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3 **2018 MINIMUM FINANCIAL TERMS OF CALL**

4
5 **Including Terms of Call Calculations and Reporting**

6
7 For PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS
8 and
9 CERTIFIED CHRISTIAN EDUCATORS
10

11
12 The Presbytery of the Peaks
13 of The Synod of the Mid-Atlantic
14 of The Presbyterian Church (USA)
15

16 Approved by Presbytery at its Nov 16, 2017 Meeting
17 To be posted on the Peaks Presbytery website
18

19 **Notes:**

- 20
- 21 1. Changes in the minimum terms for 2018 include an increase in minimum cash salary
22 (excluding housing allowance and manse rental value) from \$33,213 to 33,751. This is
23 applicable to pastors living in a manse or living in a non-church owned residence.

 - 24 2. For 2018 the Board of Pensions (BOP) will continue to offer one medical coverage rate
25 billed at 25% of effective salary (an increase of 0.5% over 2017). This provides full
26 medical coverage for spouses and all family members. The minimum basis for effective
27 salary for medical coverage remains at \$44,000 for 2018. Total 2018 BOP dues for
28 medical, pension, and death/ disability insurance will increase to 37%.
29

 - 30 3. Important Revisions have also been made to this document in several places due to the
31 Board of Pensions changes in terms of call reporting. Beginning in November 2016,
32 Benefits Connect – the BOP internet on-line system - must be utilized to establish terms
33 of call information for new pastors or change information for existing pastors.
34

 - 35 4. IRS increase to minister mileage reimbursement effective Jan. 1, 2018. New mileage
36 rate for 2018 is 54.5 cents per mile.
37

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2018 Minimum Terms of Call Overview

The following terms of call information has been prepared by the Committee on Ministry (COM) to assist pastors, church sessions, treasurers, and particularly Pastor Nominating Committees in the proper calculation and application of call terms principally for new pastors called to installed positions in Peaks Presbytery. These minimum terms should also be considered for non-installed pastor calls where possible including temporary pastoral calls and validated ministries.

The Committee strongly recommends that all calls should be prayerfully considered as a covenant between the pastor and church rather than a contract consisting mainly of financial standards. Please refer to the next page regarding the importance of a covenantal relationship between a pastor and their church.

In order to understand how terms of call are calculated including Board of Pension dues a complete review of the information included here is needed. Information regarding terms of call components are found in the pages 5-9 and in the examples and worksheets on pages 10-17.

Changes in the minimum terms for 2018 include an increase in minimum cash salary (excluding housing allowance and manse rental value) from \$33,213 to \$33,751. This increase of \$538 was recommended by the COM noting that, over the past twelve years minimum terms have not kept pace with inflation and also continue to be below terms offered by several comparable Presbyteries near Peaks Presbytery. The increase represents an increase of slightly less than 1% in overall costs to a church calling a pastor whose terms include pastor provided housing and slightly more than 1% in overall costs to a church calling a pastor where the church provides a manse.

Effective January 1, 2017 the Board of Pensions elected to restore call neutrality whereby churches calling single pastors or pastors with spouses and/or families will now pay the same medical coverage dues. Pastor only medical coverage and the optional family medical coverage were eliminated in 2017. For 2018 the Board of Pensions will continue to offer one medical coverage rate billed at 25% of effective salary (an increase of 0.5% over 2017). This provides full medical coverage for spouses and all family members. The minimum basis for effective salary for medical coverage remains at \$44,000 for 2018. For 2018 the BOP effective salary rates for pension (11%) and disability (1%) are unchanged bringing the total BOP dues to 37% of effective salary for Basic benefit coverage.

COM continues to review and approve all calls to pastors for both installed and uninstalled positions for accuracy and adequacy. This includes all new calls which are to be reviewed by COM and by the annual report of pastors in existing called positions (required in the PC USA book of order) via an annual call review with the congregation and report to the Presbytery found on pages 19-21.

Annual changes may be proposed in minimum terms by COM, however, COM suggests terms of call changes for pastors should not be dependent on these annual recommendations, regardless if an increase in the minimum terms is recommended or not. Terms of call changes for pastors are suggested based on the aforementioned covenant relationship and should reflect the growth of a pastor in serving the Lord and their congregation.

