

# Staffing Proposal at Faith for 2021:

October 8, 2020

Issue a call to Rev. Brenda Satrum to serve as part-time (0.375 FTE) Associate Pastor at Faith Lutheran Church in Shelton, WA. Below is the job description in our employee handbook. Some lines have been crossed out to reflect the part-time nature of the call.

## Associate Pastor (5.2):

### Qualifications:

Must be an ordained minister (or certified for ordination) in the Evangelical Lutheran Church in America as approved by the Bishop of the Southwest Washington Synod. The Associate Pastor will be a partner in ministry with the Senior Pastor. ~~He (or she) will share the responsibility for worship leadership, sermon preparation and delivery and pastoral care with the Senior Pastor.~~

Attributes needed for this position:

- A passion for ministry
- ~~Leadership skills for children and family ministries~~
- ~~Leadership skills for social outreach ministries~~
- The ability to be creative and innovative
- Grounded in and reflective of the fruits of the Spirit
- Comfortable within themselves
- A sense of presence within a public setting
- The ability to work independently and in a team setting
- Be able to deliver sermons that are theologically sound, from the heart and that connect with the daily lives of congregation

### Reports to:

The Associate Pastor is responsible to the Senior Pastor and to the congregation of Faith Lutheran Church through the Church Council.

## Duties and Responsibilities:

1. Preach and teach the Gospel consistent with Lutheran theology and doctrine.
2. Design and conduct public worship in both traditional and contemporary styles.
3. Administer the sacraments.
4. Visit those who are suffering, sick or in crisis.
5. Minister to the needs of those who have no church home.
- ~~6. In cooperation with the Senior Pastor and staff, the Associate Pastor shall:
  - a. Teach weekly Bible studies and classes. (See #16 below)
  - b. Visit members of the congregation in their homes and/or workplaces.
  - c. Conduct new member classes.
  - d. Advise and guide all organizations of the church.
  - e. Participate in all Church Council meetings and retreats.
  - f. Provide leadership and direction to the congregation's ministries with children and/or youth.
  - g. Provide leadership and direction for a young adult (post high school) group.
  - h. Provide pastoral support and counseling for staff and congregational members.
  - i. Contribute to church publications and public relations efforts.
  - j. Participate in community service opportunities that are of interest, when available.
  - k. Participate in Synod events, activities and committees.
  - l. Complete other duties as may be assigned by the Senior Pastor and/or Church Council.~~
7. Give leadership and direction to ministries with children, youth and families.
8. Plan, organize and coordinate educational, recreational, leadership, fellowship, service and mission events for young adults in the congregation.
- ~~9. Meet with Church President and Planning Committee, as necessary, to plan activities.~~
- ~~10. Attend and recruit youth to participate in regional ELCA leadership training events.~~
- ~~11. Recruit, train and manage a core of volunteers to assist with events and activities.~~
- ~~12. Inspire and facilitate youth to become active participants in congregational life.~~
- ~~13. Act as lead chaperone on trips away from the church.~~
- ~~14. Assist in the development and management of an annual youth ministry budget.~~

15. Make availability and one-on-one time with youth a top priority.
16. Provide spiritual guidance and leadership through Bible studies, devotions, conversation, classes and prayer.
- ~~17. Inform the congregation regarding youth ministry trends, research and strategies.~~
18. Maintain personal and professional growth by attending continuing education opportunities appropriate to the Associate Pastor position.
- ~~19. Cooperatively participate with the Staff Management Team; insuring that youth interests and concerns are adequately represented in planning and scheduling.~~
- ~~20. Regularly attend Church Council meetings.~~
21. Develop a Youth Council Advisory Group and set up regular meetings with them.
- ~~22. Actively participate in and encourage participation by youth members in youth events in the Synod, Region and Western States (e.g. Western States Youth Gathering).~~
23. Perform other duties as assigned by the Senior Pastor.

# Definition of Compensation, Benefits, And Responsibilities for Ministers of Word and Sacrament Under Call

Prepared by Faith Lutheran Church, Shelton, Washington

for the Reverend Brenda Satrum

for the period: 01012021 to 12312021

## A. COMPENSATION

The congregation will provide the following annual compensation:

- |   |                 |
|---|-----------------|
| 1. Base Cash Salary   | \$ <u>29956</u> |
| 2. Housing Allowance ( <i>if provided</i> )                               | \$ <u>0</u>     |
| 3. Self-employed Social Security payment allowance ( <i>if provided</i> ) | \$ <u>2522</u>  |
| 4. If a parsonage or other housing is provided:                           |                 |
| a. Utilities allowance  | \$ _____        |
| b. Furnishings allowance  | \$ _____        |
| c. Housing equity allowance   | \$ _____        |

## B. PENSION AND OTHER BENEFITS

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the Evangelical Lutheran Church in America, which provides retirement, disability, survivor, and medical-dental coverage.

