



**efc**  
EVANGELICAL FRIENDS CHURCH  
EASTERN REGION

# **CHURCH HEALTH TEAM**

Handbook

September 2023

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# EFC-ER Mission, Vision, and Core Values

## Purpose

- The Evangelical Friends Church – Eastern Region (EFC-ER) is a movement of connected churches intentionally working together to fulfill a common mission, vision, and core values, based on the person and redemptive message of Jesus Christ.

## Mission

- The mission of EFC-ER is to equip its member churches to make disciples.

## Vision

- The vision of EFC-ER is to produce healthy, Christ-centered churches that produce disciples.

## Core Values

- **Biblical Faithfulness** – We will seek faithfulness to the inspired and authoritative Word of God, both in the truth we profess and in the practices we embody.
- **Empowered Leadership** – We will discover, develop, and deploy leaders into clearly defined ministry roles.
- **Innovative Multiplication** – We will use and encourage innovative multiplication across our movement.
- **Efficient Organization** – We will organize around mission, core values, and vision, increasing efficiency by being a nimble, right-sized organization.
- **Connectional Ministry** – We will strengthen local and global ministries by partnering together with local churches and other organizations to accomplish our mission.

# Church Health Team

The Church Health Team is comprised of the Church Health Director and EFC-ER leaders. The team serves to carry out EFC-ER's directive to facilitate and resource the development of healthy churches. Members of the Church Health Team serve for 3-year terms and normally serve two consecutive terms though permitted to serve up to three consecutive terms.

## **Purpose:**

- The team functions as a facilitator for healthy church practices and priorities.

## **We will accomplish our purpose by:**

- Providing an assessment process for the local churches.
- Resourcing churches to develop mission, vision, and core values.
- Providing resources to encourage missional engagement.
- Overseeing and assisting in pastoral placement.
- Overseeing establishing minimum salary for pastors.
- Providing biblical accountability and encouragement to pastors and churches.
- Promoting and resource the starting of new ministries within local churches.
- Providing direction for declining churches.
- Exercising authority for churches in crisis.

## Assessments for the local church

- **SWOT analysis** This 3-hour exercise allows leaders to assess the church's Strengths and Weakness and identify external Opportunities and Threats in society that may impact ministry. The analysis is facilitated by team members.
- **Church Health Surveys**
  - 1) The **NCD (Natural Church Development)** survey takes the overall pulse of a church by measuring eight critical areas such as inspiring worship, leadership empowerment, and loving relationships. EFC-ER covers 50% of the \$260 total cost.
  - 2) The **Know Your Church** report from churchanswers.com assesses the church's health in prayer, worship, ministry, fellowship, discipleship and evangelism. With the EFC-ER discount the cost is \$195.

## Resources to develop and Implement Mission, Vision, and Core Values.

- The **Mission, Vision, and Values (MVV)** weekend exercise guides church leaders in clarifying God's mission and vision for the church and articulating the actual and aspirational core values of the church.
- Developing a **Ministry Action Plan (MAP)** guides church leaders in creating an actionable plan to fulfill God's mission for their church. The 1-3-1-3 exercise creates goals for 1 and 3 months, and 1 and 3 year goals.

## Resources to encourage missional engagement.

- **Catalyzing Witnessing Communities (CWC)** training provides tools and resources to equip your church to be effective witnesses for Jesus. Healthy churches make disciples within a witnessing community. The CWC is designed to enhance churches to fulfill God's Great Commission.
- **Missional Engagement Grants** provide EFC-ER churches with financial resources to expand their outreach within already existing projects or for new ventures which will influence others with the love of Jesus Christ. ER will provide a grant of up to \$500. Churches may apply at: <https://efcer.breezechms.com/form/missionalengagement>
- The **Ickes Discipleship and Evangelism Scholarship** offers EFC-ER churches financial assistance to offer discipleship and evangelism training. Apply at: <https://efcer.breezechms.com/form/missionalengagement>

## **Pastoral placements**

Your pastor has just resigned, or your congregation voted to make a change in pastoral leadership. What should be done? The ***Search Team Guide*** provides step-by-step procedures in identifying and calling your next lead pastor. The guide is available in the appendix or at: [https://www.efcer.org/uploads/1/3/3/2/133267097/search\\_team\\_guide\\_rev.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/search_team_guide_rev.pdf)

## **Ministry Agreements**

A sample pastor ministry agreement is available in the appendix or at: [https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral\\_agreement.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral_agreement.pdf)

## **Lead Pastor Renewal of Call**

The pastoral call renewal is normally conducted two years after the initial call and every four years subsequently. Anonymous surveys are submitted by 1) members, 2) elders, 3) church staff (if applicable), and 4) the lead pastor to EFC-ER. The Church Health Director summarizes the results and presents the findings to the Elder Board and lead pastor. IF there is not consensus between the elders, lead pastor and Church Health Director, subsequent steps will be followed according to F&P 342 b.

## **Lead Pastor Performance Evaluation**

The elder board is expected to complete an annual performance evaluation of the lead pastor. It is also recommended that quarterly or bi-annual progress reports be conducted for assessing progress made towards the church's Ministry Action Plan. Short and Long Form template are at:

**Short:** [https://www.efcer.org/uploads/1/3/3/2/133267097/lead\\_pastor\\_year-end\\_review\\_\\_short\\_form\\_.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/lead_pastor_year-end_review__short_form_.pdf)

**Long:** [https://www.efcer.org/uploads/1/3/3/2/133267097/lead\\_pastor\\_year-end\\_review\\_\\_long\\_form\\_.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/lead_pastor_year-end_review__long_form_.pdf)

## **Salary and Minimum Salary Guidelines**

To obtain comparative compensation data based on factors such as church size, budget and region, ER recommends that churches use ChurchSalary.com from Church Law and Tax.

The ***Minimum salary*** is set at the 75th percentile of the median compensation for each church as reported in ChurchSalary.com. The minimum salary is not meant to be a standard salary, but indicates that to pay less is to stretch the pastor's sacrifice too far. If compensation is less than the minimum, the pastor is free to accept other employment or serve more than one church. This minimum cash salary (or adjusted if a parsonage is provided) is in addition to other allowances. <https://www.churchlawandtax.com/salary>

## **Discipline of Church Leaders**

In the event that an elder or leader of the congregation is exhibiting inappropriate behavior, or is in conflict with the lead pastor or other leader, the following steps should be taken and documented:

- The lead pastor, along with an elder or elected leader, should meet with the individual to attempt to resolve the situation.
- In cases where the situation cannot be quickly resolved at the local level, the Church Health Director should be contacted for advice and/or support in resolving the issue.
- In cases where behavior or conflict threatens the overall ministry of the church further action should be considered in accordance with paragraph 305 (Churches in Crisis) of the Faith and Practice.

