

Letter of Call and Ministry Agreement

April 14, 2017

The Reverend Angela Herrera
1304 Richmond Drive N.E.
Albuquerque, NM 87106

Dear Rev. Herrera,

The ministerial agreement points to a religious engagement characterized by collegial partnership for the common good of the congregation, its members, the community beyond the congregation, and Unitarian Universalism. The agreement reflects an understanding of the ministry as a *calling to be witnessed to*, not solely a job to be performed. Its primary characteristics are *trust* and *mutuality*. The minister is understood to be a professional serving *with* the people of the congregation to further the purposes of the congregation's ministries.

The intention of this Agreement is to set forth the responsibilities and obligations of the Senior Minister to the Congregation and of the Congregation to the Senior Minister as we seek to dwell together in peace, to seek the truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Senior Minister must be grounded in open communication, mutual trust, good faith, and in open and fair process on both sides.



The First Unitarian church of Albuquerque New Mexico, hereinafter the Congregation, and the Reverend Angela Herrera, hereinafter the Senior Minister, jointly enter into this Letter of Call and Ministry Agreement, hereinafter the Agreement, effective September 1, 2017.

Church By-laws and Policy Manual

First Unitarian is classified a *large congregation* and as such, has developed and follows a shared governance structure. The ministry, spiritual leadership, program development, planning, strategies, and work of the Senior Minister and all other elected, appointed, hired, and volunteer governing, managing and oversight committees, teams, councils, and individuals shall be guided by the church's By-laws and its Board and Congregation Policy Manual, hereinafter referred to as *By-laws and Policy Manual*.

A. Rights of the Senior Minister

The Senior Minister:

- will have Freedom of the Pulpit;
- will have Intellectual Property rights: all notes, research, sermons, and other products of the Senior Minister's work shall be the sole property of the Senior Minister.

- leads and directs the spiritual, programmatic, administrative, and caring work of the Church in her role as *Head of Staff*; and
- is delegated the authority and responsibility to make all operational decisions, adopt administrative policies, and allocate Congregational resources except as specifically limited by the By-laws or Policy Manual.

B. Responsibilities of the Senior Minister

- **MINISTRY AND PROGRAMS**

First Unitarian's programs and ministries are set down in its Policy Manual and currently include six areas:

- Worship and Spiritual
- Religious Education
- Social Justice
- Adult Programs
- Caring Community
- Social/Community Building

The Senior Minister will ensure that all programs and ministries support the church's mission covenant and are consistent with the Purposes and Principles of the UUA.

Additionally, the Senior Minister will determine that each program is currently within the capacity and priorities of the congregation.

- **LEADERSHIP AND GOVERNANCE**

- The Senior Minister:
 - serves as an ex-officio, non-voting member of the Board of Directors;
 - will meet annually with the Board of Directors in a retreat to set leadership goals for the coming year;
 - is responsible for the care of persons, staff, and church resources;
 - is responsible for the church's financial management in coordination with the Board, the Endowment Committee, and the Financial Review Committee;
 - is accountable to the Board of Directors for her duties and responsibilities as outlined in this Agreement; and
 - is encouraged to act in the community beyond the Congregation on behalf of liberal religious values.

- **ADMINISTRATIVE MANAGEMENT**

The Senior Minister serves as *Head of Staff* for the operations of the church. Head of Staff duties will include:

- Administrative Policy
 - Ensure adherence by Staff to established policies and practices
 - Establish and revise administrative policies, as needed
- Staff Management
 - Recruit, hire, train, and maintain an effective Staff
 - Develop and conduct/oversee a constructive evaluation system for Staff

- Develop and maintain an effective working relationship with the church's Personnel Committee
 - Manage revisions to the Personnel Manual, as needed
- Financial Management

The Senior Minister is accountable for the financial performance and condition of the church including the planning, budget, and management of the Church's financial and capital resources. These responsibilities are detailed in the By-laws and Policy Manual and include:

 - Financial principles and processes
 - Budget preparation
 - Staff compensation and benefits
 - Asset protection
 - Procurement
 - Records privacy and maintenance
- Facilities Management including:
 - Safety and security
 - Access to premises
 - Maintenance (short and long-term)
 - Rental program management

C. Tenure

The tenure of this Agreement is indefinite. It will continue until the Senior Minister provides the Congregation with at least ninety days' notice of intent to resign or retire or until the Congregation provides the Senior Minister with at least ninety days' notice of intent to dismiss or until the long-term disability or death of the Senior Minister.

