**Checklist for the Approval of Contracts**

**Great Lakes City Classis**

* Is the legal name of the church and the name of the employee clearly stated?
* Is the position correctly identified by position (Minister Under Contract/Assistant Minister/Specialized Transition Minister/Commissioned Pastor/Student Under Contract) and title?
* Are the beginning and ending dates included in the contract?
* What provision is made for the review and renewal of the contract? Renewal of the contract should be initiated no less than 60 days before the contract expires.
* Is the contract for full-time or part-time? If part-time does it state the percent of full-time and the approximate number of hours per week? (part-time is defined as those working a minimum of 17.5 hours but not more than 29 hours per week.)
* Are all the responsibilities of the position listed or attached in a job description?
* Do the salary and benefits meet or exceed the minimum in the *Compensation Guidelines for Ministers of Word and Sacrament* approved by the classis?
  + Amount of the salary and arrangements for housing included?
  + Required insurance coverage provided?
  + If a waiver application is submitted, do the circumstances of the church justify the approval of the waiver?
  + Is 11% of the base salary and housing allowance designated for the minister’s Retirement Fund as required by the *BCO*?
  + If part-time, is the compensation package (salary and benefits) fairly pro-rated?
  + Include a provision for vacation and professional development?
  + Include any provisions for expense reimbursement, such as a car allowance?
* Specify how often the employee will be paid?
* A provision for a yearly performance review?
* Include a clear and fair provision for the termination of the contract? A minimum standard is with 60 days written notice by either party. If terminated by the church before the renewal date, the minister shall be given no less than two months of severance pay after employment has ended.
* Has the *Worksheet for Calls and Contracts* been completed and attached to the call, including the number of years since ordination for the minister and the number of confessing members of the church?
* Has the CCAT (Calls, Contracts and Approval Team) approved the Contract?