

***The Clergy Development Council, MACUCC presents***  
**2013 Guidelines for Local Church Personnel and Search Committees for  
Clergy Compensation and Professional Expense Reimbursement**

1 The 214<sup>th</sup> Annual Meeting of the Massachusetts Conference of the United Church of Christ,  
2 concerned with the growth of its churches and the compensation of its ordained leaders,  
3 recommends that all congregations meet the goals as outlined in *Guidelines for Clergy*  
4 *Compensation*. The guidelines apply to all full-time and part-time pastors, associates and  
5 assistants, both settled and interim.

6 Because the pastor of a church is required by the Associations of the Massachusetts Conference,  
7 United Church of Christ to be a highly educated and trained professional, most hold at least a  
8 masters degree, the salary and housing package for pastors should be congruent with the  
9 compensation of other similarly trained professionals in the community. The total compensation  
10 package could be considered at least equal to that of professionals requiring three or more years  
11 of post graduate training, such as school principals, and show consideration for years of service,  
12 special skills and training, and natural aptitude. The federal tax structure is unique for clergy,  
13 and the compensation package should be designed in such a way as to maximize the pastor's  
14 income.

15 The expectation for clergy to be available 24-7, to work many evenings in order to accommodate  
16 the schedules of the many volunteers who serve our churches, and to serve the communities in  
17 which they serve in a variety of capacities all place enormous demands upon our clergy. The  
18 work schedules and compensation packages of local pastors should implicitly acknowledge these  
19 expectations and be healthy for the pastor and for the church. That would require a *balance of*  
20 *time* spent in the church's ministry and time spent with family and friends -- a *balance* of work and  
21 recreation, a *balance* of exercising the body and the mind, a *balance* of care of others and care for  
22 self, including time for personal devotions. When a pastor has a spouse/partner, the congregation  
23 should not expect the spouse/partner to work for the church.

24 Clergy operate within broadly accepted expectations on the part of the congregation they serve  
25 and the community in which they serve. They often help people through the most difficult  
26 moments of their lives. They are called upon to lend stability in the midst a community's  
27 turbulence. They help families celebrate their joys and console them in their sorrows. Unlike  
28 many caring professions, the pastoral call is unique. Pastors build deeply personal relationships  
29 with the congregations and communities they serve: hence the need for clergy compensation to  
30 recognize these expectations and relationships through appropriate and equitable levels of salary  
31 and benefits.

32 Some churches, because of their smaller membership and/or financial constraints, may be unable  
33 to provide an adequate compensation package for full time pastoral service. They are  
34 encouraged to meet with MACUCC staff to review their situation. They may consider creative  
35 options, such as calling a part-time, bi-vocational pastor or sharing a pastor with another  
36 congregation in the area in order to combine resources to offer adequate compensation. A  
37 congregation should not expect a pastor to work full time for part-time compensation.

1 Finally, in order to recognize both the changing nature of a clergy person's financial and family  
2 situation, along with the dynamics of the overall economy, local churches should thoroughly  
3 review on a yearly basis all aspects of the salary and benefits package and should modify the call  
4 agreement or contract as both the congregation and the pastor mutually deem appropriate.

## 5 **Organization of this Compensation Guideline Package**

- 6 • **Part 1:** Cash Salary and Housing Compensation. This will include a table for cash  
7 salary based upon congregation size and the number of years ordained experience.  
8 Housing compensation will include a parsonage with housing equity or a housing  
9 allowance.
- 10 • **Part 2:** Benefits. This section will describe the Social Security offset and a benefits  
11 plan, including health insurance, dental and vision insurance, flexible spending accounts,  
12 life insurance, disability, and recommended policies for leave.
- 13 • **Part 3:** Accountable Reimbursement Plan: Describes reimbursable expenses to sustain  
14 the pastoral office. *These shall not be counted as part of a pastor's compensation.*
- 15 • **Appendix A:** Four scenarios describing pastoral compensation in a local church budget.
- 16 • **Appendix B:** UCC Pension Boards Health and Dental Plan Rates for 2012 for the  
17 Massachusetts Conference.
- 18 • **Appendix C:** Continuous Professional Development for Clergy
- 19 • **Appendix D:** Additional resources