## **Procedures for Churches in Crisis**

The following procedures are put into place in order to better serve churches that are in crisis in a consistent, Christ-honoring manner.

1. **ASSIGNMENT PHASE** – If a crisis situation becomes evident, the Church Health Team should investigate the situation. The Church Health Director or Church Health Team Leader should be the lead investigator. In most situations, a team should be developed of two or three people, as this allows for at least two witnesses and perspectives in dealing with the crisis (in line with I Timothy 5:19).
2. **INVESTIGATIVE PHASE** – The investigator(s) should gather relevant information from all involved parties. Investigators should strive to evaluate all relevant aspects of the crisis so as to come to a complete view of all contributing factors.
3. **EVALUATION PHASE** – After collecting as much relevant data as possible, the investigator(s) should evaluate the crisis to determine the appropriate steps to take.
4. **ACTION PHASE** – The investigator(s) is/are empowered to develop a plan of action consistent with the prior evaluation. In the event that the crisis involves circumstances of legal or moral turpitude, the investigator(s) is/are empowered to immediately remove those in suspected violation, pending further investigation by the Church Health Team.

If the investigator(s) find it necessary to apply *Faith & Practice* paragraph 305b, the Church Health Team must be contacted as soon as possible.

If the investigator finds it necessary to apply *Faith and Practice* paragraph 305c, then the Church Health Team must be contacted prior to taking this action and included in the decision to make a plan of action.

5. **RESOLUTION PHASE** – When the crisis is sufficiently resolved, the Church Health Team should be notified that this progress has been accomplished. After each resolution, the team should debrief with an eye towards improving future crisis interventions.



## **Church Organizational Structures**

The Faith and Practice established minimal organizational standards. A checklist of organizational minimums is available in the appendix or at:

[https://www.efcer.org/uploads/1/3/3/2/133267097/church\\_structure\\_minimums\\_.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/church_structure_minimums_.pdf)

## **Church Bylaws**

It is recommended that the bylaws are reviewed every two to three years to make sure they are up to date and relevant. Contact the Church Health Director for a sample template if you need to update or create new bylaws.

## **Appendix**

Guide for Securing a Lead Pastor

Church Information Sheet (CIS)

Sample Pastor Ministry Agreement

Guide for Renewal of Lead Pastor Call

Lead Pastor Performance Evaluations

    Short form version

    Long-Form version

Pastoral Compensation Guidelines

Church Structure Minimums per Faith and Practice

Church Health Resources and Tools Wheel



**GUIDE FOR  
SECURING  
A LEAD  
PASTOR**

## Introduction

Your pastor has just resigned or your congregation voted to make a change in pastoral leadership. What should be done? This document has been prepared to serve as a guide for your church leadership in securing pastoral leadership.

First things:

1. Commit to pray for a smooth transition and the right pastor to be called.
2. Know that your Church Health Director will assist you as needed in the process of securing new pastoral leadership.
3. Consider administering a Church Health Assessment and/or other diagnostic tools provided by EFC-ER.
4. Consider an Interim pastor to allow adequate time for transition.
5. Explore various resources for identifying potential candidates.

The following items are included or a link is provided in this packet:

- A checklist to help you work through the process. We encourage you to follow through the checklist one step at a time.
- A Church Information Sheet (CIS) <https://efcer.breezechms.com/form/cif>
- Copy of a sample Ministry Agreement is on the website that can be used by your congregation after the call has been given and approved.

Digital copies are available on our website at <https://www.efcer.org/church-health-resources.html>. Feel free to copy any of the materials you might need.

You are involved in an important task for your church, EFC-ER, and God's kingdom. May God give you wisdom and blessing as you fulfill your role in this process.

## Check List

1. \_\_\_\_\_ **Contact the Church Health Director.**
2. \_\_\_\_\_ Complete the Church Information Form (CIF) and return it to Church Health Director as soon as possible. The church is responsible to mail or e-mail a copy of the profile to any candidates with whom they are communicating.
3. \_\_\_\_\_ Select the Search Team. **A pastoral search team, composed of members in good standing, will be established by the elders to conduct the search process. Pastoral staff may not serve on the search team.** (Your church bylaws take precedence if they differ.)
4. \_\_\_\_\_ The Church Health Director will meet with the elders and/or search team and provide guidelines to begin the process.
5. \_\_\_\_\_ Establish a list of essentials you believe are needed for a “good fit” between the pastor and your congregation and community.
6. \_\_\_\_\_ Establish (or determine which existing) email address to use to receive resumes.
7. \_\_\_\_\_ Review pastoral profiles and resumes and select individuals for initial interviews.
  - a) EFC-ER will forward possible candidates on file.
  - b) Other potential candidates may be identified through other sources including but not limited to:
    - i) Known contacts of search committee or church members.
    - ii) Listing your opening on EFC-ER’s weekly email **Cross Road** (Please send your search team contact information to Sarah at [shancock@efcer.org](mailto:shancock@efcer.org))
    - iii) <https://www.churchstaffing.com/> (Approx. \$450/3 months)
    - iv) <https://www.indeed.com/>
  - c) For non-EFC-ER pastors the Search Committee should conduct the preliminary screening. **All applicants proposed for pastoral candidacy** after initial interview(s) **must be vetted by the Leadership Development Team.** Send the resume(s) to the Church Health and Leadership Development Team Directors.  
[ewalsh@efcer.org](mailto:ewalsh@efcer.org)     [dmercadante@efcer.org](mailto:dmercadante@efcer.org)

8. \_\_\_\_\_ Conduct interviews. The interview process should build sequentially. For example:
  - a. *Review resumes* for initial screening and eliminate non-viable applicants. (This may possibly be done by a sub-team or point person.)
  - b. Notify applicants throughout the process as they are eliminated from consideration. (Samples are provided on page 8)
  - c. Conduct *initial phone interviews* with potential candidates. Questions should be more general in nature. (Samples are provided on page 7)
  - d. *View on-line sermons* by candidates you consider viable.
  - e. For those candidates considered viable after steps b and c, request the Leadership Development Director to “vet” non-EFC-ER candidates.

