

CANADA WEST DISTRICT CHURCH OF THE NAZARENE

PASTORAL VOLUNTEER STAFF WRITTEN UNDERSTANDINGS BETWEEN

_____ *Church of the Nazarene* and _____

Date of this Document:

Statement of Vision or Mission for the Church

Ministry Description

Volunteer Staff Care Arrangements

(Please read and make adjustments that fit your situation and you are in agreement with.)

1. Employment Calculations:

In order to avoid confusion, all arrangements etc. will be calculated on the church calendar year, i.e. May 1 to April 30.

2. Hours of work

The person serving in this position will minister a minimum of _____ hours per week including _____ hours on Sunday. The hours other than Sunday will be served on _____.

If regular ministry hours cannot be served due to illness, vacation or other obligations, the minister will inform the senior pastors, in advance, of the time away if possible.

3. Clergy Safeguard Policy.

It is the policy of Canada West District that each pastor and staff person adopts as a minimum safeguard practice, the practices outlined in the Clergy Safeguard Policy found in the most recent District Assembly Reports Book. By signing this document the Staff Person and church board are indicating they have read the policy, are in agreement with it and covenant to support each other in its practices. If the Staff Person and/or church board have other practices they also wish to implement, those practices will be written and attached to the Written Understandings document.

4. Employment Paragraph

It is understood that this is a volunteer, unpaid position. However, it is subject to the current edition of the Manual of the Church of the Nazarene, where applicable.. These agreements are outlined particularly in paragraphs 160 to 160.8 in the 2005-2009 edition of the Manual.

It is further agreed and understood that this position must be renewed annually by the church board and the district superintendent.

If the volunteer staff person decides to resign his or her position, the volunteer staff person will notify the pastor in writing not less than 30 days prior to the resignation date.

By signing this document the volunteer staff person, pastor and church board are indicating they have read the above paragraphs and are agreeing to work in harmony with the Manual.

Automobile Expense Plan:

Hospitality Expense Plan:

Staff Person's day/days off:

Vacation Plan:

Away Preaching/teaching Arrangements:

Professional Development: Continuing education, Book Allowance, Training, etc.

The starting date is: _____ This agreement will be renewed annually.

Note: "The remuneration of the Staff Person shall commence on the Monday preceding the first official Sunday of service to the local church." Manual paragraph 115.5.

COVENANT AGREEMENT

To be signed by the Staff Person, Senior Pastor and Church Board Secretary

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|--------------|---------------|------------------------|
| _____ | _____ | _____ |
| Staff Person | Senior Pastor | Church Board Secretary |
| _____ | _____ | _____ |
| Date | Date | Date |