

Memorandum of Understanding

***Provided by the Cooperative Baptist Fellowship's Reference and Referral**

Between Minister's Full Name and Church's Name, City, State

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the Minister's Full Name and the Church's Name to serve as Ministry Title.

Purpose

Upon nomination by the Ministry Title Search Committee of the Church, favorable employment references and verifications, and satisfactory compliance with state and federal employment requirements, and in anticipation and celebration of Minister's Full Name being called as the Ministry Title among the congregation of Church's Name, this MOU is entered into between the representatives of the Church's Name of City, State (hereinafter referred to as the "Church") and Minister's Full Name (hereinafter referred to as "Ministry Title") to provide for reporting, wages and hours, protection and non-monetary benefits, strategy, and duration of employment for the Ministry Title.

Reporting

For professional and personal accountability, and in order to evaluate the effectiveness of the Ministry Title, the Overseer/Board of the Church will record enter period of time reviews in open, honest consultation with the Ministry Title. Such reports seek to provide healthy, caring feedback as guided by the mission and vision of the Church that promotes holistic wellness, spiritual formation, and appraisal of the qualitative and quantitative facets of the ministry to which the Ministry Title has been called.

Wages

While this MOU is not a commitment of funds, in good faith the Church confirms the offer of employment effective enter date, for the enter classification position of Ministry Title. The exempt or non-exempt annual or hourly salary and housing compensation will be \$enter monetary amount for enter weekly number hours per week beginning at enter time on enter date.

Benefits

Such benefits remain unmodified shall continue in full force and effect throughout the term of this MOU include:¹

- Vacation leave:
- Sick leave:
- Maternity/paternity leave:
- Compensation time:
- Retirement contribution (percentage of base salary or monthly lump sum):
- Medical insurance:
- Life insurance (term policy of 5-10x base salary or lump sum precedent):
- Disability insurance:
- Social Security allowance/offset:

¹ The following include the most common benefits offered by Cooperative Baptist Fellowship congregations to ministers. Churches should determine what benefits are reasonable and affordable.

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- Annuity:
- Relocation expenses:
- Ministry expenses (continuing education, cell phone reimbursement, travel mileage, etc.):
- Sabbatical policy ratio (years of service : duration of sabbatical):

Strategy

To give sufficient time for the Ministry Title to protect the integrity of confidentiality, and in order to prepare for a smooth and healthy transition from the former place of service to the Church, the following strategy is adopted to announce the call weekend schedule and the affirmation of a positive congregational vote:

Enter date: Communicate to the Church a Ministry Title to be presented in view of a call without any identifying information.

Enter dates: Call weekend scheduled for the Ministry Title to be presented to the Church in view of a call, and voted on by the Church in conference.

Enter date: Minister's Full Name tenders resignation to the current place of service.

Enter date: Moving weekend of Ministry Title to relocate for service among the greater Church's City, State community.

The call weekend schedule, as agreed upon by the authorized parties is as follows:²

Friday:

Saturday:

Sunday:

Duration

This MOU is at-will and may be modified by mutual consent of the authorized parties from the Church and the Ministry Title. This MOU shall become effective upon signature and will remain in effect until modified or terminated by mutual consent. In the absence of mutual agreement by the authorized officials from the Church and Ministry Title, this MOU shall require re-evaluation on enter date.

Contact Information and Signatures

Signature
Personnel Committee Title
Mailing Address
City, State Zip
Telephone
Email

Date

² Include ample time allocated for travel, rest, study, meals, exercise, and visiting. The Church should pay all expenses including travel/mileage, lodging, and meals.

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<i>Signature</i>	Date
Overseer/Board Title	
Mailing Address	
City, State Zip	
Telephone	
Email	

<i>Signature</i>	Date
Ministry Title	
Mailing Address	
City, State Zip	
Telephone	
Email	