## 20 **Be it resolved that the 214<sup>th</sup> Annual Meeting recommends:**

- 21 1. Churches pay at least the minimum entry-level cash salary according to the following table  
22 for a full-time senior / sole pastor or associate pastor. The basic cash salary is the amount of  
23 actual dollars paid to the minister. Cash salary does not include housing, utilities,  
24 allowances, benefits, Social Security, or reimbursable expenses.
- 25 2. Associate / Assistant Pastors: These clergy compensation guidelines apply to all pastors  
26 engaged in full-time ministry. Associate/Assistant Pastors should receive 80% of the  
27 Senior Pastor's salary, depending on position descriptions, scope of responsibility, length  
28 of service, experience and years in ministry
- 29 Part Time Senior and Associate Pastors: The basic cash salary for part time pastors should  
30 be determined by a percentage of the full time package pro-rated by the percentage of full-  
31 time work.
- 32 Interim Pastors: Compensation and benefits for interim pastors should be comparable to that  
33 of the settled pastor. The guidelines in this resource are recommended to a church and  
34 interim candidate in negotiating the terms of call. Should the number of hours differ between  
35 the settled pastor and the contracted interim pastor, compensation should be adjusted  
36 accordingly.
- 37 2. Churches provide either:  
38 a. a PARSONAGE or

- 1        b. a CASH PACKAGE sufficient to allow the minister to buy or rent, furnish and  
2            maintain a median-priced house in the church's community
- 3        3. Full benefits and professional expenses be provided, as listed below; benefits and  
4            professional expenses, including expenses associated with clergy professional  
5            development, participation in Clergy Communities of Practice, and sabbaticals are *not* to be  
6            considered part of the clergy person's compensation, but are part of the professional costs  
7            of having a well trained ordained minister, growing in faith, leadership and pastoral  
8            leadership in service with your local church
- 9        4. Churches already at or above the minimum and also fully providing all benefits and  
10           professional expenses as outlined below give at least a cost of living increase and consider  
11           a merit increase also
- 12       5. The work schedule of local pastors be a maximum average of 40-50 hours per week (also  
13           known as 1.0 FTE, where FTE means Full Time Equivalent) with no more than 3 evenings  
14           in a given week; in addition, pastors take 2 days off per week. Occasionally, exigencies,  
15           such as funerals, a family crisis, or a congregational emergency, do happen that will require  
16           a pastor to exceed this maximum average. In those cases, pastors should be given  
17           compensatory time off within a reasonable time after incurring this extra time.
- 18       6. *Massachusetts Conference of the United Church of Christ local churches are urged to  
19           complete the UCC Annual Yearbook Report so that more accurate information about  
20           clergy compensation can be compiled. This report should be submitted to the Conference's  
21           Registrar by the end of January each year.*

22       **Part 1: Cash Salary Ranges and Housing Compensation**

23       *The cash salary ranges do NOT include housing, benefits, professional or any other expenses. In  
24           calculating years of ordained experience, churches may wish to include other relevant life and  
25           work experience.*

Number of Members	Years of Ordained Experience					
	0-3		4-10		+10	
0-150	\$32,100-	\$47,004	\$34,300-	\$50,815	\$36,842-	\$54,625
150-300	\$32,100-	\$49,544	\$36,206-	\$53,673	\$39,381-	\$58,438
300-500	\$32,100-	\$52,086	\$39,381-	\$58,439	\$45,733-	\$67,329
500-1000	\$32,100-	\$55,897	\$43,194-	\$64,153	\$52,075-	\$77,492
+1000	\$32,100-	\$57,167	\$47,004-	\$69,871	\$58,438-	\$87,021

