

Unitarian Universalist Congregation of Sterling
Settled Minister Letter of Agreement
2019 - 2020 Church Year

This is the working agreement between the Reverend _____ (the “Minister”) and the Unitarian Universalist Congregation of Sterling (“UUCS”) Board of Trustees (the “Board”). This agreement will cover the period from August 1, 2019 through July 31, 2020 and will be reviewed annually.

1. Goals, Responsibilities and Relationships

- A. The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation and be in accordance with UUA Guidelines.
- B. Professional Ethics: The conduct of the Minister will be in accord with the code of Professional Practice adopted by the Unitarian Universalist Ministers Association (UUMA). The relationship between Minister and congregation will be interpreted in accordance with Guidelines for the Unitarian Ministry published by the UUMA.
- C. The Committee on Ministry will be appointed in accordance with the UUCS bylaws and will have the functions outlined in the UUMA guidelines.
- D. The Committee on Ministry will recommend a process for annual review of the performance of the Minister as well as a triennial congregational self-assessment. The Board will be responsible for carrying out these recommendations.
- E. The Board, the Minister, and the Committee on Ministry commit to address issues, concerns, and conflicts promptly, as they arise, recognizing that to create a path forward outside facilitation from the UUA or other mutually agreeable organization may be necessary.
- F. The full time Minister shall be Chief of Staff for all employees of the Congregation. In such role the minister will counsel, evaluate, and recommend for merit increases. The minister has the authority to terminate any employee for any reason he/she sees fit, after receiving consent of the Board.

2. Pulpit, Worship Services and Other Ministerial Services

- A. Sunday Services and Weekly Schedule: The Minister shall be responsible for conducting three (3) Sunday Services each month at UUCS. For months with 5 Sundays the Minister’s participation on the 5th Sunday will be determined between the Minister and the Worship Associates.
- B. The Minister, when in the pulpit and when communicating through other institutional

channels such as newsletters, will be accorded freedom to speak the truth as he/she sees fit.

C. The Minister will conduct rites of passage, including weddings, child dedications, and memorial services as well as provide pastoral care services, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregations's pastoral care program. The Minister will provide such ministerial services and counseling to members of the Congregation without fee or honorarium.

D. The Minister may charge a fee when rites of passage, pastoral care services, and other ministerial services are provided to non-members of the Congregation.

E. The Minister is expected to participate in the General Assembly and encouraged to participate in interfaith activities, Ministerial associations, and other community activities mutually agreed upon. These involvements are considered part of the Minister's work schedule.

3.Compensation, Benefits and Professional Expenses

A. The Minister's total annual compensation (12 months) shall include:

- Compensation of \$60,000 for Salary and Housing.
- Pension Contribution to UUA pension: up to \$6,000 (The Congregation will contribute the first 5% of the annual salary and will match 100% of the Minister's contributions up to 5% of the annual salary, for a total maximum UUCS contribution of up to 10% of the annual salary).
- In lieu of employer's FICA: \$3,816.
- The congregation is not responsible for, nor allowed to pay, withholding or self-employment (FICA) taxes. For withholding purposes, the Minister shall address all tax and withholding matters on his/her own.
- Salary, housing, and FICA offset will be paid monthly in arrears on the 9th of each month. For example, the September 9th paycheck will be for the month of August.

B. The Congregation will pay 80% of the minister's Health and Dental Premiums for the UUA plan of the Minister's choosing. The Congregation will pay 50% of the premium of any of the Minister's eligible dependents.

C. The Congregation will pay 100% of LTD and Life & AD&D premiums obtained through the UUA plans. (The premiums amount shall be imputed as taxable income on the Minister's W2).

D. Professional Expenses of \$6,000 shall be paid on an account reimbursement basis and are not considered salary.

E. The Congregation will work with the Minister to provide a discretionary fund consistent with IRS guidelines.

F. The Minister will be considered for cost of living salary adjustments and merit salary increases annually. The Committee on Ministry will make recommendations on Ministerial

compensation in consultation with the Minister as part of the annual budget development process.

G. The Minister will be provided a private office with separate entrance.

H. Insurance related expense items will be adjusted when increases in insurance premiums are incurred.

I. The Minister shall be compensated in equal monthly amounts on the 9th day of the month. Professional expenses shall be reimbursed monthly or whenever the Minister submits an itemized statement/voucher.

J. The Minister shall have use of a church credit card to be used for Church related business and travel only. The Minister is responsible for working with the Treasurer to provide a full accounting of all costs incurred on the credit card.