Part-time call terms provided by churches are available in calling pastors to installed calls as well as temporary, or validated ministries. Information has been provided on Part-time calls on pages 13 and in call examples #4 and #5 (page 16) and call examples #9 and #10. COM requires that all part-time calls be reviewed with COM before these terms are offered to a pastor.

137 **THE BASIS OF TERMS OF CALL: THE COVENANTAL RELATIONSHIP**
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139 Why do we have Minimum Terms of Call, and why do congregations vote on Terms of Call but not on
140 other parts of the budget? The fundamental idea behind the answer to this question is the covenantal
141 relationship between the congregation and the pastor.

142 A covenant is different from a contract in that the well-being of each party is a primary concern of the
143 other party. We call marriage a covenant because the welfare of the wife is as important to the husband as his
144 own welfare and vice versa. Parties in a covenant are motivated by a genuine desire for the best for the other
145 person(s) and for their relationship.

146 By contrast, contracts are essentially arrangements between parties for the sake of mutual self-interest.
147 A buyer and seller contract for the delivery of a product, and the welfare of the seller is not a fundamental
148 concern of the buyer. The other party in a contract is a means to an end; in a covenant, each party views the
149 welfare of the other as an end in itself.

150 Pastors and congregations thrive when their relationship is understood as a covenant, not a contract. In
151 their covenant, the pastor strives for the well-being of the congregation, and the congregations strives the well-
152 being of the pastor. Each serves and provides for the other. Pastors appreciate being well-compensated, but
153 they do not seek to get as much as they possibly can from the church. Churches need to be good stewards of
154 finances, but they do not seek to pay the pastor as little as possible. And each side appreciates the mutual
155 commitment to their relationship. Thus, many non-installed pastors and congregations using a formal contract
156 nevertheless develop their financial relationship covenantally.

157 These Minimum Terms of Call have been developed in order to promote the covenantal relationship
158 between pastors and congregations. They serve to identify the best interests of both parties so that pastors
159 and congregations can have the clarity and guidance needed for healthy, long-term pastorates. Pastors are
160 like everyone else in the church – they have bills to pay and personal and familial responsibilities. They accept
161 the fact that pastoral ministry is likely to pay them a lot less than many other professions. And pastors
162 understand their church budgets, and they understand that every dollar spent on their compensation package
163 could go to another part of the life of the church. A pastor who feels well cared for by a congregation is much
164 more likely to serve more diligently and gratefully, and they are likely to serve that congregation for a longer
165 period of time. A congregation caring for its pastor is likely to feel grateful for the pastor – and thus their
166 covenant is grounded in gratitude for each other, not in resentment about the amount of money changing
167 hands.

168 Although these Minimum Terms of Call speak of dollars and complicated requirements, the Committee
169 on Ministry hopes that congregations and pastors will view them as guidelines for giving thanks to God for an
170 important, life-giving relationship.
171

172
173 **BACKGROUND FOR MINIMUM TERMS OF CALL**
174

175 1) The Presbytery of the Peaks Minimum Terms of Call procedures have been prepared to explain, in
176 some detail, most of the information required to establish threshold levels of compensation and benefits for
177 pastors and certified Christain Educators employed by churches within the Presbytery and also by the
178 Presbytery itself. The basic use of computer and internet resources is increasingly important to have timely
179 access to updates involving the terms of call, particularly the Board of Pensions medical plan, and other
180 changes that have been implemented or proposed. Sessions, treasurers, and ministers are urged to use the
181 Board of Pensions website (www.pensions.org) for detailed information and assistance regarding effective
182 salary calculations and pension dues calculations. The Peaks Presbytery website also serves as a resource:
183 <http://www.peakspresbytery.org/> The 2018 minimum terms of call and other information can be found on the
184 presbytery website along with additional information and updates regarding terms of call.
185

186 2) The Calls and Pensions Workgroup of the Presbytery Committee on Mininstry reviews the
187 MimimumTerms of Call compensation and benefits levels each year. This Workgroup researches and reviews
188 several indicators to make an annual recommendation for changes in terms of call components.
189 This includes the following: 1. Consumer Price Index (CPI) information over the most current one year
190 period. 2. Median salary data for PCUSA ministers as calculated by the Board of Pensions. 3. Average
191 annual salary of ministers in comparable Presbyteries. 4. Annual analysis of terms of call compensation and

192 benefits provided by comparable Presbyteries. 5. Other changes in terms of call including medical plan
193 benefits provided by the Board of Pensions (BOP). 6. Review of the history of increases to the minimum terms
194 of call and consideration of the frequency of increases (at least every two to three years) to keep pace with
195 inflation and also with improvements made by other presbyteries.