26  
27       Note: Cash salary ranges reflect a 1.7% (.017) increase from 2012 which is based upon the increase in the  
28       Consumer Price Index from the third quarter 2011 through the third quarter of 2012. (Social Security Administration  
29       Fact Sheet: 2013 Social Security Changes)

30

1 **Housing**

2

3 Churches provide either:

4 a. a **PARSONAGE** with a furnishings allowance, all utilities, and an *equity development*  
5 *plan (at least 5% of the annual cash salary)* which will ensure the pastor has housing  
6 assets in retirement; or

7 b. a **CASH PACKAGE** sufficient to allow the minister to buy or rent, furnish and  
8 maintain a median-priced house in the church's community; the *minimum* cash package  
9 should be no less than 1 percent per month of the value of a median-priced home in the  
10 community. This figure covers the costs for a 30-year, fixed rate mortgage, at 5 percent  
11 interest, with a five percent down payment, along with other associated housing costs:  
12 furnishings, property taxes, maintenance, insurance, etc.

13 For example:

14 \*At the low end of the housing market, if a median-priced house in a community is  
15 \$150,000, the church's minimum cash package for housing would be \$1,500 per month,  
16 or \$18,000 per annum.

17 \*At the mid-level of the housing market, if a median priced home in a community is  
18 \$300,000, the church's minimum cash package for housing would be \$3,000 per month,  
19 or \$36,000 per annum.

20 \*At the high level of the housing market, if a median priced home in a community is  
21 \$500,000, the church's minimum cash package for housing would be \$5,000 per month,  
22 or \$60,000 per annum.

23 **Part 2: Benefits**

24 **1. SOCIAL SECURITY ALLOWANCE**

25 Since clergy are treated as self-employed for social security purposes, pastors must pay  
26 the current 15.3% on the cash salary plus housing allowance or on cash salary plus the  
27 fair market rental value of the parsonage plus utilities. Therefore it is recommended that  
28 churches pay 7.65% of the pastor's salary plus housing allowance or, where a parsonage  
29 is provided, 7.65% of fair market rental value plus cost of utilities for social security.  
30 This is taxable income which must be reported on a clergy person's tax returns.

31 **2. BENEFITS**

32 The various benefit plans of the UCC are designed to assist in financial security during  
33 years of ministry and years of retirement. The terms of the benefit plans are not easily  
34 summarized and the following comments are not the full and official plan. For a more  
35 complete explanation of the plans, please consult the Pension Boards. You may reach  
36 them at 1-800-642-6543, Option 6 or visit their web page at [www.pbucc.org](http://www.pbucc.org).

37 **a. Annuity**

38 The Annuity Plan for the United Church of Christ provides a retirement account plan  
39 that allows for pre-retirement accumulation of assets used to provide a lifetime  
40 annuity income in retirement. Minimum contribution is of 14% of base salary plus

1 housing (or minimum of 14% of 130% of base salary if parsonage is provided).  
2 Deposits are made on a quarterly basis.

3 Members of the Annuity Fund have the opportunity to make personal contributions  
4 to enhance their retirement security.

5  
6 **b. Life Insurance and Disability Income (LIDI) Benefit Plan**

7 This coverage is available at a premium of 1.5% of the salary basis to ministers.  
8 Such coverage is highly recommended because it provides:

- 9 1) Short term benefits which replace 60% of salary and housing allowance after 30  
10 days of disability, continuing for 5 months.
- 11 2) Long-term disability benefits that are payable after 6 months and replace 60% of  
12 salary and housing allowance, make annuity contribution of 7% and pay 100% of  
13 health premiums for those who were participating in the plan at the time of  
14 disability.
- 15 3) Term life insurance on a minister's life to insure that survivors have some  
16 financial protection in the event of the minister's death.

17 Members of the LIDI plan have the opportunity to purchase additional term life  
18 insurance for themselves and their dependents at favorable group rates.

