

**A COVENANT FOR MINISTRY BETWEEN**  
**CALVARY BAPTIST CHURCH and REV. GREG A. ROBERTSON**

**8/19/2012**

**THE PASTOR'S RESPONSIBILITY TO THE CHURCH**

1. To proclaim the gospel with the goal of reaching persons for Christ and fostering academic, emotional, social and spiritual growth.
2. To love and affirm persons and families within the fellowship without bias or prejudice.
3. To provide counseling to members and nonmembers, making referrals when appropriate, and to keep confidential such communications.
4. To serve as administrator of church programs and ministries by facilitating communications and recommending appropriate ministries/programs to the appropriate persons. To comply with the church Constitution and By-Laws in making decisions.
5. To work with committees, organizations and boards in the development and implementation of programs of ministry and mission. Chairpersons of committees, organizations and boards are to have the responsibility of their offices with the counsel of the pastor as desired or needed. All committees, organizations and boards are ultimately responsible to the church from which their authority is derived and their responsibilities defined.
6. To be ex officio member (defined as "by virtue of one's position or status") member of all committees including the personnel committee and deacon board. The pastor shall, as a member of said committees, offer expertise and advice but shall not be entitled to vote.
7. To give primary oversight and direct the church office, supervising other paid church staff, overseeing that the church calendar is maintained, preparing a weekly article for the church newsletter, representing the church to visitors and other persons who might come in contact with the church, advising other church members of information they need to carry out their duties as church officers, and serving in other reasonable activities relative to the church office.
8. To establish and announce the pastor's church office hours. Generally seek to maintain those office hours for the benefit of all church members and

the related business of the church; in times of absence, the church secretary should be informed as to how to contact the pastor.

9. To visit the sick, elderly and the bereaved and to maintain contact with the membership as a whole.
10. To be an encourager to persons, programs and ministries of the church family.
11. To be actively involved in the local community and supportive of the local Baptist association, the Baptist State Convention of North Carolina, the Cooperative Baptist Fellowship, the Southern Baptist Convention, and the denomination in its work and ministries.

### **THE CHURCH'S RESPONSIBILITY TO THE PASTOR**

1. To show sensitivity to the physical, spiritual and emotional needs of the pastor and family.
2. To pray for the pastor's ministry, affirm efforts and work with the pastor toward the end of accomplishing God's will in the church and the community.
3. To all the pastor full responsibility for the preaching program of the church with the privilege of calling on others for participation.
4. To all the pastor full responsibility for the administration of the ordinances of baptism and the Lord's Supper as shared in the fellowship and to receive new members and assist in their orientation.
5. To support the pastor in the church's preaching ministry and to cooperate with the pastor by suggesting programs and providing groups such as the deacons, to act as ministry providers.
6. To acknowledge that we are all imperfect human beings seeking to serve a perfect God.
7. To be willing to inform the pastor of misunderstandings so that wrongs may be righted.

### **WORKING GUIDELINES**

1. A call to serve as pastor will also include a signed covenant agreement that has been furnished to every member and signed by the deacon chairman (this was done in 2012 and the signed original is with the church clerk).
2. The church shall be responsible for insurance on contents of the pastor's study at the church and malpractice insurance as appropriate
3. The church will provide the pastor with appropriate technological resources to facilitate his ministry.

4. The pastor selection committee will meet with the pastor quarterly for evaluation and feedback during the first year of service.
5. This covenant agreement shall be reviewed annually with the church personnel committee and renegotiated as necessary. The pastor and congregation must concur on any changes.

## **EMPLOYMENT GUIDELINES**

1. The pastor is directly responsible to the congregation in the performance of ministry. The pastor shall meet annually with the personnel committee of the church for review and evaluation of ministry. The pastor, with the deacons, oversee the pastoral care and nurture of the church members and provide for a continuing, diversified program of ministries among the members.
2. The pastor is asked as a courtesy to always assure that a church leader or the secretary can reach the pastor in case of an emergency.
3. The pastor is expected to give the church forty hours of his time during the week and to be on call for emergencies twenty-four hours per day, seven days a week.
4. If the pastor is to be away for more than twenty-four hours, church leaders should be told how to reach the pastor, or the pastor should provide a plan for a qualified person to service during the absence.
5. The pastor will give the deacons a monthly report on visits, membership and personal needs, and church activities. After particularly strenuous times that demand excessive work hours during the church year, the pastor is encouraged to take time off for rest and relaxation.
6. The pastor will be allowed three weeks of vacation per year, including three Sundays.
7. The pastor is allowed twelve days per year as sick leave with full salary and benefits. For prolonged illness, continued payment will be at the discretion of the church.
8. The pastor is allowed two weeks per year for revivals or continuing education; the latter may be paid from convention funds.
9. The church will provide the pulpit supply in case of illness, bereavement and vacation. The pastor is responsible for the supply when preaching in revival elsewhere.

## **EMPLOYMENT GUIDELINES**

1. The church agrees to pay for all moving expenses incurred, including a mover of the pastor's choice. The pastor shall obtain at least two competitive bids for this expense.
2. The church agrees to allow the pastor to use the church-owned parsonage. A utility allowance will be paid to the pastor on a monthly basis. The parsonage and grounds will be maintained by the church.
3. Regular pay periods will fall on the fifteenth day of each month.
4. A separate financial package for the pastor will be presented at the time of call and will be reviewed annually by the personnel committee and given to the finance committee for inclusion in the annual church budget.

Signatures on file with the clerk of the church. Original document signed on  
August 19, 2012 by Greg Robertson and Stan Allen.