

Covenant of Understanding

The *Covenant* form is started from the Worksheet form.

- 1 Select the correct *Guidelines*.
- 2 Select the correct *profile*.
- 3 Click on *Covenant* to open the form.

The screenshot shows a software window titled "MC USA Pastoral Salary Guidelines Worksheet". At the top, it displays "Selected Profile: [Pastor, Rev.] [Sample Mennonite Church] [2005-2006] [\$68,000]". Below this are tabs for "Names", "Profiles", "Education", "Resp/Geo", "FTE/Guide", "Adjust", "Benefits", "Expenses", and "Summary". A section titled "Highlight the correct Guidelines" contains a dropdown menu with "2005-2006" selected. To the right, a "Profiles" table is shown with the following data:

Name	Congregation	City
Pastor, Rev.	Sample Mennonite Church	Eatmore

Buttons for "Add Profile", "Delete Profile", "Copy Existing Profile", "Export Profile", "Compare Profiles", and "Import Profile" are visible. At the bottom, there are buttons for "Help", "Covenant", "Report", and "Cancel".

Much of the information in the *Covenant* form comes from the *Worksheet* and can only be modified in the *Worksheet* form. These fields are gray.

- 4 Other fields need to be filled out.

The screenshot shows a software window titled "MC USA Covenant of Understanding" at "Step 1" of a 10-step process. It contains the following text: "Instructions: Enter information in white fields as needed for all steps. Then *Print Covenant*." Below this, there are fields for "A covenant between [Rev. Pastor] and [Sample Mennonite Church], [Balance] [USD]". A callout 4 points to the "Balance" field. Further down, there are fields for "Position and period of effectiveness" with values like "Pastor", "100.0%", and dates "1/1/2005" and "12/31/2006". Buttons for "Help", "Export to Text", "Print Covenant", and "Cancel" are at the bottom.

- 5 Choose one of the options for the *Term* of the pastor and fill in the blanks.
- 6 Fill in the amount of salary designated as *housing allowance*.

The screenshot shows the "MC USA Covenant of Understanding" window at "Step 3". It asks the user to "Pick one of the following options:" and provides two radio button options for the pastor's term. The first option is selected: "Term. The pastor's term shall be [3] years, the initial term beginning [1/1/2004] with additional terms, the current one of which ends on [12/31/2006]. Each term shall be reviewed by the [Church Council] or its designated representatives at least six months prior to the ending date, and is subject to renewal by [66.7%] vote for approval of the congregation (at least ninety days before the ending date)." A callout 5 points to this radio button. The second option is "Term. The pastor's term shall be open-ended with regular annual reviews by the [Church Council] or its designated representatives. A vote by the congregation on the pastor's continuing ministry can be taken only after a motion to that effect has been approved by a simple majority of the votes cast. The following vote on the pastor's continuing employment shall require [66.7%] of the vote cast for approval." Below these options, there is a field for "Salary" with the value "\$50,704.00". A callout 6 points to this field. Buttons for "Help", "Export to Text", "Print Covenant", and "Cancel" are at the bottom.

(More follows on next page...)

- 7 Check if **Parsonage provided**. Then fill in the other options and blanks. Otherwise, move to next step.

- 8 Fill in **sick** days per month and possible **accumulation**.

- 9 Fill in **vacation** days.

- 10 Fill in **continuing education** days.

- 11 All of **Step 6** comes from the **Worksheet**

12 The *Social Security* option is controlled on the Worksheet.

13 Check if a *Sabbatical* is provided.

14 Fill in who should be notified if there is a *resignation*.

15 Add an *optional heading* and contents for something unique to your congregation as needed.

16 Fill in any information about *signatures* on the covenant.

17 Two options are available for printing. *Export to Text* if additional modification is needed to the Covenant. Otherwise, click on *Print Covenant*.

- 18 View the *Covenant of Understanding* generated by the software. (Only a portion is shown here.)