19 **c. Medical/Dental Benefits Plan**

20 Clergy who work at least 20 hours/week are eligible to participate in the UCC  
21 Medical and Dental Benefits Plan. (For employees in their first employment  
22 relationship with the UCC, application for Medical coverage must be made during  
23 the first 90 days of employment. Application after the 90-day period requires the  
24 submission of a Statement of Health to an independent underwriter who will  
25 determine whether the individual can be admitted to the Medical Plan. When a new  
26 employee application is made within the first 90 days of initial UCC employment,  
27 coverage is automatic and no medical underwriting is applied. Clergy who are  
28 participating in the Health and Dental Plans continue their coverage uninterrupted as  
29 they move from one church to serve another.)

30 Optional Vision benefits may be purchased by either the employer or employee.

31 **d. Flexible Spending Accounts**

32 There will be a tax savings for the pastor if a Flexible Spending Account is  
33 established into which the pastor may designate pre-tax deductions from his/her  
34 salary be deposited. The amount designated does not add to the pastor's  
35 compensation expense for the church. Upon presentation of proper documentation  
36 for certain medical and dependent care expenses, those amounts are reimbursed to  
37 the minister tax-free. Following a modest set-up fee, the UCC Pension Boards will  
38 administer such a plan at no monthly cost for participants in the UCC Health  
39 Benefits Plan. As an alternative, the local church may administer such a plan itself,  
40 but must be careful to follow all the pertinent regulations.

1           **e. Holiday and vacation time**

2           Usual holidays (or compensation time) and at least four weeks paid vacation per  
3           year. The pastor shall have freedom from all pastoral responsibilities during this  
4           time.

5           **f. Continuing Education**

6           Churches should encourage their pastors to take two weeks of paid continuing  
7           education leave, including weekends, each year.

8           **g. Sick time**

9           Paid sick time accumulates at a rate of one day per month up to thirty days. Sick  
10          time beyond thirty days should be treated as Short-term disability and paid at half of  
11          the cash compensation rate. Short-term disability will continue for 22 weeks at which  
12          time, if the pastor is still disabled, the pastor will be eligible for long-term disability.  
13          During the 30-day waiting period and the 22 weeks of short-term disability, the  
14          church would be expected to pay Health, Dental, Annuity, and Insurance  
15          contributions. Parsonage use should be continued for at least three months and  
16          thereafter be negotiated.

17          **h. Parental leave, including for adoption.**

18          Provisions should be made for clergy, male and female, at the birth of a child or at  
19          adoption, for a minimum of twelve weeks at full salary and benefits. In all instances,  
20          flexibility should be allowed for up to six months during this important time of  
21          family adjustment and change.

22          **i. Personal/Compassionate Leave:**

23          Allowance should be made for the pastor to be with his or her immediate family at  
24          times of special celebrations such as weddings or graduations and at times of  
25          personal emergency or unusual family responsibility. Paid personal leave would  
26          normally be limited to a period of five to seven days per year, except where  
27          compassion dictates further extension.

28          **j. Death:**

29          In case of clergy death, churches should provide salary, housing and all benefits to  
30          the spouse or partner and family for three months. This includes continued use of  
31          the parsonage and other expenses, such as moving should be considered on an  
32          individual basis in consultation with conference, regional or association staff.

33          **Part 3: Accountable Reimbursable Plan**

34          Tax law allows deduction of business expenses on Schedule A only after the minister has  
35          spent more than 2% of family adjusted gross income on such expenses. *THEREFORE* it is  
36          important that a church establish an “Accountable Reimbursement Plan” which will  
37          reimburse or pay directly all costs which the pastor incurs for “doing business” for the  
38          church, so that the pastor is not paying income tax for church expenses. These should  
39          include but not be limited to:

- 40          **a. Auto reimbursement** – for use of a personal car at current IRS rate *plus* tolls and  
41          parking, or an automobile provided by the church