D. Code of Conduct

The Senior Minister agrees to abide by the Code of Conduct of the Unitarian Universalist Ministers Association as well as by conduct clauses contained in the church's By-laws and Policy Manual.

E. Performance Review

On an annual basis, the Board of Directors will prepare and conduct a review of the Senior Minister's performance.

F. Compensation

The Congregation will provide annual Compensation to the Senior Minister in the amount of **\$104,500**. Compensation includes both Salary and a Housing Allowance. The Senior Minister may request what portion of the compensation will be designated as Housing Allowance.

The Board of Directors will review the Senior Minister's compensation annually and recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation.

G. Professional Expenses

Professional expenses are reimbursable up to an amount equal to 10 percent of Compensation. The Congregation will reimburse such expenses at the maximum rate allowed by tax laws.

H. Benefits

- FICA (in lieu of employer's contribution): 7.65 percent of compensation.
- Retirement Plan contribution: 12.00 percent of compensation.
- Medical Insurance contribution: up to \$4,000 annually.
- Disability and Life Insurance contribution: 100% of premium.

I. Professional and Vacation Leave

SABBATICAL LEAVE

- Leave accrual is at the rate of one month per year of service
- Full compensation and benefits will be paid during sabbatical leave
- Approval: by the Board of Directors at least one year in advance
- Accrued but unused leave is not compensable at termination

STUDY LEAVE

- Leave accrual is at the rate of one month per year of service
- The minister's status shall be "on call" in case of a church emergency.
- Accrued but unused leave is not compensable at termination

DENOMINATIONAL SERVICE LEAVE

- Leave of up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, Mountain Desert District, and Unitarian Universalist Association functions.

VACATION LEAVE

- Leave accrual is at the rate of one month per year of service.

J. Other Paid and Unpaid Leave

Except for Professional Leave (see above), the Senior Minister will negotiate with the Board of Directors for accrual and use of all other paid and unpaid leave (such as sick leave, Holidays, short and long-term disability, bereavement leave, jury duty, etc.) The negotiation will be guided by current practices as described in the Church's Personnel Manual.

K. Dismissal

The Senior Minister may be dismissed by a vote of the Congregation at a Special Meeting as prescribed in the Church's By-laws.

L. Amendments to this Agreement

- The terms of this Agreement may be changed by mutual consent of the Senior Minister and the Board of Directors except changes that increase the Total Cost of Ministry.
- This Agreement is subject to the laws of the State of New Mexico and the bylaws and policies of the Congregation.
- This Agreement will be reviewed by the Board of Directors at least every three years.
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Agreement Signatures

Conditions of Offer

This Agreement represents an official offer to the Reverend Angela Herrera by the Congregation, effective on September 1, 2017. The following conditions must be met for the offer to become final.

- Completion of a criminal record background check and reference checks satisfactory to the Board of Directors.
- Acceptance of this offer by the Senior Minister
- Calling of the Senior Minister by the Congregation
- Acceptance by the Senior Minister of the call

1. Approval of Conditions of Offer

Signature for the Congregation:

Larry Alej, President, Board of Directors

Date

Candidate Signature: By signing below, I agree to the terms and conditions of this offer.

Reverend Angela Herrera

Date

2. Completion of the Congregation's Call

Signature for the Congregation:

Larry Alej, President, Board of Directors

May 7, 2017

Date Call Extended

By signing below, I accept the call of the Congregation:

Reverend Angela Herrera

Date Call Accepted

cc:

District Executive Ministerial Transitions Director

Larry Alej, President, Board of Directors

Paul Browne, Director of Finance and Operations, First Unitarian