**Shared Ministry Covenant 2019**

**between**

**St. John’s United Church of Christ (Schwarzwald), Elkhart Lake, WI**

**and**

**St. Paul’s United Church of Christ, Malone, WI**

**PREAMBLE**

In the belief that the Body of Christ, the Christian Church, can be strengthened in mission and service through closer fellowship and a cooperative ministry in congregations, we hereby set forth plans for a Shared Ministry Covenant between St. John’s United Church of Christ (Schwarzwald) of Elkhart Lake, Wisconsin, and St. Paul’s United Church of Christ of Malone, Wisconsin, which is to be called the Shared Ministry, for the purpose of shared pastoral leadership and pastoral services.

We are separate, independent congregations. Each individual church is to maintain its identity and organizational structure.

The governing body of each congregation is responsible for the program, mission, and ministry of each congregation. Yet the congregations may work cooperatively in program, mission, and ministry as they deem fit.

**MISSION STATEMENT**

Together, under the direction and empowerment of the Holy Spirit, with encouragement from one another, we commit ourselves to share our faith, hope, and love in the strong name of Jesus. We commit to incorporate the strengths of each congregation to the service of our respective communities.

**SHARED MINISTRY AND CHURCH IDENTITY**

1. Each congregation maintains its own property, program and personnel that are not jointly shared.
2. These two churches share the services of one pastor. The pastor will serve 70% time at St. John’s United Church of Christ (Schwarzwald) and 30% time at St. Paul’s United Church of Christ as agreed between the two congregations to meet the expectations for ministry and give leadership to the congregations.
3. The congregations shall be governed in accordance with The United Church of Christ Manual on Ministry, the UCC Constitution and Bylaws, and the respective constitution and bylaws of each congregation.
4. In the interest of being good stewards in leadership time and in promoting fellowship between the two churches, there may be opportunities to combine special services, fellowship groups, Christian education, and other programs. In addition, if there are other ways to create efficiencies, staffing can be looked at and sharing must be approved by both church councils.

**THE SHARED MINISTRY ADVISORY TEAM**

A Shared Ministry Advisory Team shall be formed to facilitate the Shared Ministry.

1. Membership in the Shared Ministry Advisory Team shall consist of four members, two from each church Each church’s Shared Ministry Advisory Team representatives will serve as support for the pastor in the shared ministry.
2. Each Church Council will select its own representatives to serve a two-year term. One representative shall be appointed from the respective Church Council. The other representative shall be nominated by the respective Church Council and voted upon at the respective Annual Meeting. Nominations shall not be solicited from the floor. The terms shall initially be set up so that only one of each church’s two representative’s terms expire each year. Representatives may serve up to three-consecutive two-year terms.
3. The Shared Ministry Advisory Team shall recommend and/or report on matters related to the Shared Ministry to their respective Church Council.
4. The Shared Ministry Advisory Team seeks to support and maintain an open and healthy relationship between the pastor and members of the congregations. The Shared Ministry Advisory Team shall counsel with the pastor on matters pertaining to the pastor’s relationship with the congregations of the Shared Ministry
5. The Shared Ministry Advisory Team serves in two primary ways. As an advisory group, the committee shares ideas, dreams, hopes, expectations and concerns of the congregation with the pastor. As support for the pastor, the committee interprets roles, function, and needs of the pastor to the congregation.
6. The Shared Ministry Advisory Team shall be the primary group that approves the Pastor’s vacation and continuing education requests. Should there be time constraints, the Church Presidents may fulfill this role.
7. The times of services and programming shall be set to meet the needs of both congre-gations in as much as is possible. Seasonal or permanent changes in times of services shall be recommended through the Shared Ministry Advisory Team and must have approval of the Church Councils of both congregations.
8. The Shared Ministry Advisory Team shall meet at least quarterly. Additional meetings may be called at the request of the pastor or the officers of either Church Council.
9. The Shared Ministry Advisory Team shall select a chairperson who calls the meeting and a recorder of the minutes. The chairperson and recorder shall alternate between the churches on a yearly basis.

