

Appendix A

Sample Vacancy Pastor Agreement

We, the voting members of (church name) _____ Lutheran Church of (city, state) _____, on (date) _____ voted to extend an agreement with Rev. _____, to be our pastor. As such, he is to preach the Word of God in its truth and purity and administer the Sacraments to God’s people as given in Scripture. He is also to fulfill other pastoral functions, e.g., teach confirmation classes to both youth and adults, visit the hospitalized and shut-ins, appropriately prepare self and others for leading and conducting Sunday and other special worship services, and fulfill general administrative duties as agreed upon by the pastor and the congregation.

This agreement becomes effective (date) _____ and will terminate upon the installation of a newly called pastor or a date agreed upon by both the vacancy pastor and the congregation.

The congregation is to pay Rev. _____ for his services a salary of \$ _____ per week/month, paid every two weeks/on the 15th and 30th of each month. He will receive _____ per mile for all travel expenses incurred for the services of the congregation. The congregation will provide him with a cell phone/cover his cell phone expenses/pay for all long-distance calls. The congregation may cover other expenses, e.g., medical insurance; conference registration; printer ink and paper costs; mileage; etc., that are incurred as a result of services to this congregation, as per agreed upon between the congregation and the Vacancy Pastor prior to incurring those expenses. Expenses are reimbursed upon adequate documentation to the _____ (Bd. of Elders/Trustees/Treasurer).

If Rev. _____ is unable to fulfill his services for a short or an extended time, he is to inform the Bd. of Elders and seek to find a replacement to serve during that time. The Circuit Visitor and President’s Office would be available to assist in this matter.

[If the vacancy pastor serves another congregation, the following sentence should be added:]
We understand this agreement is entered into with the full knowledge and support of (church name) _____ Lutheran Church of (city, state) _____, which is served on a full- time basis by Rev. _____. We express our thanks to _____ Lutheran Church for allowing their pastor to also serve us.