- 1       **b. Business expenses** – other travel, meetings, professional subscriptions, and all other  
2       business expenses allowed by the IRS. This amount should be at least \$1500 per year.  
3       **c. Continuing education time and expense** – participation in a Clergy Community of  
4       Practice; regular time for supervision or mentoring; two weeks away from daily ministry  
5       tasks focused on practical, future-oriented and renewing professional development  
6       activities (Note Continuing Education Leave, above); and time devoted to visioning,  
7       spiritual development and skill building with lay leaders and teams<sup>1</sup>  
8       **d. Sabbatical time and expense** – Three months full time sabbatical leave every 5-7 years,  
9       with proportionate savings earmarked each year to provide for pastoral coverage for the  
10      sabbatical period.<sup>2</sup> This leave is exclusive of vacation.  
11

12      *Note: Auto reimbursement, business expenses, and continuing education time and expenses*  
13      *should be reimbursed upon receipt of vouchers submitted by the pastor.*

14      For more detail see the draft *Continuous Professional Development for Clergy Guidelines*.

---

<sup>1</sup> Continuing Professional Development expenses can be estimated at 1.5% of the clergy person's salary and housing expense. In some cases, local churches may have one budget line item shared by several called ministers, and when planned well, this can promote learning across a ministerial team.

<sup>2</sup> Best practices indicate that sabbaticals provide rich opportunities for both the local church and the clergyperson to renew, recommit and refocus their ministries. When carefully planned, these occasional interludes foster healthy long term pastorates in vital churches. Therefore we recommend that churches earmark 1/5<sup>th</sup> to 1/7<sup>th</sup> of the expected expense of clergy coverage each year, so the church is served by a pastor well suited to supporting growth in faith and mission during the church's sabbatical time.

## Appendix A: Scenarios

For reference the following are examples of clergy compensation (salary, housing, and benefits) for different situations as well as the total amount of money to fund the pastoral office, which is clergy compensation plus expenses. Housing costs for these examples will be \$300,000.<sup>3</sup> Each example also assumes the 2012 UCC health insurance plan (A) for a family and includes dental and vision coverage. The pastor is 42 years old and has a spouse and two children living at home.

The following describe different situations:

- A** Ordained experience: 20 years. Membership size: 550 members. No. of FTE: 1.0
- B** Ordained experience: 12 years. Membership size: 200 members. No. of FTE: 1.0
- C** Ordained experience: 8 years. Membership size: 160 members. No. of FTE: 1.0
- D** Ordained experience: 2 years. Membership size: 75 members. No. of FTE: 0.50

	<b>Situations (see above for description)</b>			
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Cash Salary and Housing</b>				
Cash Salary	57,575	46,691	37,309	15,912
Housing Allowance (for those not in parsonage)	36,000	36,000	36,000	18,000
<b>Total (Cash Salary and Housing Allowance)</b>	<b>93,575</b>	<b>82,691</b>	<b>73,309</b>	<b>33,912</b>
<b>Benefits</b>				
Annuity (Salary + Housing) x 14%	13,101	11,577	10,263	4,748
Life insurance and Disability (Salary + Housing) x 1.5%	1,404	1,240	1,100	509
Medical Insurance, including dental	20,598	20,598	20,598	10,299 <sup>4</sup>
Social Security Offset <sup>5</sup> (Salary + Housing) x 7.65%	7,158	6,326	5,608	2,594
<b>Total Benefits</b>	<b>42,261</b>	<b>39,741</b>	<b>37,569</b>	<b>18,150</b>
<b><u>TOTAL COMPENSATION TO PASTOR</u></b>	<b><u>135,836</u></b>	<b><u>122,432</u></b>	<b><u>110,878</u></b>	<b><u>52,062</u></b>
<b>Professional Expenses and Development</b>				
Expenses (Professional memberships, books, journals, and sabbatical savings)	1,500	1,500	1,500	750
Continuing education (includes clergy groups, conferences, workshops) (Salary + Housing) x 1.5%	1,404	1,240	1,100	509
<b>TOTAL PROFESSIONAL EXPENSES AND DEVELOPMENT</b>	<b>2,904</b>	<b>2,740</b>	<b>2,600</b>	<b>1,259</b>