#### COMMENTS ON SALARY DISCUSSIONS:

Deciding *when* in the interview process is the appropriate time to discuss salary considerations can sometimes be a delicate issue. If the job is posted on a site such as churchstaffing.com, the salary may be disclosed and not be an issue. But there is wisdom in being proactive on this topic. For example, if after the initial interview the Search Team wants to proceed with the candidate, you may want to communicate to the candidate: *“After your initial interview, the Search Team is interested in proceeding to the next step in the process. To avoid any surprises, the salary for this position is approximately \$ XX and the benefits \$ XX, primarily for insurance and pension. Based on this information, are you still interested in proceeding in the interview process?”*

- f. Conduct *second interviews* with candidates either by conference call or in-person. Questions should become more specific. (Samples provided)
- g. In conjunction with elder input, schedule in-person interviews for your “narrowed” list of candidates.
- h. Schedule additional interviews/visits and/or concerted prayer as needed until consensus is agreed upon by the search team and elders.
- i. As part of your “due diligence” as a search team it is recommended you conduct a **background check**. Contact [mhagin@efcer.org](mailto:mhagin@efcer.org) to request a search from HireRight. (Approx. cost \$50)

9. \_\_\_\_\_ Schedule the top candidate for a “candidating weekend”.
  - a. Hospitality for the candidate and any family members should be carefully planned. Remember, the candidate is also “interviewing” your church.
  - b. Prepare an agenda to allow maximum contact of the candidate with key influencers. Meetings should include time with the elders and also other key leadership teams.
  - c. The candidate should preach and a congregational gathering should be scheduled to allow for a “question and answer” time with the candidate.
  - d. The church is responsible for expenses related to travel, meals and lodging for the candidate.
10. \_\_\_\_\_ If you desire to recommend the candidate, before scheduling a called congregational meeting ask the candidate *“If we extended a call to you, how likely is it you would you accept the call? What hesitations do you have or questions do you still need answered? Is your spouse fully supportive of making this change?”*
11. \_\_\_\_\_ Schedule a called congregational meeting (normally a weekday or the following Sunday after the candidating weekend). **The pastoral search team** (and/or elders) **will recommend a pastoral candidate for approval by the congregation by ballot vote.**
12. \_\_\_\_\_ Upon approval, **issue an** initial 2-year **pastoral call agreement.**
13. \_\_\_\_\_ Provide a written ministry agreement.  
[https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral\\_agreement.docx.pdf](https://www.efcer.org/uploads/1/3/3/2/133267097/pastoral_agreement.docx.pdf)
14. \_\_\_\_\_ Send a copy of the signed ministry agreement to the Church Health Director.
15. \_\_\_\_\_ Notify the other applicants that the position has been filled.
16. \_\_\_\_\_ Introduce your new pastor to the community through social media, newspaper, and/or other appropriate means.
17. \_\_\_\_\_ Schedule an “installation service” with the Leadership or Church Health Director.

## The difference between the "Pastoral call" and "Ministry agreement"

The congregation extends a **Pastoral Call** to the pastor. The initial call is for 2 years and renewed every 4 years after that per F&P 340-342.

Procedures for an **early termination** of a call are outlined in F&P 343.

The **ministry agreement** (see check list #13) should be *updated annually* and specify salary adjustments, vacation, etc... The elders should conduct an **annual performance review**. Two sample Lead Pastor Year-End Reviews (Long and Short) are available on ER's website.



## **First Interview sample questions**

- 1) What hobbies or activities do you enjoy?
- 2) Share your testimony.
- 3) Describe your call to ministry.
- 4) Describe your personal devotional life.
- 5) What are your personal priorities?
- 6) How do you view your role as a pastor?
- 7) What is your philosophy of ministry?
- 8) How would you describe your preaching style?
- 9) Describe for us a typical worship service as you see it. What are the ingredients?
- 10) How do you approach evangelism and discipleship in the local church?
- 11) Where do you see your greatest opportunity for personal growth?
- 12) What have you found to be your greatest strength and weaknesses?
- 13) What is it about our church that appeals to you?
- 14) Why do you want to leave your present position?
- 15) Is there anything else we should know about you?

## **Second or third interview sample questions:**

- 1) What passages of scripture have leapt off the page and enlightened your heart and mind during the last month?
- 2) Describe a time of brokenness in your life. Do you have any experiences of shattered dreams like Joseph? How did God use the “pit” and “prison” to develop you?
- 3) Who do you look up to? What Authors and/or ministry leaders mentor you?
- 4) Describe your prayer life. What role would prayer take in our church?
- 5) How do you personally engage in evangelism and equip others to witness?
- 6) What do you expect from church board members? ...for the laity?
- 7) What is your concept of pastoral care, calling, counseling?
- 8) How do you preach and teach on holiness?
- 9) Give us some idea of how you see the church being administered (financial, managing people, staff relationships and accountability, delegating).
- 10) What is your position on same-sex marriage? What is your philosophy of ministry for churches in navigating LBGTQ issues?
- 11) What are your theological convictions re the role of women leading in the church?
- 12) On a scale of 1-10, rate the health of your marriage. Are there issues we should be aware of? How does your spouse feel about possibly serving here? How does your family feel about adapting to a new location?

**Sample rejection letter for those who are not interviewed**

Dear <Mr. or Mrs. Last name>,

Thank you for taking the time to apply for the position of lead pastor at \_\_\_\_\_ Friends Church.

Regrettably, you were not selected by our team to go forward in the search process. It is often difficult to choose between many experienced and quality applicants, but we are trusting in God's guidance through this discernment process.

Many thanks again for your interest and application to our church and all the best as you seek to serve the Lord.

Regards,

**Sample rejection letter for those who are interviewed**

Dear <Applicant's first name>,

On behalf of the search team, I would like to say thank you for taking the time to apply and meet with our team regarding serving as lead pastor at \_\_\_\_\_ Friends Church. It was great to find out more about what you have achieved, as well as your skills and qualifications.

Regrettably, you were not selected by our team to go forward. It is often difficult to choose between many experienced and quality applicants, but we are trusting in God's guidance through this discernment process.

Many thanks again for your interest and application to our church and all the best as you seek to serve the Lord.

Regards,

## How to post a job on Indeed

While many of the open positions that job seekers find on Indeed have been collected from around the web by our search engine, employers can also post jobs directly on Indeed. Jobs posted on Indeed are accessible to candidates from both desktop computers and mobile devices and can appear even if your company doesn't have a career site. It's easy to post a job in just a few steps.

### **Step 1: Visit "Post a Job" page**

When you click the Post a Job button at [indeed.com/hire](https://www.indeed.com/hire), you'll be able to open an employer account, from which you can post a new job at any time.

### **Step 2: Enter the details of your job**

Add a clear, concise title and job description, as well as the location of your job. The job details you provide will help match your job to relevant job seeker searches, so check out these tips for creating clear titles and compelling descriptions. Finally, choose the email address to which applicant resumes will be sent.

### **Step 3: Specify Job Requirements with Application Questions (optional)**

If your ideal candidate needs to have certain experience, credentials or skills, you can specify these as Job Requirements. When applying, applicants will be asked if they have what you're looking for. Requirements can include location, years of specific experience, education level and language proficiency.

