

# Pastoral Fellowship Program



*To provide personalized hands on training and experience for seminary graduates desiring to further develop their ministry aptitude, gifts, and sense of calling*

## Timeline

Application Deadline	March 1
Hire Date	April 1
Start Date	August 1

## About the Pastoral Fellowship Program

- The Fellowship exists to provide personalized hands on training and experience for seminary graduates desiring to further develop their ministry aptitude, gifts, and sense of calling
- Pastoral Fellows will work closely with and support the ministry staff, especially the pastoral staff, in their ministerial duties, all to the promotion of the vision and mission of the church
- URC will invest in this young man and his family assisting in their preparation for full time pastoral ministry
- Fellowships are full-time with benefits, with the majority of the funds provided through URC's Pastoral Fellowship Fund, and remaining funds provided through fundraising<sup>1</sup>
- Fellowships generally last for 1-2 years
- Each Fellow will receive help and assistance in finding a suitable call upon the completion of their fellowship.

## Application & Hiring Process

### Application Process:

- A resume and a completed application form to URC's Assistant Pastor, Nate Groelsema (nate@urcstaff.org)
- Four references are required for every application, all to be emailed directly from the reference to the Assistant Pastor
  1. **Pastoral reference:** Should be written by a pastor or elder of the church the applicant is currently attending. This reference should include information related to the applicant's gifting for pastoral ministry, comment upon the applicant's maturity and character, and describe the applicant's participation in the local church.
  2. **Professor reference:** Should be written by a current or recent seminary professor familiar with your academic and theological experience
  3. **Personal reference:** Should be written by a personal friend, who can attest to the applicant's character, gifts, and abilities.
  4. **Co-laborer reference:** Should be written by a co-laborer in a ministry which the applicant has served in. This reference should comment on what they have observed to be the strengths and weaknesses of the applicant in ministry.

### Hiring Process:

- The interview team will review applications, determine potential candidates for interviews, conduct the interviews, and make recommendations to the Executive Committee (ExComm)
- ExComm will then review and approve who should be offered a Fellowship.
- The interview team will contact the candidates approved by ExComm by April 1.

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<sup>1</sup> See page 3 for details

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<i>Qualifications</i>	<p>An evident love for Christ, for His Word, and for His people</p> <p>An ability to work well with others</p> <p>A desire to pursue full-time pastoral ministry</p> <p>A vibrant personal holiness</p> <p>General agreement with URC's confession of faith and the Reformed confessions to which it holds</p> <p>A Masters of Divinity (M.Div.) or above degree</p>
<i>Attendance commitments</i>	<p>Morning and evening worship at URC</p> <p>URC staff/prayer meetings</p> <p>Staff book discussions</p> <p>Tuesday morning prayer (7:00-7:30am)</p> <p>Training seminars</p>
<i>Other commitments</i>	<p>Adherence to the URC Staff Handbook</p> <p>Membership at URC</p> <p>Participation in a Growth Group</p> <p>Other commitments as described in the Job Description</p>

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## Job Description

**Job Title:** *Pastoral Fellow*

**Reporting to:** *Assistant Pastor*

**Classification:** *Full-time, Regular, Salaried, Program Ministry*

**Supervision of:** *N/A*

**Purpose of the Position:** To work closely with and support the ministry staff, especially the pastoral staff, in their ministerial duties, all to the promotion of the vision and mission of the church. Also, to work toward developing, testing, and refining pastoral giftedness through hands-on ministry experience.