<sup>3</sup> Recently cited approximate median price of a home in Massachusetts by the MA Association of Realtors

<sup>4</sup> Represents the UCC Family Plan Option A with dental times the number of FTE

<sup>5</sup> This is taxable income which must be included with taxable wages on the W-2 form given to the pastor and reported on a clergy person's tax returns.



**Administrative Cost to the Church**

Mileage<sup>6</sup> (5,000 miles/year @ \$0.565/mile plus  
tolls and parking @ \$0.10/mile)

**3,325                      3,325                      3,325                      1,663**

**TOTAL COST NEEDED TO SUPPORT  
VITAL CLERGY LEADERSHIP**

**142,065                      128,497                      116,803                      54,984**

---

<sup>6</sup> This amount reflects the current IRS auto expense rate plus an estimate of tolls and parking @.10 per mile.

## Appendix B

### UCC Pension Boards Health and Dental Plan Rates and Information for Massachusetts Conference - 2013

#### NOTES:

1. For 2013, the Pension Boards is introducing age-based rating (for health insurance only) for the first time. Please check the charts below carefully to determine which rates are relevant for your church.
2. Results of an actuarial study by the Pension Boards indicate that all forms of Plans B and C meet the standards for minimum creditable coverage under Mass. Law
3. Dental rates are listed in a separate table below health rates.

#### HEALTH INSURANCE RATES - ANNUAL, NON-MEDICARE

##### I. Members age 40 and over

Coverage Type	Plan A	Plan B	Plan C
<i>One adult</i>	9,129.00	7,761.00	6,243.00
<i>Two adults</i>	18,120.00	15,552.00	12,507.00
<i>One adult and child(ren)</i>	17,811.00	15,300.00	12,315.00
<i>Two adults and child(ren)</i>	19,518.00	16,419.00	13,182.00

##### II. Members age 35 through 39

Coverage Type	Plan A	Plan B	Plan C
<i>One adult</i>	4,839.00	4,113.00	3,309.00
<i>Two adults</i>	9,603.00	8,244.00	6,630.00
<i>One adult and child(ren)</i>	9,441.00	8,109.00	6,528.00
<i>Two adults and child(ren)</i>	10,344.00	8,703.00	6,987.00

##### III. Members age 30 through 34

Coverage Type	Plan A	Plan B	Plan C
<i>One adult</i>	5,295.00	4,500.00	3,621.00
<i>Two adults</i>	10,509.00	9,021.00	7,254.00
<i>One adult and child(ren)</i>	10,329.00	8,874.00	7,143.00
<i>Two adults and child(ren)</i>	11,319.00	9,522.00	7,647.00

#### IV. Members age 25 through 29

Coverage Type	Plan A	Plan B	Plan C
<i>One adult</i>	4,929.00	4,191.00	3,372.00
<i>Two adults</i>	9,786.00	8,397.00	6,753.00
<i>One adult and child(ren)</i>	9,618.00	8,262.00	6,651.00
<i>Two adults and child(ren)</i>	10,539.00	8,865.00	7,119.00

#### V. Members under age 25

Coverage Type	Plan A	Plan B	Plan C
<i>One adult</i>	3,195.00	2,715.00	2,184.00
<i>Two adults</i>	6,342.00	5,442.00	4,377.00
<i>One adult and child(ren)</i>	6,234.00	5,355.00	4,311.00
<i>Two adults and child(ren)</i>	6,831.00	5,748.00	4,614.00

#### Health Plan Details

##### I. Plan A

Deductible, In-Network:	\$300 individual; \$600 family
Deductible, Out-of-Network:	\$600 individual; \$1,200 family
Out-of-pocket Maximum:	\$2,000 individual; \$4,000 family
Coinsurance:	80% in network; 60% out of network