### **Step 4: Decide whether to sponsor your job for extra visibility**

*Sponsored jobs* get more applications than *free job* posts. Sponsoring your job means applying a small budget to keep it prominently displayed. If you choose to post your job for free, it will be most visible to job seekers for the first 2 or 3 days after posting. After that, your job will fall behind newer relevant search results and candidates will have to scroll further back to find it. The application estimator tool will give you an idea of how many applications you can expect, based on the performance of jobs like yours. If you choose to sponsor your job, you will be prompted to add billing information.



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## The Church Information Form

Application Date \_\_\_\_\_

### Contact Information

Church Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Church Phone \_\_\_\_\_ Church Fax \_\_\_\_\_

Church Website \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Getting to Know Your Church

#### Statistics

<u>Category</u>	<u>Number/Average</u>	<u>Declining/Steady/Growing</u>
<i>Church Membership</i>	_____	_____
<i>Sunday School Attendance</i>	_____	_____
<i>Morning Worship Attendance</i>	_____	_____
<i>Evening Service Attendance</i>	_____	_____
<i>Midweek Activities Attendance</i>	_____	_____



## The Church Information Form

### Age Group

<u>Age-Group</u>	<u>Number</u>	<u>Percentage</u>	<u>Declining/Steady/Growing</u>
0-11 Years	_____	_____ %	_____
12-18 Years	_____	_____ %	_____
19-25 Years	_____	_____ %	_____
26-45 Years	_____	_____ %	_____
46-64 Years	_____	_____ %	_____
65 and Older	_____	_____ %	_____

### Occupations

<u>Category</u>	<u>Number</u>	<u>Percentage</u>	<u>Declining/Steady/Growing</u>
Students	_____	_____ %	_____
Laborers	_____	_____ %	_____
Farmers	_____	_____ %	_____
Retail Sales	_____	_____ %	_____
Clerical	_____	_____ %	_____
Homemakers	_____	_____ %	_____
Educators	_____	_____ %	_____
Business	_____	_____ %	_____
Professionals	_____	_____ %	_____
Retired	_____	_____ %	_____

### Families

<u>Category</u>	<u>Number</u>	<u>Percentage</u>	<u>Declining/Steady/Growing</u>
Singles (no children)	_____	_____ %	_____
Singles (children)	_____	_____ %	_____
Couples (no children)	_____	_____ %	_____
Couples (children)	_____	_____ %	_____



## The Church Information Form

### Finances

<u>Category</u>	<u>Last Year's Actuals</u>	<u>This Year's Budget</u>
<i>Income</i>	\$ _____	\$ _____
<i>Expenses</i>	\$ _____	\$ _____
<i>Savings</i>	\$ _____	\$ _____
<i>Indebtedness</i>	\$ _____	\$ _____
<i>EFC-ER Missions</i>	\$ _____	\$ _____

## The Position You are Filling

Title/Position \_\_\_\_\_

Briefly describe the job description for this position:

### Projected Compensation and Benefits

*Please note that mileage, business expenses and conferences are not to be included in the compensation package.*

<i>Salary</i>	\$ _____
<i>Housing Allowance (if no parsonage)</i>	\$ _____
<i>Parsonage Allowance (fair market value)</i>	\$ _____
<i>Utilities (if in addition to above allowances)</i>	\$ _____
<i>Medical Insurance (over 25 hours per week)</i>	\$ _____
<i>Pension (over 25 hours per week)</i>	\$ _____
<b>Total Compensation</b>	\$ _____

Briefly describe the parsonage (if it's included):



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## **The Church Information Form**

Please describe other issues, like vacation schedule, annual conferences, and such:

Please describe the church's position on employment outside of the church for minister or spouse:

Briefly describe the type of leader you are seeking:

Briefly describe how this leader will need to relate to co-workers and supervisors:

### **Your Church's Context of Ministry**

Please write (or attach appendix) the church's Mission Statement (add this ministry's mission statement if there is one:



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## **The Church Information Form**

What challenges or opportunities do you offer a pastor?

Name (and briefly explain) three significant events that have happened in the last five years:

1.)

2.)

3.)

Give several characteristics of your community:

What do you see as your church's goals for the next five years?

How and when will you decide upon your selection for this position?

How and how often will you measure the success of the pastor?





## The Church Information Form

### Pastoral Profile (Appendix)

Pastor Name \_\_\_\_\_ Date \_\_\_\_\_

#### Preferences

*This information is for the Superintendents usage as they seek to make good matches for pastors and churches. Please place an "x" at the place on the scale that best describes your preferences as you seek to serve in a church. You may place an "x" beside the "No Preference" listing to the side. Please remember that preferences are only that: preferences. Thank you for helping the Superintendents become more familiar with you this way.*

#### Home Geography

Northern	Southern	Florida	No Preference
-----			_____

#### Past Setting

Rural	Suburban	City	No Preference
-----			_____

#### Housing Experience

Parsonage	Rental	Purchase	No Preference
-----			_____

#### Past Congregational Size

0	250	1,000	No Preference
-----			_____

#### Past Payscale

Pulpit-fill	Part-time	Fulltime	No Preference
-----			_____

#### Past Staffing

On Staff	No Staff	Have Staff	No Preference
-----			_____

#### Leadership Experience

Congregational Led	Elder/Committee	Pastor Led	No Preference
-----			_____



Local Friends Church Name,

# Lead Pastor Agreement

## SECTION 1: The Parties, Performance and Compensation in Agreement

The following agreement is made between

---

and

---

for the term beginning \_\_\_\_\_ and ending \_\_\_\_\_..

1. The mutual obligations of Lead Pastor and Church outlined in *Faith and Practice*, paragraphs 340-370, are accepted as part of this agreement.
2. Compensation
  - a. The Church agrees to pay for *amended* full time service (minimally 40 hrs/wk) a compensation agreed on each year when the annual budget is prepared. (Annual consideration will be given to cost of living and merit adjustments to base salary)
  - b. The Church further agrees to pay the following fringe benefits in addition to the items above:
    1. EFC-ER Pension Plan - 12% of the total of housing and salary above.
    2. Provision for medical and dental insurance premiums for the pastor and dependents.
    3. Payment of the life insurance premium as established through EFC-ER.
  - c. The Lead pastor is responsible to pay for Long Term Disability as established through EFC-ER and Self-employment Tax.
3. The church agrees to permit the Lead Pastor time off from his duties for the following:

- a. Annual vacation of \_\_\_\_\_. (See schedule in F&P 350 c. ii.)
  - b. Two weeks away from the church for revivals or other related ministries.
  - c. Attendance at Yearly Meeting and at such Boards and Teams thereof as may be required by those bodies. The local church will pay expenses to Yearly Meeting for the Lead Pastor and the Lead Pastor's spouse.
  - d. A **minimum** of one and a half days per week for rest and recreation.
4. The Church additionally agrees to cover the approved ministry expenses of the Lead Pastor. These funds by law and statute are **not** considered part of the Lead Pastors compensation.
  5. The Lead Pastor agrees to discipline the use of his time to faithfully labor through adequate pastoral preparation in the ministry of the Word as well as giving guidance to the ministries of the church entrusted to him.
  6. The Lead Pastor further agrees to provide oversight, direction, training, and help to staff members as his/her immediate supervisor.
  7. Allowance for Informed Ministry Inquiries.
    - a. With the direct knowledge of the Moderator the Lead Pastor is allowed to investigate other ministry opportunities without first resigning his position with the church.
    - b. At such time as the Lead Pastor should apply to become an active candidate for such a position the Lead Pastor should be willing to offer his resignation. A resignation may be accepted, held pending further information, or refused by the Elders. If such a resignation is refused, the current contract would be handled in accordance with the principles of early termination included in SECTION 2 of this agreement.