196 **A summary of this information for 2018 is as follows:**

- 197 1. The CPI shows an increase of 2.2% from May 1, 2016 to April 30, 2017 (the latest information available when
198 the 2018 minimum terms of call were initially prepared as of June 1, 2017)
- 199 2. The median annual effective salary for PCUSA ministers as calculated by the Board of Pensions (BOP) will
200 increase by 1.2% from \$57,300 in 2017 to \$58,000 in 2018. For BOP details refer to the website at
201 www.pensions.org
- 202 3. Peaks Presbytery ranked sixth in average annual pastor effective salary (\$54,251) in relation to seven other
203 comparable presbyteries (most are also in the Synod of the Mid-Atlantic) in 2016. Average annual pastor
204 salary for 2017 for the Synod of the Mid-Atlantic was \$65,719 (an increase of 1.25% over 2016) and was
205 \$64,015 for all pastors in the PCUSA in 2017 (an increase of 1.4% over 2016.)
- 206 4. An annual analysis of compensation and benefits with nine other comparable presbyteries of the Synod of
207 the Mid-Atlantic prepared in February 2017 indicates in regard to minimum 2017 cash salary levels for pastors
208 providing their housing and those living in a manse, Peaks ranks 6th and 7th respectively.
- 209 5. The Board of Pensions re-established call neutrality in 2017. Call neutrality means that calls to all pastors
210 will require that churches pay the same rate for medical coverage regardless of the marital status of the
211 pastor. In 2018 Churches will be billed for Basic medical plan coverage at 25.0% % of BOP effective salary
212 Pastor only medical coverage and the optional family medical coverage rates were eliminated. Basic medical
213 coverage will now provide full coverage for the pastor, spouse and all family members. The basis for medical
214 coverage will remain at \$44,000 of effective salary for 2018. The total billing rate for Basic BOP benefits
215 coverage has increased to 37% of BOP effective salary for 2018

216
217 3) Ministers' minimum cash compensation was revised in 2013 from \$30,620 (as it was from 2009
218 through 2012) to \$32,000. In 2014 the minimum terms were not revised. In 2015 the minimum cash terms
219 were again increased from \$32,000 to \$32,675. In 2016 minimum cash terms were not revised. In 2017 the
220 minimum csh terms were increased from \$32,675 to \$33,213. **In view of the above data the Committee on**
221 **Ministry recommended and the Presbytery of the Peaks approved at its November 16, 2017 meeting a**
222 **modest increase to installed Ministers Minimum cash compensation for 2018 above the 2017 level.**
223 **Including SECA allowance but excluding housing allowance the 2018 minimum financial terms are**
224 **proposed increased by \$538 from \$33,213 to \$33,751 for churches providing a manse or for churches**
225 **without a manse where pastors provide their housing.** These minimum terms of call also include housing,
226 benefits and other expenses paid for by the church. Certified Christian Educator's minimum compensation is
227 to remain at \$38,500 again for 2018. This is expected to be commensurate with that of similarly educated
228 professional teachers and ministers residing in the vicinity of the calling church.
229 **Note:** For 2018 the Presbytery of the Peaks 3-page annual reporting form for terms of call (pages 19-21) has
230 been revised to reflect the BOP medical dues increase to 25% of effective salary. This report continues to
231 reflect Board of Pension 2017 action to restore call neutrality and provide full pastor and family medical
232 coverage to all calls. Information regarding pastors continuing education / study leave utilization continues to
233 be requested to aid the Committee on Ministry in pastoral leadership development. Also several examples of
234 terms of call calculations and worksheets have been updated to assist churches in properly reporting terms of
235 call components to the Board of Pensions.