##### II. Plan B

Deductible, In-Network:	\$500 individual; \$1,500 family
Deductible, Out-of-Network:	\$1,500 individual; \$4,500 family
Out-of-pocket Maximum:	\$5,000 individual; 15,000 family
Coinsurance:	80% in network; 60% out of network

##### III. Plan C (New in 2004)

Deductible, In-Network:	\$1,000 individual; \$3,000 family
Deductible, Out-of-Network:	\$3,000 individual; \$9,000 family
Out-of-pocket Maximum:	\$6,000 individual; \$18,000 family
Coinsurance:	70% in network; 50% out of network

#### Dental Rates – Annual

Coverage Type	Rate
<i>One adult</i>	489
<i>Two adults</i>	945
<i>One adult and child(ren)</i>	960
<i>Two adults and child(ren)</i>	1,080

## **Appendix C: CONTINUOUS PROFESSIONAL DEVELOPMENT FOR CLERGY**

Continuous professional development believes God is Still Speaking, and that there is always more to learn about God, God's call on our hearts, and God's plan for achieving God's reign on earth.

Clergypersons learn and grow in faith and in leadership skills through intentional study of our faith traditions, challenging give and take with colleagues in ministry, and careful examination in concert with leaders of our congregations about what they need to learn to grow together towards God's vision of peace with justice. We know robust engagement along with others is essential to learning. We walk together in covenant with God, clergy colleagues, our own local churches and other ministry sites because it is through the gifts God has granted others that our own gifts are called forth most effectively and faithfully. We listen and grow in faith together with Jesus.

The Commission for Leadership Development of the MACUCC recommends that clergy, local church leadership, and Church and Ministry Committees create a mutual plan for continuous professional development. Such a plan will be on-going, balanced, and accountable. Continuous professional development plans are cyclical in nature, moving intentionally through the stages of (1) assessment, (2) investigation, (3) investment, (4) integration and (5) reflection.

Church leaders and clergy should work together toward a more comprehensive, faithful and challenging plan for continuous professional development founded upon communication, support, invited participation, creativity, and a three to five year funding proposal.

The MACUCC encourages congregations, clergy and Church and Ministry Committees to adopt six guidelines for continuous professional development: (1) Ongoing collegial mentoring, i.e. participation in Clergy Communities of Practice or supervision for your ministry; (2) An annual minimum of two weeks intentional time away from daily ministerial tasks, focusing specifically on *practical, future oriented* and *renewing* professional development activities; (3) Devotion of an additional five to eight days per year with lay leaders, committees, teams or task forces of the local church engaging in team learning; (4) Participation in at least one dimension of the wider church, i.e. conference-sponsored colloquies; (5) Participation in a periodic support consultation with your Association Committee on the Ministry, and; (6) A sabbatical every five to seven years, carefully prepared for and funded by the local church. Information about sabbatical planning can be obtained from the Pastoral Excellence Program team members and web site: <http://macucc.org/pages/detail/2158>.

Vital congregational life and embodiment of the ministry of all the baptized compels continuous learning. This is true for the laity and clergy. The practices of ministerial leadership are constantly changing, therefore continuous professional development among clergy and laity should be the norm as we seek to grow as disciples of Jesus Christ. The Leadership Development Commission of The Massachusetts Conference of the United Church of Christ urges all authorized clergypersons and each local church to prayerfully examine how continuous

professional development is currently supported in their setting, and to covenant together toward implementing a plan for continuous professional development that will enrich our clergy, the local church, and the wider church.

## **Appendix D: Additional Resources**

### **Developing a Call Agreement and Compensation Package**

<http://www.ucc.org/ministers/search-and-call/section-5-assessing-finances.pdf>

### **Complete guidelines for continuous professional development are available at**

<http://macucc.org/pages/detail/2179>.