## **SECTION 2: The Principles in Agreement**

1. The Church and the Lead Pastor agree that the Bible and its principles shall guide all areas of this agreement. This is especially true with regards to work ethics, character development, attitude adjustments, legal constraints, relational respect, and professional ethics.
2. The Church and the Lead Pastor agree that when they are in disagreement about these matters, they will abide by the judgment of the appropriate body of the EFC-ER.
3. The Church and the Lead Pastor agree that they shall understand and cooperate in such a way that demonstrates that they are not just a part of a local church, but a wider movement within the EFC-ER and the Body of Christ.
4. Agreements on Early Termination and Mediation
  - a. The Church and the Lead Pastor agree that either the Church leadership or the Lead Pastor can initiate an early termination of this Lead Pastoral Agreement by furnishing written notice to the other.

If the Church leadership initiates the termination, the Church shall then have the discretion to either have the Lead Pastor immediately cease performing the Lead Pastor's duties according to the terms of this Lead Pastoral Agreement, or to have the Lead Pastor continue performing the Lead Pastor's duties according to the terms of this Lead Pastoral Agreement for a period of time to be agreed upon by the Church and the Lead Pastor.

In the event that the Lead Pastor chooses to terminate this agreement, he shall give the Church no less than ninety (90) days notice unless otherwise agreed upon with the Church. The Church and Lead Pastor shall negotiate the time and scope of responsibilities the Lead Pastor will perform until the time of departure occurs.

In either event, the Lead Pastor shall be entitled to the Lead Pastor's full compensation, including but not limited to any and all benefits the Lead Pastor is entitled to, according to the terms of this Lead Pastoral Agreement for a period of not less than ninety (90) days. In the event the Lead Pastor obtains other employment prior to the ninety (90) day period, the full compensation package shall be prorated or cease.

- b. Consistent with I Corinthians 6:1-8 the church and its Lead Pastoral staff agree that should there arise disagreements that cannot be satisfactorily resolved within the local church, the Lead Pastor, Lead Pastoral staff and the local church will submit to the guidance and decisions of the EFC-ER Church Health Team and the Executive Director. Should the matter at hand still not be resolved satisfactorily, both the church and the Lead Pastor(s) agree to abide by the final results of biblically based mediation and, if necessary, legally binding Christian arbitration and not to seek redress in the public court system.

**SECTION 3: (Financial Package)**

\$\_\_\_\_\_ Annual compensation. (Housing allowance shall be agreed upon by the Lead Pastor and Elders and is included in the total above.)

\$\_\_\_\_\_ Benefits (Ins, Dental, Life)

\$\_\_\_\_\_ Health Insurance

\$\_\_\_\_\_ Dental Insurance

\$\_\_\_\_\_ Life Insurance

\$\_\_\_\_\_ Expense Acct

\$\_\_\_\_\_ Pension

\$\_\_\_\_\_ Transition/Moving

**SECTION 4: The People in agreement**

We, the undersigned, agree to the points outlined in this agreement.

\_\_\_\_\_  
Lead Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator

\_\_\_\_\_  
Date

	Call/Contract End Date		2023	2024	2025	2026	2027	2028	Tenure
1	Downs	Pastor John	Achilles Friends Church						X
1	Glenn	Pastor John	Akron Community Friends Church						X
	Gumm	Russ	Alliance First Friends Church			3/31			
	Duncan	Pastor Brad	Alum Creek Friends Church		8/31				
	Garcia	Pastor Cain	Baltimore Evangelica Amigos						n/c
	Cretella	Matthew	Barberton Friends Church			6/30			
7	Grafton	Pastor John	Battle Creek Friends Church	7/31					
1	Sandlin	Pastor Matthew	Bellefontaine First Friends Church						X
	Reich	Pastor Mark	Beloit Friends Church		6/30				
	Quigley	Bill	Bethany (Wadsworth)						
	Rhodes	Pastor Steve	Bethel Friends Church		6/30				
			Boston Heights & Taiwanese Friends Church						
			Brewster Friends Church						
1	DeWeerd	Pastor Chad	Broadview Heights Friends Church						X
1	Gardner	Pastor Jim	Byhalia Friends Church						X
8	Fawcett	Nathaniel	Canton First Friends Church	8/31					
	Castillo	Pastors Omar & Arlene	Chicago Iglesia Evangelica Amigos						n/c
	Lawson	Pastor William	Colony Friends Church		31-Mar				
	Olsen	Pastor Damon	Cornerstone Comm Ch of Saxapahaw						
6	Brunk	Jesse	Damascus Friends Church			12/31			
	Croston	Pastor Ben	Deerfield Friends Church		7/31				
	White	Pastor Josh	East Goshen Friends Church			6/30			
1	Wenger	Pastor Jerry	East Richland Friends Church						X
			Ferry Road Friends Church						
7	Reynolds	Pastor Kyle	Friends Church: Willoughby Hills	7/31					
7	Garrabrandt	Adam	Friends Worship Center	7/31					
7	Minnehan	Pastor Art	Fulton Creek Friends Church			7/31			
6	Jones	Pastor Richard	Gilead Friends Church	6/30					
	Downing	Pastor Wayne	Goshen Friends Church		6/30				
6	Stroud	Pastor Joe	Hampton First Friends Church	6/30					
	Vinson	Pastor Ed	Hanover Friends Church		6/30				
6	Cale	Pastor Dan	Hughesville Friends Church	6/30					
	Navarro	Pastor Samuel	Iglesia Evangelica Amigos Philadelphia						n/c
1	Seaver	Pastor Dennis	Immanuel Evangelical Friends Church						X
			Jackson Friends Church						
	Huang	Pastor Samuel	Kent Chinese Friends Church						n/v
	Urrutia	Pastor Jose	Kingston Iglesia Evangelica Amigos						n/v
1	Huber	Pastor John	Living Hope Evangelical Friends Church						X
	Powell	Pastor Donald	Longview Friends Church						n/c
	Killinger	Pastor Mel	Lupton Friends Church						n/c
			Mansfield First Friends Church						
1	Chesnes	Pastor Matt	Morning Star Friends Church						X
	Crawford	Scott	Morningside Friends Church		12/31				
	Proudman	Pastor Jereme	Mount Carmel Friends Church		6/30			6/30	
			Mount Pleasant Evangelical Friends						
6			New Heart Community of Friends	6/30					
6	Knighten	Pastor Terry	New Life Community Church	6/30					
1	Bunting	Pastor Thomas	New Point Friends Church						X
8	Hoffman	Pastor Paul	Newport Evangelical Friends Church	8/30					
6	Schultz	Pastor Geoff	North Olmsted Friends Church	6/30				6/30	
11	Chesnes	Pastor Nick	North Star	11/30					
	Bohler	Pastor Zach	Orange Friends Church			6/30			
	Warner	Pastor Jon	Pelham Evangelical Friends Church			12/31			
	Steel	Pastor Thomas	Peniel Friends Church						
10	Blank	Pator Richard	Penn Friends Community Church	10/31					
6	Shartzler	Pastor Kolbi	Portsmouth First Friends Church	6/30					
1	Barnes	Pastor Michael	Providence Friends Church						X
	Brewer	James	Putnam Friends Church						
	Love	Pastor Eric	Raisin Center Friends Church			6/30			
	Chandler	Pastor Doug	Raisin Valley Friends Church		5/31				
	Herzog	Pastor E. James	Rescue Friends Church						n/c
	Dennis	Pastor Mike	Riverbend Friends Church			6/30			
6	Roudabush	Pastor David	Rock Hill Friends Church (Voted)	6/30					
1	Nichols	Pastor Ken	Rollin Friends Church						X
	Fowler	Pastor Pete	Salem First Friends Church		6/30				
	Bryan	Pastor Quint	Sebring Friends Church						n/c
	Davis	Pastor Jim	Shiloh Chapel Evangelical Friends Church						n/c
	Carpino	Pastor Mark	Smithfield Friends Church						
1	Perdue	Pastor Ken	Somersville Friends Church						X