**THE JOINT COUNCIL**

1. The Joint Council consists of the members of both Church Councils.
2. The Joint Council shall meet in April and October for shared ministry planning. Joint budgetary needs shall be addressed at the October meeting. The President of St. Paul’s UCC shall call and chair the April meeting. The President of St. John’s UCC shall call and chair the October meeting. Both Presidents, in consultation with the Pastor, shall plan the agenda for the meetings. The Secretary of the hosting church shall record and distribute the minutes.
3. The Joint Council reviews and recommends at least annually changes to the Shared Ministry Covenant and/or the pastor’s compensation package. Both require approval at a duly called congregational meeting at each church which shall be held within a two-week timeframe.

**THE PASTOR**

1. Pastoral leadership of the Shared Ministry shall be provided by ordained ministers in good standing with the Northeast Association of the Wisconsin Conference United Church of Christ. A Letter of Call to serve as a Pastor of the congregations of this Shared Ministry shall be approved by a vote according to each congregation’s constitution and bylaws at a congregational meeting of each church.
2. The calling or appointing, releasing or transferring of any pastor shall be done in accordance with the policies of the United Church of Christ bylaws and the respective constitution and bylaws of each congregation. To promote unity and mutual relations in this Shared Ministry, within this process full consideration shall be given to the needs and desires of both congregations.
3. The Pastor shall work with the Shared Ministry Advisory Team on matters pertaining to the pastor’s relationship with the congregations of the Shared Ministry.
4. Matters pertaining to the pastor’s employment, benefits, and salary shall be in accordance with the Wisconsin Conference of the United Church of Christ guidelines and have the approval of both congregations. The compensation package of the pastor shall be recommended annually by the Joint Council.

**SHARED MINISTRY FINANCES**

1. Each congregation will be responsible for their own offerings, budgets, and accounting.
2. The pastor’s salary, benefits, and insurance are shared proportionately by St. John’s UCC (Schwarzwald) at 70% and St. Paul’s UCC at 30%.
3. In the event the Pastor will be gone, each congregation, with the help of the Pastor, can decide to choose their own supply pastor or coordinate one pulpit supply pastor to cover the necessary worship times. If special circumstances prevent the pastor from doing worship at only one of the churches, the church with the special circumstance will pay for the other church’s pulpit supply pastor.
4. Mileage is reimbursed as incurred at current IRS rates proportionally by St. John’s UCC (Schwarzwald) at 70% and St. Paul’s UCC at 30 %.
5. Continuing education is shared proportionally by St. John’s UCC (Schwarzwald) at 70% and St. Paul’s UCC at 30%.
6. If undesignated cash is received at joint services, such donations will be split with 70% going to St. John’s UCC (Schwarzwald) and 30% going to St. Paul’s UCC.
7. Business expenses are shared proportionally by St. John’s UCC (Schwarzwald) at 70% and St. Paul’s UCC at 30 % unless it pertains to only one church.
8. St. John’s UCC (Schwarzwald) will be the fiscal agent. The treasurer of St. John’s UCC (Schwarzwald) will invoice St. Paul’s UCC by the 15th of each month for the current month. St. Paul’s UCC will pay the invoice within five (5) business days.
9. Each year the Joint Council will agree on the compensation package of the pastor for the following year.

**THE SHARED MINISTRY COVENANT**

1. The Shared Ministry Covenant shall be approved by a ⅔ vote at an official congregational meeting of each congregation.
2. The Shared Ministry Covenant may be terminated at the request of either congregation with a minimum of a 60-day notice. The request would be accomplished by a ⅔ vote at an officially called meeting of the congregation that wishes to terminate the agreement. No such meeting will be held or vote taken without first consulting the Shared Ministry Advisory Team, the Joint Council, the Associate Conference Minister of the Wisconsin Conference United Church of Christ, and the pastor.
3. Proposed changes to the Shared Ministry Covenant will be presented by the Shared Ministry Advisory Team to the Joint Council. If approved by the Joint Council, the suggested changes are then brought before each congregation at an officially called congregational meeting. Changes to the Shared Ministry Covenant require a ⅔ approval vote of each congregation.