236
237 It is important to have ministers and educators with skills, training and dedication to ministry serving the
238 churches within the presbytery. As one part of the process to ensure this availability and in line with the Book
239 of Order (G-2.0804 and G3.0303c), the Presbytery of the Peaks annually establishes minimum financial terms
240 of call between churches and ministers and between churches and Certified Christian Educators. With
241 increased experience, more effective ministry and/or greater responsibility, it is appropriate for compensation
242 to exceed the minimum.

243
244 The minimum is the same for each ordained and installed minister or associate minister. The minimum for a
245 Certified Christian Educator necessarily reflects the lay status of the educator both in respect of church law and
246 civil law. The Certified Christian Educator minimum is intended to approximate the minimum for ordained
247 clergy. Please refer to the Board of Pension's booklet *Understanding Effective Salary* and the Board's website
248 www.pensions.org for information and help regarding calculations of BOP dues.

REVIEW PROCEDURE

The Book of Order (G-2.0804; G-3.0303c) states that the terms of call shall meet or exceed any minimum requirement of the Presbytery. It specifies the call of a pastor, an associate pastor, or certified Christian educator shall be approved by the presbytery. The church (by action of the congregation), the pastor, and the associate pastor may later request approval of changes in the terms of call. Likewise, in the case of a certified Christian educator the church (by action of the session) or the certified Christian educator may request changes in the terms of call. In both cases presbytery action is necessary before changes are finalized. All changes to pastors terms of call that result in changes to the Board of Pensions (BOP) effective salary must be submitted to BOP via the Benefits Connect website established in November 2016. The standard effective date to report changes to the BOP is January 1 of each year. January 1 is also the date that Board of Pensions implements any annual changes to the medical and pension dues. Important Note: Pastors called to a new church must have their terms of call submitted to the BOP within the first 30 days of employment.

All calls from churches to pastors or associate pastors in the Presbytery of the Peaks shall include the requirement that the financial terms of call be reviewed annually by the congregation.

Terms of call for Certified Christian Educators should be reviewed annually by the session. The minimum financial terms of call are for full-time Ministers of the Word and Sacrament or Certified Christian Educators. Part-Time calls may be considered and are discussed in more detail in a following section on page 8. Also refer to the Board of Pension's *Understanding Effective Salary* for part-time ministers working 20 or more hours a week, but fewer than 35 hours a week. (35 hours per week is considered full time by the BOP.)

Within 30 days after the congregation (in the case of a minister) or the session (in the case of a certified Christian educator), acts on the terms of call the clerk of session and the minister must submit a copy of form (2017 Annual Review of Financial Terms of Call) shown on page 19-21 to the Committee on Ministry for review. (This may be accomplished through a fillable reporting form available on the Peaks Presbytery website via e-mail or through a hard-copy of the form via the postal service. Refer to the last paragraph on this page for instructions.) In turn, the Committee on Ministry shall review the terms and forward its recommendation to Presbytery for action. When requested terms fall below the minimum, the Committee on Ministry will consult with the church and the minister or educator. In the event that consultation does not result in conformity to the minimum, the terms of call, noting the reasons for exception, will be reported to Presbytery for approval or other action.

The Presbytery of the Peaks elects to approve terms for all existing calls at its Spring meeting in May and has instructed the Committee on Ministry to report the details of all calls in effect at that time. Changes following this approval by Presbytery of the Peaks require special action by the presbytery.

In addition within 30 days after the congregation, (or session in the case of a certified Christian educator), has approved the change in call must be submitted to the Board of Pensions via the on-line Benefits Connect website. The Benefits Connect website may be accessed through the Board of Pensions webpage at www.pensions.org. Churches are required to access Benefits Connect and establish an on-line account. Instructions are provided on the website, however, the Board of Pensions offers personal telephone assistance via the toll free number 800 (773-7752). BoardLink is an additional, optional website offered by the Board of Pensions which accepts on-line billing payments. Terms of Call Changes are also to be reported to presbytery's Committee on Ministry via the 3-page Terms of Call report included on pages 19-21 of this 2018 Minimum Terms of Call document. This report may be accessed on the Presbytery Website (www.peaks-presbytery.org) and submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, office secretary at julie.dyke@peaks-presbytery.org. The report may alternatively be submitted and mailed via the postal service to the Peaks Presbytery office addressed to:

**PRESBYTERY OF THE PEAKS
Attention: Committee on Ministry
1022 FLOYD STREET, SUITE A
LYNCHBURG, VA 24501**

302 **PRESBYTERY OF THE PEAKS POLICY ON FINANCIAL TERMS OF CALL**

303 The Board of Pensions (BOP) utilizes the term **effective salary** to provide a basis to calculate the dues which
304 churches are required to pay to provide medical coverage and for pension and disability benefits for pastors in
305 the Presbyterian Church (USA). Please refer to the Board of Pensions pamphlet Understanding Effective
306 Salary available on the BOP website (www.pensions.org) and on Benefits Connect website for more detailed
307 information explaining types of compensation included or not included in BOP effective salary. Benefits
308 Connect also includes the ELearning Module – Effective Salary: Why it is so important to Get it Right.
309 **The following four basic components of terms of call items are included in calculations of effective**
310 **salary for Board of Pension purposes.**

- 311
- 312 1) **Annual Base Cash Salary** - considerations should include experience, skills, responsibilities,
313 effectiveness, cost of living (as measured by the Consumer Price Index), and the presbytery minimums.
314
- 315 2) **Housing (Manse Rental Value + Utilities Allowance or Housing + Utilities Allowance)** - Adequate
316 housing is defined as a church owned manse or a housing allowance for the pastor to provide housing - in
317 either case providing a home to the minister equivalent to the average home in the church community.
318 **Manse Rental Value** is utilized in the Terms of Call Calculation to represent the cash benefit to the pastor
319 living in a church manse or other church owned property. For minimum terms it is calculated at a
320 minimum of 30% of base cash salary. For terms that include other items of effective salary, such as dental
321 insurance, deferred compensation, etc., these items are to be included in the Manse Rental Value
322 Calculations. If the church pays directly utilities costs and repairs to utility companies and contractors (not
323 as an allowance), such utilities costs may not be included in Effective Salary.
324 A **Housing Allowance** and optional additional Utilities Allowance are provided for pastors who are solely
325 responsible for their housing. Minimum housing allowance consideration should include the cost of a
326 lease; or the cost of mortgage principal and interest, taxes, insurance and house maintenance; as well as
327 utilities and furnishings allowances. It is not intended for the minimum allowance to result in home
328 ownership at no cost to the minister.

329 An explanation of IRS rules regarding housing allowances follows:

330 All pastor housing allowances should be designated in advance. It is suggested that the housing
331 allowance be approved by the session and documented in the session minutes in December of each
332 year prior to the mandatory presentation of all call terms at a congregational meeting.

333 IRS rules, updated in 2002, govern clergy housing allowances. Briefly a housing allowance only
334 applies to the primary residence of the pastor and it should be set high enough to cover all costs of
335 providing the primary residence within the limits of IRS housing allowance rules.

336 IRS General Rule (2002) states that the Housing Allowance limit is the lesser of:

- 337 1. Fair Rental Value, furnished, plus appurtenances, including actual cost of utilities
338 2. Employer confirmation of pastor designated amount in advance of payment, or
339 3. Amount that is actually spent to provide the primary residence

340 Note: It is important that the Session document the pastor's elected housing allowance for 2018 at its
341 December 2017 Session meeting to comply with IRS regulations and avoid potential problems if an
342 audit is conducted by the IRS. This documentation needs to be completed each year and included in
343 the Session Meeting minutes by the Clerk of Session for all installed pastors and Certified Ruling Elders
344 claiming a housing allowance in their terms of call.

- 345 3) **Deferred Compensation** - Deferred Compensation includes amounts paid by the church on behalf of the
346 minister into a 403(b)9 Retirement Savings Account with the Board of Pensions under a Salary Reduction
347 Agreement or similar program. If used to provide for equity escrow funding it must be included in Effective
348 Salary. See the Presbytery Equity Escrow Plan on page 10 for an alternative that is to be utilized for all
349 pastors living in church manses. Deferred Compensation under a Salary Reduction Agreement is reported
350 on year-end W-2 forms. But it is not included as wages on the W-2 form.