## Lead Pastor Year-End Review *Short Form*

Lead Pastor \_\_\_\_\_

Church \_\_\_\_\_

Evaluation Date \_\_\_\_\_

### Scale of Evaluation



<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Needs Improvement	Fair	Satisfactory	Effective	Exceptional

<p><b>1. Vision</b></p> <p>A vision is a clear, comprehensive ‘photograph’ of an organization at some point in the future. It is a source of inspiration that provides clear direction. It describes what the organization needs to be like and what it takes to be successful in the future.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Is vision based from core values?</li> <li>• It is clear?</li> </ul>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Comments:					
<p><b>2. Leadership Development</b></p> <p>Leadership Development is vital for the future of any church. It can be viewed as the activities and programs (formal or informal, on or off the church campus) that help leaders learn about responsibilities, develop required skills and competencies necessary to accomplish God’s kingdom and the church goals and purposes, and grow personally and professionally to prepare themselves for advancement in the ministry or beyond the church campus.</p>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Comments:					

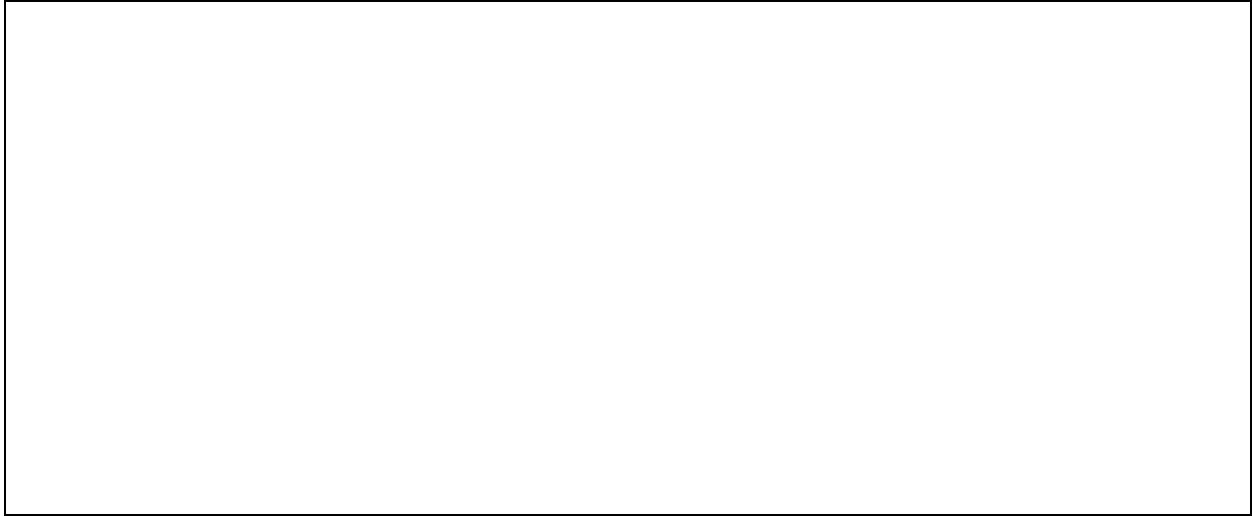


<p>Consider:</p> <ul style="list-style-type: none"> <li>• Are leaders growing in their walk with God?</li> <li>• Are they unified?</li> <li>• Are leaders gaining influence and persuasion in areas of ministry?</li> </ul>	
<p><b>3. Strategy</b></p> <p>Church strategy establishes a way to match your church's strengths with opportunities so that your church comes to mind when people have a need. Strategy is like an umbrella. It is a general statement(s) that guides and covers a set of activities.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Are we implementing vision?</li> <li>• Are we reaching annual goals both locally and globally?</li> </ul>	<p><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>4. Preaching and Teaching</b></p> <p>Provides spiritual leadership to members of the church.</p> <p>Interprets biblical scripture for the congregation. Scripture should be used as a source of wisdom and discernment while providing counsel or support to church members in a variety of ways.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Enthusiastically proclaiming God's word.</li> <li>• Effective in people coming to Christ.</li> </ul>	<p><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>5. Organizational Health</b></p> <p>Organizational health is defined as an organization's ability to function effectively, to cope adequately, to change appropriately, and to grow from within.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Faces, finances and facilities up-to-date.</li> <li>• Growing spiritually (# of people in small groups), numerically and new campus sites.</li> </ul>	<p><b>1            2            3            4            5</b></p> <p>Comments:</p>