**SUMMARY**

We believe that the Church is more than our own congregations. Thus, we join hands together to give witness to Christ’s love and life-giving power for changed lives in our community, country, and world.

This Shared Ministry Covenant will be reviewed annually by the Joint Counciland represents our ideas for best practices for Shared Ministry as of today.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

St. Paul’s UCC Council President Date St. John’s UCC (Schwarzwald) Council President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wisconsin Conference Associate Conference Minister Date

Supporting Documents: St. John’s UCC and St. Paul’s UCC Pastor-Congregation Expectations

Worship Times and Special Services

**ST. JOHN’S UCC & ST. PAUL’S UCC**

**PASTOR/CONGREGATION EXPECTATIONS**

**PASTORAL STAFFING**

* The Pastor will be 70% time at St. John’s UCC and 30% time at St. Paul’s UCC.
* The Pastor will be responsible for the adjustments necessary to the daily/weekly/special demands on his/her time.

**WORSHIP**

* The Pastor will lead worship at St. John’s UCC and St. Paul’s UCC for all regularly scheduled and agreed upon special services.
* In the event the Pastor will be gone, each congregation, with the help of the Pastor, may decide to choose their own supply pastor or coordinate together for one supply pastor for both churches.
* Observing the tradition of the UCC, the Pastor’s consent shall be obtained for those filling the pulpit in her absence.

**SACRAMENTS, RITES, WEDDINGS, & FUNERALS**

* The Pastor will officiate at The Sacrament of Baptism, The Sacrament of Communion and The Rite of Confirmation at St. John’s UCC and St. Paul’s UCC.
* The Pastor will officiate at funerals for church members of St. John’s UCC and St Paul’s UCC.
* The Pastor will officiate at weddings for members of St. John’s UCC.
* As weddings are not generally covered with 30%-time ministry, members of St. Paul’s UCC who desire the Pastor to officiate at their wedding shall contract individually for the Pastor’s services. The cost of $300 shall be paid by St. Paul’s UCC which includes approximately 7 hours of pre-marital meetings, conducting the wedding rehearsal, and officiating at the wedding service. Should couples desire the Pastor’s presence at the wedding rehearsal dinner and/or wedding dinner, there shall be an additional fee of $100 paid by the couple.

**MEETINGS**

* The Pastor shall attend all Church Council meetings at St. John’s UCC and St. Paul’s UCC as well as Joint Council meetings, and Shared Ministry Advisory Team Meetings. It is the expectation of the Pastor that every attempt will be made to not schedule these meetings on his/her designated day off.
* The Pastor will attend all Congregational Meetings (Annual and Special) at St. John’s UCC and St. Paul’s UCC. In the event there is a conflict with the time of regular worship service for one church, the church holding the meeting shall pay for pulpit supply for the other church.
* At St. John’s UCC, the Pastor will attend the following meetings:
  + CHRISTIAN EDUCATION TEAM: The Pastor will attend at a minimum the Christian Education Team’s planning meeting in late summer. He/She shall be available to the group leadership to offer guidance.
  + OUTREACH TEAM: The Pastor will attend and lead the two or three planning meetings held throughout the year. He/She shall be available to the group leadership to offer guidance.
* At St. Paul’s UCC, the Pastor is not expected to attend any meetings other than Church Council. This is in agreement with 30%-time ministry. When a new Pastor is called, he/she will attend one meeting of the Women’s Fellowship and one meeting of the Mission Committee during the first six months to learn about the ministry of the church.

**FAITH FORMATION**

* The Pastor will lead the Confirmation program at St. John’s UCC. Youth from St. Paul’s UCC shall be invited to participate at St. John’s UCC. If there are no confirmands at St. John’s UCC (“gap years”), there will not be a confirmation class offered that year.
* The Pastor will offer periodic Adult Learning Opportunities and/or Mission/Service Opportunities for St. John’s UCC. St. Paul’s UCC shall be invited to participate.

