**Virtual Ministry Considerations**

***Make sure to adjust:***

* This agreement is between (Congregation) and (Minister) with actual names of parties involved
* The congregation and minister agree that the minister is employed at \_\_\_\_% of full-time ministry
* Using the standard settled ministry contract at www.uua.org/transitions, change all references from settled to contract ministry, and remove the section on sabbatical (you can find an editable Word version on the website page)
* Pro-rate all leave time to align with the correct percentage of ministry
* If less than 750 hours/year, the health insurance plan is not an option (15 hours/week)

***Make sure to include:***

* Given the nature of the ministry being virtual (or mostly virtual) and being contracted at \_\_\_%,

these are the agreed upon responsibilities of the minister:

1. Preaching (34-36 times is considered full time ministry; pro-rate accordingly or reprioritize fairly)
2. Pastoral care done virtually and/or by phone
3. Attendance and report at Board meetings

Other duties can be added to the list (for example: staff supervision, committee meeting work, adult religious education) but should be commensurate with the percentage of time.

The minister and congregation can agree for some time with the minister on-site if the situation allows and should be negotiated well in advance. Travel and lodging should be considered as additional salary for the minister, though the minister is expected to be mindful of congregational budgets and the congregation should adjust for the additional taxes a minister would then pay.

If the situation is an emergency, then the congregation should pay all travel costs.

 ***Make sure to confirm:***

* Percentage of retirement contributions match other employees (federal law)
* Money that is not salary is set aside for the Self-Employment tax (In Lieu of FICA)