

This agreement can be emailed to you. The document can then be easily edited to meet the needs of your particular situation.

Draft 3
3/6/14

Shared Ministry Agreement Worksheet

Name of Area Parish _____

Create a name for your parish that uses the word Lutheran and Parish. Examples: United in Christ Lutheran Parish, Winds of the Prairie Lutheran Parish, Some parishes have had a naming contest.

I. Mission Statement:

Create a unique mission statement for the parish like one of these.

Example one: By the power of the Holy Spirit, _____ Lutheran Parish will use our united talents and resources to bring God's love and grace to our communities.

Example two: God has planted these congregations in rich prairie soil to nourish the faith, reach out with the good news of Christ and to serve our neighbors in the world. As members of these congregations we commit ourselves to this mission:

- a. To be united as Christ's disciples and to increase the vitality of our individual congregations by working together
- b. To cooperate in such a way as to bring together sufficient financial and human resources to do effective and faithful ministry in all our congregations
- c. To recognize and strengthen the gifts of congregational members as we work in partnership with our called staff
- d. To develop shared ministry and expand a wide variety of specific ministry opportunities

II. Purpose: The purpose of this agreement is to provide a framework for the cooperative ministry among but not limited to the following congregations. *List names and address of congregations here.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

III. Identity:

Congregation will maintain its own identity as it now exists as a member of the Evangelical Lutheran Church of America and will be encouraged to participate in events of the Northwest Synod of Wisconsin. *Full communion partners that may be a part of this parish are encouraged to participate in their denomination's events as well. Our full communion partners are: United Methodists, Presbyterians, UCC, Moravian, Reformed Church, Episcopalians.*

IV. Worship

1. Each congregation may retain its own order of worship and prepare its own bulletins *OR* one bulletin for the entire parish may be prepared by the parish administrator and pastor and/or worship committee.
2. Scheduling of all worship services and occasional services Thanksgiving, Advent, Christmas Eve/Day, Lent and Easter will be done by the parish council.

V. Property

1. Each congregation will retain ownership of its church property and parsonage.
2. Each congregation is responsible for its own building maintenance.
3. Parsonage used by the ministry will be rented from the respective congregation based on fair monthly value determined by parish council.

VI. Individual congregations

1. Each congregation will have its own budget for activities that it will do alone, and its own church council to make decisions for the congregation.
2. The records of the individual congregations shall be maintained and remain in the individual congregations.

VII. Structure:

1. _____ Lutheran Parish will have a parish council that will consist of **two** (*or whatever number you choose*) representatives from each member congregation. One member shall be from the council of the individual congregation and one shall be a member at large. An alternate may be chosen if one or both are unable to attend a meeting.
2. Terms of the council will be for two years (or three year terms). No member can serve more than two consecutive terms. Terms of each council member will be staggered so that one new member from each congregation is appointed each year.
3. Pastoral staff has voice but no vote. Roberts Rules of Order will be used.

VIII. Financial Responsibilities

1. The fiscal year will be **February 1 to January 31**. *Use whatever dates work for you.*
2. The parish council will appoint a treasurer at the beginning of each new fiscal year.
 - a. The treasurer's term limit is set by the council.

3. Expenses will be divided proportionately among the congregations based on the percentage of confirmed members
4. 1/12 of the shared expenses will be paid on the 10th of each month to the parish account.
5. The treasurer will be responsible for paying the parish expenses approved by the council.

IX. Expenses may include:

1. Pastors and staff salaries
2. Mileage
3. Telephone
4. Continuing education
5. Portico Benefits (health insurance and pension plan)
6. Housing expenses
7. Office supplies used for parish expenses and pastors
8. **Other** expenses as approved by the parish council

X. Parish Council Responsibilities

1. Elect a president/vice president/secretary from within the council
2. Appoint treasurer
3. Set worship schedule for regular weekly worship and holidays at each congregation in conversation with pastoral staff
4. Call and supervise pastoral staff
5. Recommend annual budget
6. Establish committees as needed: education, evangelism, youth, finance...

A quorum is 50% of council members and at least one council member from each parish.

Action requires 2/3 vote to pass.

XII. Executive Committee

The executive committee will consist of the senior pastor, council president, vice president, secretary and treasurer.

The president will preside at all meetings.

The vice president will preside in the absence of the president.

The secretary will:

- Keep records of all proceedings
- Maintain a file of all committee reports
- Make minutes available to members

Treasurer will:

- Oversee the deposit of all money
- Pay all expenses approved by the budget and council
- Maintain financial records and prepare reports for the council meetings

In addition the executive committee will handle emergencies between regularly scheduled meetings. Schedule quarterly meetings. Call special meetings as needed.

XIII. Calling a Pastor

1. The parish council will establish a call committee.
2. Each congregation will have two members on the call committee.
3. The call committee will recommend a pastoral candidate to the parish council.
4. The parish council will work with the recommended candidate to come to an agreement on a salary package. Assuming an agreement is reached, the parish council will submit that candidate for congregational votes.
5. Each congregation must approve the candidate according to their constitutions. The votes should happen on the same day.
6. When approved the parish council will select one of the congregations to extend a call on behalf of the parish.

XIV. Inclusion/Termination of other Congregations into the Parish

1. Congregations who wish to join the parish will make written request to the parish council
2. 2/3 majority vote of the parish council is required to add a congregation to the parish
3. Congregations that wish to terminate membership in the parish need to contact the parish president in writing three months before the end of the fiscal year.
4. Termination will be effective on **February 1 or the first day of the new fiscal year**
Again it is what dates you choose

XV. Length of Agreement

This parish agreement will begin on _____, and will be reviewed annually by the council by Dec. 31.

We the following congregations have held congregational meetings and have approved this Shared Ministry Agreement for _____ Lutheran Parish.

Congregation Name

Congregational President's Signature

Date _____



Northwest Synod of Wisconsin
Evangelical Lutheran Church in America
God's work. Our hands.