**PASTORAL & SPIRITUAL CARE**

* At St. John’s UCC and St. Paul’s UCC, the Pastor will make quarterly visits to those who are homebound or who reside in nursing homes/assisted living facilities to offer home communion.
* Prior to a member of St. John’s UCC or St. Paul’s UCC having major surgery, the Pastor will visit with the family either in person or by phone for a pre-surgical prayer and pastoral care. After major surgery, the Pastor will visit either in person or by phone.
* At St. John’s UCC and St. Paul’s UCC, the Pastor shall be available for pastoral care to those who are grieving and going through major life transitions/crisis.
* Members shall not expect a pastoral visit for an uncomplicated birth of a baby; day surgeries; or routine surgeries such as tonsillectomies, appendectomies, kidney stone removal, or gall bladder removal.

**WIDER CHURCH ACTIVITES**

* The Pastor will represent St. John’s UCC and St. Paul’s UCC at the NEA Annual Meeting and the WI Conference Annual Meeting.
* Lay delegates from St. John’s UCC and St. Paul’s UCC shall represent their respective churches at the NEA Annual Meeting, the WI Conference Annual Meeting, Ecclesiastical Councils, Ordinations, and Installations as time allows.
* The Pastor may choose to be involved in area ecumenical clergy gatherings, lectionary study groups, etc. as he/she so desires.
* The Pastor shall maintain ongoing involvement in a COP (Communities of Practice) Group as organized by the Wisconsin Conference of the United Church of Christ.

**COMMUNITY ENGAGEMENT**

* The Pastor will help both churches continue their respective community involvement by offering guidance as needed. He/She will seek out and develop ways for St. John’s UCC and St. Paul’s UCC to do joint community engagement as opportunities arise.

**LEADERSHIP DEVELOPMENT**

* The Pastor will offer guidance to the leaders of St. John’s UCC and St. Paul’s UCC, and explore opportunities for continued leadership development.

**ADMINISTRATION**

* St. John’s UCC and St. Paul’s UCC shall provide adequate office space and equipment as to allow the Pastor to fulfill his/her duties effectively. Items included, but not limited to, are: office, desk and chair, computer, printer or WIFI linked copy machine, WIFI or appropriate internet access, phone or personal cell phone.

**FAITHFUL FINANCIAL DEVELOPMENT AND STEWARDSHIP**

* The Pastor will help St. John’s UCC and St. Paul’s UCC explore and develop appropriate stewardship options for their respective congregations.
* The Pastor will be involved in the budget process at St. John’s UCC and St. Paul’s UCC. He/She will help to develop the Narrative Budget at St. John’s UCC as time permits.

Revised by the Joint Councils 10-22-23

**WORSHIP TIMES AND SPECIAL SERVICES**

As we begin the Shared Ministry between St. Paul’s UCC and St. John’s UCC (Schwarzwald), we agree to the following worship times and special services.

In the future, necessary changes may be made through recommendations from the Shared Ministry Advisory Team and approved by both church councils as outlined in the Shared Ministry Covenant.

* Regular Sunday Worship at St. John’s UCC (Schwarzwald) will be at 8:30 a.m.
* Regular Sunday Worship at St. Paul’s UCC will be at 10:30 a.m.
* Ash Wednesday worship services will be conducted at both churches with one service at 5:30 pm and the other service at 7:30 p.m. In even numbered years St. John’s UCC (Schwarzwald) will have the earlier service time and St. Paul’s UCC will have the later service time. In odd numbered years St. Paul’s UCC will have the earlier service time and St. John’s UCC (Schwarzwald) will have the later service time.
* Joint Wednesday night Lenten services will be conducted at alternating churches. In even numbered years the first Wednesday night Lenten service will be at St. John’s UCC (Schwarzwald) and in odd numbered years the first Wednesday night Lenten service will be at St. Paul’s UCC. Services shall be held at 6:30 p.m. at both churches.
* Maundy Thursday worship service will be conducted at 7:00 p.m. at St. Paul’s UCC only.
* Good Friday worship service will be conducted at 6:30 p.m. at St. John’s (Schwarzwald) only.
* Christmas Eve worship service will be conducted at St. John’s UCC (Schwarzwald) at 5:30 pm and at St. Paul’s UCC at 7:30 pm.
* Christmas Day worship will be conducted at 8:30 a.m. at St. John’s UCC (Schwarzwald) only.

Revised 10-22-22