<p><b>6. Personal and Professional Health</b>  Personal development is a lifelong process. It is not just a way of solving problems, but it is a way of growing. It is a way for people to assess their skills and qualities, consider their aims in life and set goals in order to realize and maximize their potential.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Leadership, reading and family.</li> <li>• Decision-making – open to new ideas and ways of doing ministry to reach people.</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
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<p><b><i>Developmental Action Plan</i></b>  Actions or training that would enhance strengths or improve performance</p>
<p><b><i>Goals for the New Year</i></b>  Mutual goals between the pastor and elders</p>



Lead Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewer's Position \_\_\_\_\_



<ul style="list-style-type: none"> <li>● Is respectful of the ideas and opinions of others</li> <li>● Is a good listener</li> <li>● Takes initiative to settle conflicts rather than waiting for the other person to take the first step and does so privately</li> <li>● Communicates directly with the party in conflict (does not triangulate)</li> </ul>	<p>Comments:</p>
<p><b>Responsive to Elder Supervision</b></p> <ul style="list-style-type: none"> <li>● Demonstrates accountability to elder body</li> <li>● Consistently responds to and completes appointed tasks, projects and assignments</li> <li>● Responds positively to constructive criticism by taking appropriate steps to implement changes</li> <li>● Communicates progress of projects and assignments</li> <li>● Follows church policy and procedures</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>

<b><i>Ministry Responsibilities</i></b>	
<p><b>Pursuit of Life Change in People</b></p> <ul style="list-style-type: none"> <li>● Impacts and encourages others to worship and pursue a deep, intimate relationship with Jesus Christ</li> <li>● Builds constructive and positive relationships with a variety of people</li> <li>● Offers guidance to others</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Shepherding and Discipleship</b></p> <ul style="list-style-type: none"> <li>● Exhibits the characteristics of a servant leader</li> <li>● Demonstrates effective preaching that is biblically based, engaging, and relevant.</li> <li>● Exercises biblical knowledge and spiritual leadership to promote church unity</li> <li>● Prays for their volunteers and members</li> <li>● Effectively recruits people to serve in the ministry of the church</li> <li>● Meets the needs of people, whether directly or through the appropriate church program</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Communication and Follow Up</b></p>	<p style="text-align: center;"><b>1            2            3            4            5</b></p>

<ul style="list-style-type: none"> <li>● Sets appropriate goals with clearly defined strategies for achievement of those goals</li> <li>● Communicates to others an overall philosophy of</li> <li>● Follows through to implement goals</li> </ul>	<p>Comments:</p>
<p><b>Ministry Leadership</b></p> <ul style="list-style-type: none"> <li>● Sets clear expectations with those involved in their area of ministry and responsibility</li> <li>● Effectively utilizes people and resources to accomplish ministry goals and objectives</li> <li>● Provides appropriate training for people involved in area of ministry</li> <li>● Demonstrates the ability to keep those involved motivated to accomplish the goals and objectives of the ministry</li> <li>● Keeps up to date on current trends, ideas, programs and strives to implement that which helps achieve overall goals</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>● Invests time in personal, professional, and spiritual development tools to enhance leadership and ministry effectiveness through magazines, journals, CDs, etc.</li> <li>● Proactively pursues education and new skills relevant to their area of ministry</li> <li>● Implements new ideas and approaches to ministry from training attended</li> <li>● Shares ideas learned at training events with professional and voluntary staff</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>
<p><b>Team Administration and Management</b></p> <ul style="list-style-type: none"> <li>● Seeks advice and input from others and adopts appropriate suggestions</li> <li>● Manages effectively and delegates appropriately</li> <li>● Provides consistent feedback and direction to members of their team</li> <li>● Maintains effective communication with team members through meetings or other means</li> <li>● Leads by example</li> <li>● Demonstrates appreciation and gives encouragement to the team</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>

## ***Character and Work Habits***

<p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>● Honest and trustworthy with members, staff, and elders</li> <li>● Follows up on verbal and written commitments</li> <li>● Actions and speech reflect a Godly character – “walks the talk” whether on the job or off</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Work Ethic</b></p> <ul style="list-style-type: none"> <li>● Individual is hard working and self motivated</li> <li>● Completes work assignments on time and without supervision</li> <li>● Work is submitted to others far enough in advance that others have sufficient time to complete their work</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Selflessness</b></p> <ul style="list-style-type: none"> <li>● Demonstrates sacrificial devotion to the benefit of others</li> <li>● Gives beyond what is expected</li> <li>● Willing to assist in areas outside of their direct ministry responsibility</li> <li>● Demonstrates the characteristics of a servant leader</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Teachable</b></p> <ul style="list-style-type: none"> <li>● Accepts constructive criticism</li> <li>● Pursues being taught by others, with humility and a desire for self improvement</li> <li>● Seeks as well as gives constructive criticism to/from colleagues</li> <li>● Applies and implements suggestions from others</li> <li>● Is open to new ideas and concepts</li> </ul>	<p style="text-align: center;"><b>1          2          3          4</b></p> <p style="text-align: center;"><b>5</b></p> <p>Comments:</p>
<p><b>Reliability/Punctuality</b></p> <ul style="list-style-type: none"> <li>● Is consistently on time for meetings and other commitments</li> <li>● Fulfills promises and commitments to others</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>

<ul style="list-style-type: none"> <li>• Accountable for time and reports in timely and consistent manner</li> <li>• Takes responsibility for church materials and equipment</li> </ul>	
<p><b>Resourcefulness</b></p> <ul style="list-style-type: none"> <li>• Uses human, material, and financial resources to effectively deal with problems and opportunities</li> <li>• Uses ministry budget wisely to obtain best ministry result from fewest dollars and keeps spending within approved limits</li> <li>• Evaluates non-financial needs of church ministry and in timely manner seeks appropriate non-financial assistance</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Initiative</b></p> <ul style="list-style-type: none"> <li>• Is aware of what needs to be done to accomplish goal</li> <li>• Demonstrates energy and self motivation to complete work assignments without prompting from others</li> <li>• Demonstrates determination in carrying out goals and objectives</li> <li>• Starts activity planning early enough to accomplish goals without asking for extra effort by staff, self, family, or volunteers</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>• Adjusts, accepts, and supports changes that benefit the church</li> <li>• Adapts to logistical changes in order to accommodate another ministry or staff member</li> <li>• Identifies essential ingredients for events and activities, and shows willingness to substitute non-essentials: time, space, personnel, equipment, etc. as appropriate</li> <li>• Accepts change and deals with change in a positive manner</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>
<p><b>Compassion</b></p> <ul style="list-style-type: none"> <li>• Is responsive, empathetic, and sympathetic to the difficulties and challenges facing others in the church and in our community</li> </ul>	<p style="text-align: center;"><b>1          2          3          4          5</b></p> <p>Comments:</p>