*(Sponsorship will include medical-dental coverage for the individual's spouse and children unless they have other employer-provided group medical insurance coverage and the individual consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program.)*

1. ELCA Pension at 10 % of defined compensation
2. ELCA Medical-and-Dental Insurance (*check one below*):
 

<input type="checkbox"/> a. Member only	<input type="checkbox"/> c. Member and children	<input type="checkbox"/> e. Coverage waived
<input checked="" type="checkbox"/> b. Member and spouse	<input type="checkbox"/> d. Member, spouse, and children	
3. Other insurance or benefits: \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

## C. EXPENSES

The congregation will provide for the following expenses related to this pastor's ministry.

- |   |                |
|---|----------------|
| 1. Automobile and travel allowance  | \$ <u>250</u>  |
| 2. Other professional expenses  | \$ <u>250</u>  |
| 3. Expenses for official meetings of the synod, as reimbursed                             |                |
| 4. Continuing education ( <i>\$1,000 recommended; minimum \$700 from calling source</i> ) | \$ <u>500</u>  |
| 5. Other ( <u>Spiritual Director Certification Tuition</u> )                              | \$ <u>3000</u> |
| 6. Pay the moving expenses to this field of service as follows: _____                     |                |

## D. AGREEMENT

1. Vacation time of 28 days per year, including 4 Sundays;
2. Continuing education time of 1 weeks per year (*recommended minimum of two weeks per year that may be accumulated up to three years, as reflected in a continuing-education agreement developed by the rostered lay person and congregation council*);
3. Participation in a First-Call Theological Education Program, where applicable;
4. Ongoing care through a Mutual Ministry Committee;
5. Up to two months of continued salary and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled\*; and
6. Maternity/Paternity or Adoptive leave of 5 weeks with full salary, housing, and benefits (Recommended 6 weeks; 4 weeks minimum).

\* Provision may be made for further unpaid time for disability recovery as agreed by the congregation, but with the stipulation that unused accumulated sick leave will not be compensated at the end of this call.



Benefit Services | A Ministry of the ELCA

## Benefit Costs Calculator

### Input Summary

#### Calculation Basics

Rate Year 2021  
 Health Benefit Option Silver+ Employer HSA Level A: \$900 single/ \$1,800 family  
 Synod, Seminary, or Churchwide Ministry Southwestern Washington

#### Total Defined Compensation

Total Defined Compensation \$35,481

#### Health Coverage

Member Health Coverage ELCA-Primary  
 Member Birth Date 01/12/1966  
 Spouse or ESGP Health Coverage ELCA-Primary  
 Child(ren) Health Coverage Waived  
 Does your plan member have a spouse who is also sponsored in the ELCA benefits program by an employer? Yes  
 Number of employers 1

#### Retirement Contributions

Employer Retirement Contribution 10.00%  
 Housing Equity Retirement Contribution \$0

*Brenda @  
 .375 FTE*

#### Silver+

Rates	Monthly	Annual
Health (minimum applied - see below)	\$686.00	\$8,232.00
Employer HSA Contribution	\$75.00	\$900.00
10.0 % Retirement	\$295.68	\$3,548.16
1.5 % Disability	\$44.35	\$532.20
0.7 % Basic Group Life	\$20.70	\$248.40
0.0 % Retiree Support	\$0.00	\$0.00
<b>Total Benefits Contribution</b>	<b>\$1,121.73</b>	<b>\$13,460.76</b>
<b>Total Defined Compensation</b>	<b>\$2,956.75</b>	<b>\$35,481.00</b>



If your organization selects the Silver+ or Bronze+ health benefit option and plans to make a one-time HSA contribution (billed in January), you'll need to add that to the Total Benefits Contribution amount above.

#### Health Contribution

Based on health coverages, total defined compensation, plan member age, and geographic location:

16.6 % of total defined compensation or

Minimum: \$686.00 per month  
 Maximum: \$928.50 per month

#### Retiree Support Contribution

If you're calculating benefit and compensation costs for periods effective July 1, 2020 and later, subtract the amount displayed for retiree support. The health subsidy trust is now fully funded.

**Sponsored Couple:** Your entries indicate this member will be part of a sponsored couple. These rates have been adjusted to reflect the estimated health care cost-sharing across employers. Any changes to the spouse's sponsorship status will affect your actual costs.

**Note:** This calculator is for your own use. This calculator is not a form and is not submitted to Portico Benefit Services.

This calculation is an estimate. The actual amount you're billed is based on Portico Benefit Services' calculation. The accuracy of your calculation result depends on the information you entered. Any changes in compensation or benefit levels will affect future results.