### Essential Responsibilities:

	Description	% of Time
1	Pastoral responsibilities <ul style="list-style-type: none"><li>a. Fulfill normative pastoral duties including counseling, discipleship, hospital visitation, etc., as well as other responsibilities assigned by the pastors</li><li>b. Attend Session and any other leadership meetings</li><li>c. Faithfully engage in preaching and teaching as needed</li></ul>	30%
2	Ministry responsibilities <ul style="list-style-type: none"><li>a. Maintain personal discipleship relationships</li><li>b. Start and support Bible studies and other fellowship groups as assigned</li><li>c. Supporting campus and international ministry staff in outreach and discipleship efforts</li></ul>	30%
3	URC staff time, admin, and church-related functions <ul style="list-style-type: none"><li>a. Staff prayer times and book discussions</li><li>b. Meetings with Assistant Pastor and others</li><li>c. Intern and fellowship training seminars</li><li>d. Maintain adequate financial support requirements</li></ul>	30%
4	Church and Presbytery responsibilities <ul style="list-style-type: none"><li>a. Attend presbytery meetings and pursue ordination</li><li>b. Attend URC services and provide support as needed</li><li>c. Participate in a Growth Group and lead as needed</li><li>d. Various other tasks and responsibilities as assigned by the Executive Director or Senior Pastor</li></ul>	10%

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## Fundraising Guidelines

- The Pastoral Fellow is a position that is funded primarily through URC's Pastoral Fellowship Fund and is supplemented by fundraising (the amount of which is designated by ExComm depending on various factors)
- All monies raised are for the general Pastoral Fellowship program, though individual donors and churches may be contributing to that program for a specific Fellow
- All excess or leftover monies at the end of a Fellow's employment will remain in the Pastoral Fellowship Fund to be used for like-purposes in the future (URC is not allowed to refund charitable contributions)
- URC will train the approved Fellows in fundraising after the hire date
- Support requirements by **May 31**:
  - A Fellow must demonstrate the ability to raise support by having 50% of the support raising goal pledged
  - If the potential Fellow does not reach this goal by this date, they will be asked to withdraw from the program unless an extension is granted by ExComm
- Support requirements by **August 1**:
  - 100% of their support raised
  - At least 25% of their annual support goal in their account before starting
  - If a Fellow has not reached 100% by this date, ExComm may allow for additional time
- Support raising funds must include donations from at least five different supporters
- If at any point during the program a Fellow's support pledges fall below 90% or their support account balance drops below \$1,500, the Fellow will be required to set aside time to raise more support
- All fundraising communication to actual or potential supporters must include this language:

*All contributions made to support University Reformed Church (URC) are tax deductible. To comply with IRS regulations, all donations go toward the overall financial support of URC, not an individual person. Donations made to URC on behalf of specific individuals cannot be returned if the individuals lose their financial connection to URC, and any gift amounts remaining will be used to further the ministry of URC. URC endeavors to use all gifts where intended, but has complete discretion and control over the use of all donated funds. The donor has not received any tangible goods or services for this contribution.*

# Pastoral Fellowship Program



## Compensation Package Options

### **A. Single Package**

Salary:	\$35,000
FICA:	\$ 2,678
Insurance:	\$ 4,356 <sup>1</sup> → medical = \$325 x 12 mos., dental = \$38 x 12 mos.
HSA Allowance:	\$ 1,500*
Administrative Costs:	\$ 500
Cell Phone Stipend	\$ 500
Professional Expense:	\$ 1,000
Professional Development:	\$ 1,200
	\$46,134 (\$40,278 w/out insurance & HSA Allowance)

<sup>1</sup>approximate, based upon a single individual. This amount may change slightly when actual coverage is selected. A fellow may opt out and would not need to raise this amount.

### **B. Married Package**

Salary:	\$45,000
FICA:	\$ 3,443
Insurance:	\$ 8,652 <sup>2</sup> → medical = \$650 x 12 mos., dental = \$71 x 12 mos.
HSA Allowance :	\$ 3,000*
Administrative Costs:	\$ 500
Cell Phone Stipend	\$ 500
Professional Expense:	\$ 1,000
Professional Development:	\$ 1,200
	\$62,695 (\$51,043 w/out insurance & HSA Allowance)

<sup>2</sup>approximate, based upon a married couple 21-24 yrs old with no children. This amount may change slightly when actual coverage is selected. A fellow may opt out and would not need to raise this amount.

### **C. Opt-out**

You may opt out if you have health insurance through some other means

\*Available upon request and in conjunction with our health plan. Any unused portion of HSA Allowance at the end training program year will be forfeit.

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I am electing to raise support for option: ☐ A

☐ B

☐ C

I, \_\_\_\_\_, understand and consent to this fundraising policy.  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)