \_\_\_\_\_ \_\_\_\_\_
- 6. Other \_\_\_\_\_

**E. OTHER PROVISIONS**

- 1. During this time period, the pastor will give special attention in ministry to the following:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
- 2. The congregation will encourage this pastor's ministry in the following ways:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
- 3. Other matters:
  - \_\_\_\_\_
  - \_\_\_\_\_

**CONTACT PERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)