<ul style="list-style-type: none"> <li>• Takes steps personally to see that needs of the church family, both corporate and individual, are being met</li> </ul>	
<p><b>Outward expression of a life lived in and for Christ</b></p> <ul style="list-style-type: none"> <li>• Demonstrates the fruit of the Holy Spirit including faith, hope, love, patience, understanding, wisdom, forgiveness, peace and contentment</li> <li>• Gives and receives forgiveness.</li> <li>• Acknowledges shortcomings, wrongdoings, misstatements and accepts responsibility for them</li> <li>• Shares spiritual lessons from their life with others</li> </ul>	<p style="text-align: center;"><b>1            2            3            4            5</b></p> <p>Comments:</p>



<p><b><i>Developmental Action Plan</i></b>          Actions or training that would enhance strengths or improve performance</p>
<p><b><i>Goals for the New Year</i></b>          Mutual goal setting session between the staff member and supervisor</p>

Lead Pastor's Signature \_\_\_\_\_

Date

\_\_\_\_\_

Reviewer's Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Reviewer's Position

\_\_\_\_\_

## Pastor Compensation Guidelines

**Salary Guidelines** To obtain comparative compensation data based on factors such as church size, budget and region, ER recommends that churches use ChurchSalary from Church Law and Tax. (cost is approx. \$25 for one pastor or \$100 for multiple staff)

<https://www.churchlawandtax.com/salary>

**Minimum Salary Guidelines** Minimum salary is set at the 75th percentile of the median compensation for each church as reported in ChurchSalary. The minimum salary is not meant to be a standard salary, but which indicates that to pay less is to stretch the pastor's sacrifice too far. With less than the minimum, the pastor is free to accept other employment or serve more than one church. This minimum cash salary is in addition to other allowances.

**Resignation Love Gift** If the pastor resigns to accept other employment or serve in another ministry, the Elder Board *may* decide to provide a monetary gift and/or receive a special offering\* as a love gift on behalf of the pastor to express appreciation for his/her service as appropriate. The Church Health Director is available, if needed, for further guidance.

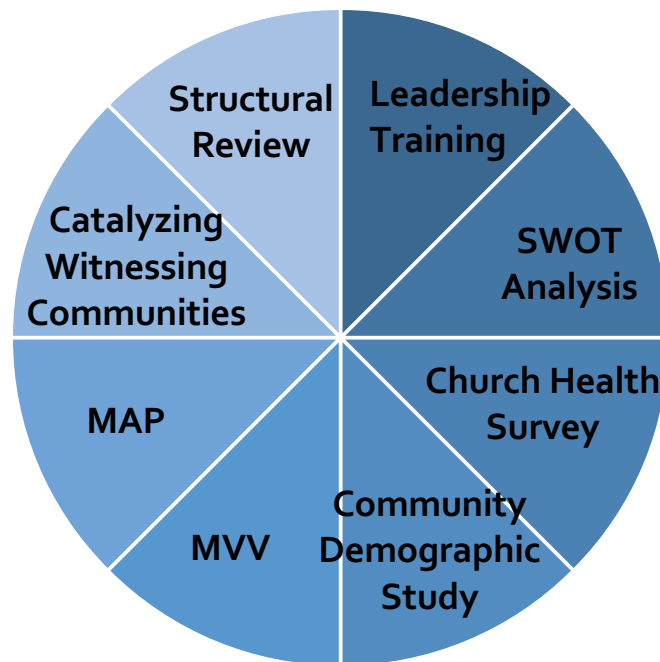
**Severance** If the pastor, Elder Board and Church Health Director agree that it is in the best interest of the church for the pastor to resign, the board may elect to provide severance pay. Consideration should be given to the pastoral agreement which may stipulate contractual obligations. Notwithstanding other circumstances, ER normally suggests up to 3 months' severance which includes any accrued unpaid vacation time. This agreement may also state that severance ceases upon the securing of full-time employment.

**Retirement Love Gift** Upon retirement, the Elder Board may elect to provide a monetary gift and/or receive a special offering\* as a love gift on behalf of the pastor to express appreciation for his/her service. Though there are no standard "rules of thumb" for retirement gifts, we encourage churches to be generous (I Tim 5:18) while factoring in circumstances such as length of service, full time or part time status, size of church and budget, etc...

**\* Note: Love gifts are considered taxable income and should be included in the pastor's W-2 if parishioners receive tax deductible credit for their contributions.**

	<b>Church Name</b>
<b>Met v</b>	<b>Minimum Standard</b>
	An Elder Board consisting of at least three elders, one of whom is the lead pastor, charged with overseeing the implementation of the four basic areas of ministry
	A process for electing church officers and elders (see #330), selecting other leadership team members, and approving legal representatives of the church;
	A policy regarding terms of service for elders and officers;
	A written job description for elders and ministry leaders;
	A process for scheduling regular and special Congregational Meetings
	A method of proposing to the Congregational Meeting new concerns, policies, programs, and budgets;
	A method of maintaining Congregational Meeting and other meeting minutes, legal documents, bylaws and policies, and other guiding principles for the local church;
	A method of implementing and managing the concerns, policies, programs, and budgets approved in basic principle by the Congregational Meeting;
	A method of maintaining good order, unity, adherence to the Faith and Practice, and efficiency in the work of the church;
	A method of communicating to the Congregational Meeting full and regular reports of the actions and concerns of the leadership;
	A process for receiving and removing members.

# Church Health Resources and Tools



**Leadership Training** ER provides leadership training sessions for church leaders that address specific needs such as servant leadership, conflict management, implementing change or cultivating a culture of prayer.

**SWOT analysis** This 3-hour exercise allows leaders to assess the church's Strengths and Weakness and identify external Opportunities and Threats in society that may impact ministry.

**Church Health Survey** The NCD (Natural Church Development) survey takes the overall pulse of a church by measuring eight critical areas such as inspiring worship, leadership empowerment, and loving relationships. EFC-ER covers 50% of the \$260 total cost.

**Community Demographic study** With the *Know Your Community* report from churchanswers.com you will learn about your community's demographics (who people are) and psychographics (what people prefer). The cost is \$175.

**MVV (Mission, Vision, Values) clarification** This weekend exercise guides church leaders in clarifying God's mission and vision for the church and articulating the actual and aspirational core values of the church.

**MAP** Developing a Ministry Action Plan guides church leaders in creating an actionable plan to fulfill God's mission for their church. This exercise creates 6 and 12-month goals to align the church's activities to their long-term goals.

**Catalyzing Witnessing Communities.** This training provides tools and resources to equip your church to be effective witnesses for Jesus. The CWC is designed to enhance churches to fulfill God's Great Commission.

**Structural and/or Bylaws Review** Church structures should be regularly reviewed and revised as needed to reflect current realities. A Church Health Team member can review and provide feedback of the organizational structure and/or bylaws to enhance ministry effectiveness.