

## Appendix 12

### Sample Pastor-Church Covenant

#### 1. The Pastor's Responsibility to the Church

- 1.01 To proclaim the gospel with the goal of reaching persons for Christ and fostering academic, emotional, social, and spiritual growth.
- 1.02 To love and affirm persons and families within the fellowship without bias or prejudice.
- 1.03 To provide counseling to members and nonmembers and to keep confidential such communication.
- 1.04 To serve as administrator of church programs and ministries by facilitating communication and recommending appropriate ministries/programs to the appropriate persons.
- 1.05 To work with committees, organizations, and boards in the development and implementation of programs of ministry and mission. Chairpersons of committees, organizations, and boards are to have the responsibility of their offices with the counsel of the pastor as desired or needed. All committees, organizations, and boards are ultimately responsible to the church from which their authority is derived and their responsibilities are defined.
- 1.06 To be ex officio member of all committees with exception of the personnel committee, the diaconate, and the diaconate election committee. (The pastor's counsel shall be sought concerning other staff.) The pastor shall, as a member of said committees, offer expertise and advice but shall not be entitled to vote.
- 1.07 To give primary oversight and direct the church office, supervising the church secretary, overseeing that the church calendar is maintained, representing the church to visitors and other persons who might come in contact with the church, advising other church members of information they need to carry out their duties as church officers, and serving in other reasonable activities relative to the church office.
- 1.08 To establish church office hours and generally seek to maintain those office hours for the benefit of all church members and the related business of the church; in times of absence, the church secretary should be informed as to how to contact the pastor.
- 1.09 To visit the sick, the elderly, and the bereaved and to maintain contact with the membership as a whole.
- 1.10 To be an encourager to persons, programs, and ministries of the church family.
- 1.11 To be actively involved in and supportive of the local Baptist association, the Louisiana Baptist Convention and the denomination in its work and ministries.

## **2. The Church's Responsibility to the Pastor**

- 2.01 To show sensitivity to the physical, spiritual, and emotional needs of the pastor and family.
- 2.02 To pray for the pastor's ministry, affirm efforts, and work with the pastor toward the end of accomplishing God's will in the church and the community.
- 2.03 To allow the pastor full responsibility for the preaching program of the church with privilege of calling on others for participation.
- 2.04 To allow the pastor responsibility for the administration of the ordinances of baptism and the Lord's Supper as shared in the fellowship and to receive new members and assist in their orientation.
- 2.05 To support the pastor in the church's preaching ministry and to cooperate with the pastor by suggesting programs and providing groups such as the deacons to act as a sounding board.
- 2.06 To acknowledge that we are all imperfect human beings seeking to serve a perfect God.
- 2.07 To be willing to inform the pastor of misunderstandings so that wrongs may be righted.

## **3. Working Guidelines**

- 3.01 A call to serve as pastor will also include a signed covenant agreement that has been read and approved by the members and signed by the deacon chairman or moderator of the church.
- 3.02 The church shall be responsible for insurance on contents of the pastor's study at the church and malpractice insurance as appropriate.
- 3.03 The church will lease a beeper for use by the pastoral family and the church secretary in contacting the pastor.
- 3.04 The pastor selection committee will meet with the pastor quarterly for evaluation and feedback during the first year of service.
- 3.05 This covenant agreement shall be reviewed annually and renegotiated as necessary. The pastor and congregation must concur on any change.

## **4. Employment Guidelines**

- 4.01 The pastor is directly responsible to the congregation in the performance of ministry. The pastor shall meet annually with the personnel committee of the church for review and evaluation of ministry. The pastor shall, with the deacons, oversee the pastoral care and nurture of the church members and provide for a continuing, diversified program of ministries among the members.

- 4.02 If the pastor is to be gone overnight from the church field, the pastor shall inform the church secretary as to the location.
- 4.03 The pastor is expected to give the church forty-eight hours of his time during the week and to be on call for emergencies twenty-four hours per day, seven days a week.
- 4.04 If the pastor is to be away for more than thirty-six hours, church leaders should be told how to reach the pastor, or the pastor should provide a qualified person to serve during the absence.
- 4.05 When the pastor is away from the church field for more than three days, the deacons should be made aware so that crises can be covered by other leaders.
- 4.06 The pastor will give the deacons a monthly report on visits, membership and personal needs, and church activities. After particularly strenuous times that demand excessive work hours during the church year, the pastor is encouraged to take time off for rest and relaxation.
- 4.07 The pastor will be allowed three weeks vacation, including three Sundays.
- 4.08 The pastor is allowed thirty days per year as sick leave with full salary and benefits. For a prolonged illness, continued payment will be at the discretion of the church.
- 4.09 The pastor is allowed two weeks per year for revivals or continuing education; the latter may be paid for from convention expense funds. One week of this may be used for additional vacation time if not needed for revival or continuing education.
- 4.10 The church will provide the pulpit supply in case of illness, bereavement, and vacation. The pastor is responsible for the supply when preaching in revival elsewhere.

## **5. Financial Care**

- 5.01 The church agrees to pay for all moving expenses incurred, including a mover of the pastor's choice. The pastor shall obtain at least two competitive bids for this expense.
- 5.02 The church agrees to allow the pastor to choose and purchase or rent a home or use the church-owned parsonage.
- 5.03 The church agrees to begin the pay period as of the last day of the pay period in the previous church; i.e., July 31/August 1; and the pastor agrees to begin new duties on that same day.
- 5.04 Regular pay periods will fall on the fifteenth and last days of each month.
- 5.05 In case of termination, care will be given to minimize harm to the pastoral family and to the church's witness.