

STATEMENT OF UNDERSTANDING PART 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, 2019.***

Name of Pastor: _____

Name of Charge: _____

District: _____

2. We understand the appointment package (annual figures) that is agreed upon beginning July 1, 2019, 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 2019 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) to be paid to the Conference Treasurer, and the Health Insurance premium if the pastor/family is enrolled in the Conference Health Insurance program.
4. We understand that the pension (CRSP) and health insurance will be paid for the present pastor through the month of June; for the new pastor beginning the month of July. 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.
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 thirty days after moving.
 - 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.) for the remainder of the year and submit a revised Report of Clergy Support to the District Superintendent if changes are made.
6. We understand that responsibility for the new pastor will ***begin on July 1, 2019. We understand that the present pastor will continue ministerial leadership through June 30, 2019 and that the incoming pastor will not interfere in the present pastor's ministry before that date.***

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. If it has not already been done, 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:

PASTOR'S NAME _____

ADDRESS _____

PHONE NO. (Home): _____

Cell: _____ **; Office:** _____

E-MAIL ADDRESS _____

DATE OF BIRTH _____

SPOUSE'S NAME _____

SPOUSE'S DATE OF BIRTH: _____

ANNIVERSARY: _____

CHILDREN LIVING AT HOME:

NAME _____ **AGE** _____

NAME _____ **AGE** _____

NAME _____ **AGE** _____

NAME _____ **AGE** _____