

## STATEMENT OF UNDERSTANDING - FULL-TIME APPOINTMENT

*This is not an employment contract but a statement of agreement to clarify the expectations of parties involved in a change of pastoral appointment.*

1. We understand that it is the intent of Bishop Sandra Steiner Ball to make the following appointment **effective July 1, 2018.**

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

Name of Charge: \_\_\_\_\_

District: \_\_\_\_\_

2. We understand the appointment package (annual figures) that is agreed upon beginning July 1, 2018, shall be: **Total Appointive Cost:** \_\_\_\_\_ *(Clergy Support Form, Line 10)*  
*Total Appointive Cost includes: Taxable Income, Medical Insurance over 70%, Personal Investment Plan Deductions (UMPIP), Medical Reimbursement Plan, and Accountable Reimbursement Plans. See attached 2018 Report of Clergy Support Form.*
3. We understand that ministerial items to be paid by the Charge through the month of June include the pastor's full salary, the pension plan (CRSP and CPP), to be paid directly to the Conference Treasurer and the Health Insurance premium if the pastor/family is enrolled in the Conference Health Insurance program. Utilities at the parsonage are to be paid directly to the utility companies. PLEASE NOTE: In case of a clergy couple, the charge whose parsonage is not being used is expected to share in the cost of utilities of the parsonage in which their pastor is living, provided their parsonage is being rented. When a charge consists of two or more churches and where two or more parsonages exist, all churches shall share the cost of utilities, according to the percent each church pays towards the pastor's salary. (For example, if two churches each pay 50% of the pastor's salary, each church will pay 50% of the parsonage utilities. If one church pays 70% and the other pays 30%, then the utilities will be shared according to the same percentage.) This applies regardless of whether another church rents out its parsonage.
4. We understand that the pension (CRSP/PPP) and health insurance will be paid for the present pastor through the month of June and for the new pastor beginning July 1. If the pastor participates in the Personal Investment Plan (UMPIP), this should be paid directly to the General Board of Pensions, and is a salary reduction. (Every pastor who moves has to resubmit the UMPIP change form which is found on conference website).
5. We understand that:
  - A) A pastor who is leaving a charge is expected to spend no more than half of her or his annual Accountable Reimbursement Plan (A.R.P.) account.
  - B) The exiting pastor will submit her or his final A.R.P. expenses before moving if possible and that in no case shall the exiting pastor submit such expenses more than sixty days after moving. Mileage logs and/or receipts are required for all A.R.P.
  - C) The incoming pastor and the Pastor Parish Relations Committee (or Staff-Parish Relations Committee) will need to negotiate a new Accountable Reimbursement Plan (A.R.P.), if necessary or desired, in July of the new appointment for the remainder of the year and submit a revised Report of Clergy Support Form to the District Superintendent and the Conference Treasurer's office with changes that are made. The District Superintendent shall send the Clergy Support Form to the Treasurer no later than Friday following the take in.

6. We understand that:
  - A) The parsonage will be inspected by the Pastor and PPR/SPR Chairperson PRIOR to move day.
  - B) If there is a serious problem with the parsonage at the time of that inspection the district superintendent will be asked to come and inspect the parsonage as well.
  - C) On move day the pastor, the chairperson of the Pastor-Parish Relations Committee (or Staff-Parish Relations Committee), and the chairperson of the Board of Trustees will complete and sign the "Parsonage Inspection Sheet" provided by the superintendent.
  - D) If problems with the parsonage surface at this time, the district superintendent is to be informed immediately.
7. We understand that responsibility for the new pastor will ***begin on July 1, 2018. We understand that the present pastor will continue ministerial leadership through June 30, 2018, and that the incoming pastor will not interfere in the present pastor's ministry before that date.***
8. ***We understand that the outgoing pastor's responsibility for this charge will end on June 30, 2018. We understand that the outgoing pastor may be invited back for church functions only by the new pastor and that the outgoing pastor will not interfere with the incoming pastor's ministry.***
9. One night of lodging and up to two meals will be a part of the moving cost for the charge receiving the new pastor.
10. Move-out day for pastors will be \_\_\_\_\_.
11. Move-in day will be \_\_\_\_\_.
12. The incoming pastor will confirm moving arrangements with \_\_\_\_\_, who can be reached at \_\_\_\_\_. Move expenses are to be paid by the receiving charge. ***Tax laws for moving expenses have changed. Moving expenses are taxable income for the pastor. The treasurer must submit a 1099 for moving expenses paid by the charge.***
13. It is expected that the SPRC will make arrangements for a Lay Servant / Lay Speaker to lead worship and preach on Sunday, June 24<sup>th</sup>.
14. We understand that the Conference rules state that all Full Members of the Annual Conference, Provisional Members, Associate Members and Full-Time Local Pastors who have completed the Course of Study shall be entitled to four weeks vacation with pay (four Sundays), each appointive year (July 1-June 30). Full-time local pastors who have not completed the Course of Study shall be entitled to two weeks (two Sundays). (Rule III. 12, 2017 Journal, page 435).
15. We understand that the annual conference strongly recommends that the PPR/SPR Committee and the newly appointed pastor ***meet monthly for the first six months*** and at least quarterly thereafter for the purpose of developing a supportive relationship and cooperative ministry.
16. The pastor is expected to participate in ***Beginning Well: Guiding Pastoral Transitions***, Saturday, April 28, 10am-3:30pm; West Virginia Wesleyan College (Social Hall). It is designed for all pastors and staff/pastor parish chairpersons of new appointments (or a member of the S/PPRC).

Signed: \_\_\_\_\_  
 District Superintendent

\_\_\_\_\_  
 PPR/SPR Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_

Pastor

Copies to: Personnel File; Pastor-Parish Relations Chairperson; Pastor

## ***PERSONAL INFORMATION SHEET***

After the announcement of Bishop Steiner Ball's intention to appoint the following person to your charge, you may begin to offer expressions of welcome to his or her family. It is expected that the Pastor-Parish Relations Committee (or Staff-Parish Committee) Chairperson will contact the incoming pastor to schedule a visit to meet with the Committee and to acquaint the pastor with the church facilities.

The following information may be helpful for you to know more about the pastor and his or her family:

**CHARGE** \_\_\_\_\_

**PASTOR'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE NO.: Home** \_\_\_\_\_

**Office** \_\_\_\_\_ **Cell** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**SPOUSE'S NAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_

**ANNIVERSARY** \_\_\_\_\_

### **CHILDREN LIVING AT HOME:**

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_