K. The Congregation will reimburse reasonable relocation expenses up to a maximum of \$10,000 of approved reasonable expenses for the Minister and immediate family to include the services of a professional moving company (or truck rental, packing supplies, and movers, if handled by the Minister and family), automobile mileage, transportation, temporary housing costs, and costs of moving household goods and personal effects to and from storage. An estimate of the cost of the move will be presented to the Congregation's Treasurer in advance, for approval. If excess relocation funds are available, the Congregation may reimburse the Minister for pre-move house hunting. All reimbursements/payments of relocation/moving expenses will be fully taxable under federal law and may be taxable under applicable state law.

4. Work Week and Leave

A. Vacation: The Minister shall have four (4) weeks of paid vacation each year. This time shall be taken at the combined convenience of the Minister and the congregation. During vacation the Minister shall be free of all professional responsibilities. If a situation arises of sufficient urgency so that the Minister and Board agree that her presence is necessary, the congregation will provide reimbursement for the expenses of the trip.

B. Study Leave: It is understood that the Minister will participate in continuing education and study for a total of approximately four (4) weeks per year. This may mean an absence from the parish during that period.

C: Sabbatical Leave: The Minister is eligible to take sabbatical leave equal to one month with pay for each year of service with the congregation, subject to the other conditions set forth in this section. No sabbatical leave is to be expected prior to completion of six years of service. Sabbatical leave may accrue for a maximum of six months. The length of any given sabbatical is a matter for agreement of the Board and the Minister. Sabbaticals may be taken separately from or together with vacation periods. Sabbatical leave is to be used for professional development. A sabbatical plan will be developed in consultation with the

Committee on Ministry. The Minister is expected to continue service to the congregation following the sabbatical for at least one year. The congregation and Minister will jointly plan for Ministerial services during the sabbatical leave. The Minister shall receive full salary and housing allowance during the sabbatical. The sabbatical agreement shall specify how other normal Ministerial allowances are to be handled. The Minister is not obligated to return to the parish during the sabbatical period. If a situation arises of sufficient urgency so that the Minister and Board agree that his/her presence is necessary, the congregation will provide reimbursement for the expenses of the trip. In the event of a resignation or dismissal, accrued sabbatical leave shall not be paid in financial equivalent. No action on Ministerial tenure shall be taken during a sabbatical period.

D. Personal Day: The Minister will take one day off each week. The congregation will be asked to refrain from contacting the Minister on this day unless there is an emergency. In addition, the Minister shall have one day of the week protected for sermon preparation. The Minister may not be in the office but will be available to take calls at his/her discretion.

E. Disability: The Congregation will continue full compensation to the Minister due to illness or accident for up to six months or until long-term disability insurance benefits begin, whichever comes first.

F. Family Leave: The Board will negotiate family leave benefits with the Minister, according to the UUA guidelines, should they become necessary.

G. Parental Leave: In consultation with the Board, the Minister may take parental leave after the birth or adoption of a child. The Minister may take up to 6 weeks of paid parental leave and an additional 6 weeks of unpaid parental leave. In recognition of individual family needs, the Minister may take some or all of the parental leave prior to the birth/ adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. The Minister will be expected to communicate the dates of leave in advance to the Board.

5. EMPLOYMENT TERM AND TERMINATION

A. Term: The call to settled ministry is understood to be indefinite.

B. Termination: This agreement may be terminated by either party upon ninety (90) days' written notice given to the other party. A shorter notice period may be utilized if the parties to this agreement consent. During any notice period, unless the termination is for the breach of any of the Minister's express or implied duties and covenants hereunder, the congregation will continue to pay the Minister at the level agreed upon in this agreement for the ninety (90) day period from the date written notice is given, provided the Minister continues to perform duties during that period, and the Minister is entitled to receive payment for any vacation leave accumulated in addition to the ninety (90) days' salary. Termination proceedings will be in accordance with the UUCS bylaws and in consultation with the UUA guidelines.

C.The terms of this Agreement may be changed by mutual consent of the Minister and the Board, except the termination provision requiring the approval of a majority of the Congregation unless otherwise provided for in the Congregational Bylaws. Change in the level of compensation will not alter the other terms of this Agreement. All changes must be in writing.

D.Severability: In the event any portion of this agreement is found to be unenforceable, invalid, or illegal, it can be severed, and the other provisions will remain in full force and effect.

E.This Agreement will be reviewed at least every three (3) years by the Board and the Minister.

F.This Agreement is subject to the laws of the Commonwealth of Virginia and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

G.A signed copy of this agreement will be sent to:

Transitions Office, UUA
24 Farnsworth Street
Boston, MA 02210

Agreed to this ____ day of _____, 20____.

UU Congregation of Sterling

Minister

Printed Name: Zubair Suri

Printed Name: _____

Title: President, Board of Trustees

Title: Minister

Signature: _____

Signature: _____

Date: _____

Date: _____

cc: Regional Lead, Congregational Life Staff, UUA

Ministerial Transitions Director, UUA