

**UUA Transitions Office
2018 Settled Search**

Form to Record Changes from UUA/UUMA Recommended Ministerial Agreements

Background: The UUA and the UU Ministers' Association (UUMA) crafted [joint recommendations on ministerial agreements](#). Agreements are sometimes altered without the awareness of prospective ministers and even of search committee members with negative consequences for both congregation and minister once the ministry is underway. In an effort to provide transparency and encourage good decision making during the negotiating process, we ask that you list any differences between your congregation's proposed contract and the [recommended contract](#).

Instructions: A member of the Search Committee or Negotiating Team should complete this form, share it with the Board, and send it as an email attachment to the Transitions Office (transitions@uua.org) with a copy of the congregation's draft ministerial agreement. If you prefer, you can just send a copy of the agreement with changes noted within the document.

The Transitions Office will need to receive the draft ministerial agreement with changes noted or the draft agreement with this form; the congregational survey;, and your Regional Transitions Coach's approval of your congregational record (CR) before we can release your CR for viewing by ministers in search.

Congregation (full name): Unitarian Church of Harrisburg

City and State/Province: Harrisburg, PA

Expected Ministerial Start Date: 8/2018

Percentage of Time ☒ 100% ☐ 75% ☐ 50% ☐ Other, (please specify)

Name of person submitting form: Erica Lambert email: erica.n.lambert@gmail.com

Role of person submitting form: Ministerial Search Committee Treasurer

Search committee chair: Mary Lynn Facile email: mlfecile@hotmail.com

Search committee co-chair: N/A email: N/A

Board chair: Laura Edinger email: laura.edinger@outlook.com

Date form completed: 11/29/17

Are you making changes to any part of the ministerial agreement recommended jointly by the UUA and the UUMA?

☐ **We are not making changes to any part of the recommended UUA/UUMA Contract.**

☒ **We have made changes to the recommended UUA/UUMA Contract. The Board and the search committee have reviewed the draft contract and are aware of these changes.**

If changes have been made, please describe them in the correct section below. Each section corresponds to a section in the [recommended ministerial agreement](#).

Section 1: Intention

- ☒ We have not made changes to this section.
☐ Yes, we have made changes to this section.

Changes are listed here:

Section 2: Expectations

(Shared Leadership, Leadership Goals, Pulpit and Worship Services, Services to Persons, Services to the Board and Committees, Community Activities, Relationship to Church Staff, Office Hours and Days Off, Committee on Ministry/Transition Team, Evaluation of the Ministry, Minister's and Congregation's Conduct)

- ☐ We have not made changes to this section.
☒ Yes, we have made changes to this section.

Changes are listed here: 2.1.2. The Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, for professional and inspired performance and oversight of the Congregation's programs, **and for active commitment to the Congregation's financial well-being in collaboration with the Board of Trustees and its committees and others as directed by the Bylaws and/or the Board of Trustees.**

2.2.1. Within the first year of ministry, the Minister and the Board of Trustees will engage in a retreat for the purpose of arriving at specific understandings **to implement decision-making guidelines and responsibilities set out by the Bylaws and Policies of the Unitarian Church of Harrisburg, and as informed by the principles of policy-based governance or other governance model adopted by the Board of Trustees.** They will plan for periodic review of these understandings.

2.3.4. The Minister will collaborate with the assistant minister, if any, other church staff, and with any lay leaders from the Congregation involved in providing the worship needs of the Congregation.

2.5.2. The Minister will be an ex officio member without vote of all committees and task forces of the Board of Trustees except the Nominating and Ministerial Search Committees ~~and the Committee on Ministry, and will attend meetings of the Committee on Ministry except during executive session. The Minister will confer at least annually with each committee on how best to assist it.~~ Attendance at committee meetings is not expected except as requested.

2.7.2. The Minister is responsible for ensuring the proper conduct of annual staff evaluations.

2.7.3 The Minister is ultimately responsible for all personnel decisions and agrees to consult with the Board of Trustees and to keep the Board of Trustees well informed on hiring, discharging, and changing compensation of church staff.

2.10.1 A written assessment of the work of the Minister and the ministry of the congregation will be conducted **each year in accordance with the process set forth by the Board of Trustees in its procedures**, as part of the regular review and renewal of the leadership and ministry of the Congregation.

2.11.1. The conduct of the Minister and the Congregation will be in accordance with the Code of Professional Practice, the Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association, and the Congregation's Covenant of Right Relations.

Section 3: Compensation, Professional Expenses, and Benefits

(Salary plus Housing Allowance, Other Benefits and Expenses, Reallocation, Annual Review of Compensation, Annual Leave, Denomination Service and Continuing Education, Sick/Medical/Disability/Birth Adoption/Family Leave, Sabbatical Leave, Relocation Expenses, Intellectual Property)

- ☐ We have not made changes to this section.
☒ Yes, we have made changes to this section.

Changes are listed here: 3.1.3. Salary (and housing [S&H]) shall be payable semi-monthly on or before the fifteenth day of each month and the last day of each month, beginning on <date>. S&H shall be reviewed annually by the Finance Committee and the Board of Trustees.

3.2.1. ~~The congregation is strongly urged to require the minister to participate in retirement, health, and group insurance plans. The minister, together with all eligible employees, should be covered by a long term disability insurance plan.~~

Addition: 3.2.3.4. Group dental insurance for the Minister, 80 percent of premium (50 percent of premium for spouse/partner and dependents.)

3.5.3. Four of these weeks will be taken as study leave. During study leave, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister. The Minister remains on call during this period.

Section 4: Dispute and Termination

- ☒ We have not made changes to this section.
☐ Yes, we have made changes to this section.

Changes are listed here:

Section 5: Amendment

- ☐ We have not made changes to this section.
☒ Yes, we have made changes to this section.

Changes are listed here: 5.1. The terms of this Agreement may be changed by mutual consent of the Minister and the Board of Trustees, except that increases in Total Cost of Ministry, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation.

5.2. This Agreement will be reviewed at the end of the first year of this Agreement and at least every three years thereafter.

Section 6: Offer

- ☒ We have not made changes to this section.
☐ Yes, we have made changes to this section.

Changes are listed here:

Additional Comments: