



LETTER OF CALL

To: _____

Date: _____

Dear Servant of Jesus Christ:

The council of _____ Christian Reformed Church
of _____ (location) has the honor and pleasure to inform you
that you have been chosen by majority vote at a local congregational meeting held on
_____ (date) to be their Minister of the Word.

On behalf of our congregation, we therefore send this letter of call in which we invite you to minister
among us.

Your Commitment to Us

We anticipate that your ministry among us would be shaped both by God's call upon your life and by our invitation to partner with us in the ministry and life of this congregation. Your role in that partnership would be to use the gifts that God has given you to help our community become deeply aware of the God revealed in Scripture, and to help us respond with faith, hope, and love. We further expect that this would be done in accord with the Word of God as interpreted by the doctrinal standards and the Church Order of the Christian Reformed Church in North America.

The position description provides further detail regarding your role in our ministry partnership:

[Church to provide position description material here, or it is attached separately.]

Our Commitment to You

In honor of the call of God, in appreciation for the gifts with which God has equipped you, and to ensure you have your spiritual and material needs met so you may joyfully covenant with us in ministry as outlined in the position description above, our commitment to you is to:

1. Support you faithfully in prayer.

2. Serve alongside you as fellow disciples and co-members of the Body of Christ, so that your ministry can take place as a partnership within the ministry of all believers.
3. Maintain a healthy relationship in which we seek, with God's help:
 - a. One another's thriving;
 - b. To resolve any conflicts biblically, proactively, and lovingly;
 - c. To live by the fruits of the Spirit.
4. Ensure a regular, scheduled, truthful, and constructive process of mutual feedback.
5. Provide for you sufficiently while you are a minister of this church. This provision is intended to allow you to pursue your calling among us fully and freely. (All figures are at the time of this letter of call. The adequacy of this provision will be revisited at each annual review.)
 - a. As you begin your ministry among us we will pay you the sum of \$ _____ per year as an annual base salary in _____ payments, paid on a _____ schedule. (For clarity: the ___pastor/church___ (circle one) will set aside funds to cover your yearly self-employment taxes.)
6. Other benefits include:
 - a. Housing:
 1. The use of the parsonage, including \$ _____ for parsonage utilities. OR,
 2. A housing allowance of \$ _____ annually.
 - b. Provision for refreshment and/or leave:
 1. Vacation days per year: _____
 2. Sick days per year: _____
 3. Continuing education days per year: _____
 4. Sabbatical provision: _____
 5. Additional Sundays off per year: _____
 6. Family/Parental leave provision: _____
 - c. Fringe benefits:
 1. Ministers' Pension contribution: \$ _____
 2. Social Security offset \$ _____
 3. Health insurance \$ _____ (if you opt out due to other coverage, we will provide by way of sharing the savings: \$ _____ per month OR _____% of savings)
 4. Health Savings Account contribution \$ _____
 5. Dental insurance \$ _____
 6. Life insurance \$ _____

7. Disability insurance \$_____ (Ministers of the Word enrolled in the Minister's Pension Plan already receive long-term disability benefits)
- d. Reimbursable work expenses:
1. Telephone \$_____
 2. Computer hardware allowance \$_____
 3. Internet \$_____
 4. Automobile/travel expenses \$_____
 5. Continuing education \$_____
 6. Hospitality \$_____
- e. Reimbursable moving expenses: we commit to covering the costs related to moving your belongings from your current place of residence (see Additional Resources, below).
7. We will review with you annually the adequacy of this compensation prior to the adoption of the church budget. In this review we will also utilize the latest denominational guidance (see Additional Resources, below).

We trust that the details of this letter of call match our conversations throughout the call process, yet we remain open to discussing any questions you have. May the Holy Spirit grant you wisdom and discernment as you consider this call, that you may arrive at a decision that glorifies God and furthers our church's mission.

Yours in Christ,

The council of _____

Christian Reformed Church of _____

Done in council _____ (date)

Signature of classis counselor

ADDITIONAL RESOURCES (last updated 2020)

General

- [Church Administration & Finance Guide](#)
- “[For Pastors](#)” website (compensation, minister’s pension, etc.)

Housing

- Housing Allowance/Parsonage (see [Church Administration & Finance Guide](#))

Provision for Refreshment and/or Leave

- When it comes to provisions for leave (e.g., whether time is bankable year-to-year, policies for family leave, etc.), we advise you to pay attention to best practices and consult any applicable labor law.
- [Continuing Education for Pastors](#) (including grants)
- [Sabbaticals](#)

Reimbursable Moving Expenses

- [Moving Policy guidelines for Retired Ministers or their Surviving Spouses](#) as provided by the CRCNA Pension Plan (2018 version). This policy may be wise to use.
- Generally, unless otherwise agreed upon, expenses related to selling and/or purchasing your own private residence (e.g., realtor fees, land transfer tax, etc.) are not reimbursed.

Annual Review/Performance Evaluation

- [“Evaluation Essentials” training tool](#)
- [Council’s role in the supervision of the pastor](#)

Insurance and Pension Benefits

- [Ministers Pension Fund](#)

COMPANION DOCUMENT [For the Church, as it prepares its letter of call.]

Dear Council,

What an exciting time for you and your congregation! After much prayer and effort you have discerned which person to call to an ordained position within your church. Now it is time to extend to that person the invitation to join you in ministry, and to ask that person to respond.

The attached Letter of Call communicates your invitation. It also allows you to provide supporting documentation that will help the person you are calling to understand what you expect out of the ministry partnership and how you will support the ministry partnership.

As you put this Letter of Call together here are a few things to consider:

- There is space for you to describe what you would like that person to do as your ministry partner. You are encouraged to provide a position description. You are also encouraged to provide clear indication of what you will do in support of this position in terms of prayer, encouragement, financial remuneration, and professional benefits. Ideally, these details would be negotiated with the prospective pastor as part of the call process.
- When you send this letter you should be clear with the recipient about when you would like to receive a response. Traditionally, the window of time between sending the letter and receiving a response has been three weeks. However, you may define that window of time in whatever way is of benefit to you and to the recipient of the letter.
- Before you send the Letter of Call it must be signed by all members of your council and by your classis church counselor. The church counselor was appointed for you by the classis as you began your search for a person to fill the position. Part of that person's responsibility is to ensure that you have followed regulations that have been set in place by the synod of the Christian Reformed Church in North America (Church Order article 42c).

As you work together to create your Letter of Call and then send it please know that Pastor Church Resources is available to answer any questions that you may have along the way. Please contact us at pastorchurch@crcna.org.

Grace and Peace

Pastor Church Resources
crcna.org/PCR