- 352 4) **Expenses** - All non-formal group insurance premiums paid by the church on behalf of the minister are
353 considered part of Effective Salary and are subject to Board of Pensions required dues. That includes
354 dental, life, and long-term care insurance. Salary reductions for Flexible Spending Accounts are likewise
355 subject to Board of Pensions required dues. The only exception is the cost of the insurance provided a
356 minister under a formal group plan the church maintains for all employees.

357 Tax favored Plans should be considered for Out-of-Pocket Expenses for Pastors

358 Two basic plan types can be established: Both require formal plan documents. Examples may be
359 found on the Board of Pensions website. Legal advise is recommended to set-up either plan.

- 360 i. Flexible Spending Accounts (FSA) may be utilized for medical expenses, dependent care
361 expenses, etc.
362
363 ii. Healthcare Reimbursement Accounts (HRA) may also be established. These are normally
364 employer funded.

365 These plans are included in effective salary for BOP benefit calculations but are not subject to self-
366 employment (SECA) or federal income taxes. As a result, significant tax savings can be realized for
367 the pastor in SECA and federal income taxes and also the church will pay a smaller SECA allowance.

368 The Board of Pensions website includes slide presentations and several information pieces which may
369 be downloaded that provide detailed informaion on setting up these plans. These may be found on the
370 website home page under the Available Resources tab – Tax Advantaged Plans.

371 **The following items must be addressed but are not included in calculations of BOP Effective**
372 **Salary for Board of Pension (BOP) purposes.**

- 373
374 1. **Self-Employment Contributions Act Reimbursement** - The Board of Pensions allows exclusion from the
375 Effective Salary up to 50% of the minister's total self-employment tax expense (**SECA@50%**) for the year.
376 Ministers serving full-time who receive less than the median effective salary in the denomination (\$58,000
377 for the year 2018) will receive pension credits as though they were earning the median effective salary.
378 Hence it is clearly in the best interest of both the church and the minister who receives less than the
379 median effective salary that a 50% SECA reimbursement be specified in the terms of call.

380 **Important Notes + Exceptions:** **Note 1. SECA@50% is not reported to the Board of Pensions** and it
381 is not included to report pastors terms of call to the Board of Pensions online through **Benefits Connect**.
382 (NOTE -SECA is shown on the reporting form with a Question Mark ? - clicking on the ? reveals that this
383 SECA is for reporting SECA paid in excess of 50% SECA>50%) **Note 2. Any amount in excess of the**
384 **50% exclusion must be reported as compensation included in Effective Salary.** All amounts specified
385 as a SECA reimbursement are to be included with the Annual Cash Salary when preparing the year-end
386 W-2 forms. Please refer to IRS publications 517 Social Security and other information for Clergy and IRS
387 publication 1828 Tax Guide for Churches and Religious Organizations. **Note 3:** Most pastors elect to
388 participate in the federal SECA program, however, it is acceptable for pastors to **opt-out of SECA**. The
389 PC(USA) encourages and endorses participation in the SECA program but pastors are not required to
390 participate. Pastors opting out of SECA do not include it in their terms of call.

391 **Self-employment (SECA) allowance calculations - SECA basis:** Sample SECA calculations are shown
392 with the Notes Regarding Sample Calculations on page 12. All cash salary received and housing are
393 included in the basis for SECA calculations. SECA basis does not include reimbursed professional
394 expenses, retirement savings (403(b)), flexible spending accounts, and other accounted, reimbursed
395 expenses. Dental insurance and other supplemental insurance paid for the pastor by the church are
396 included in the SECA basis and BOP effective salary. Note: SECA calculations for these 2018 terms of
397 call are based on a straightforward calculation of ½ of 15.3 % (7.65%) of the SECA basis. This is the
398 normal calculation procedure utilized by the great majority of Presbyteries and by accountants, financial
399 advisors and other tax professionals. (This "normal" calculation of SECA takes into account the SECA
400 offset allowance calculation applied to a pastor's income of 92.35%. For more information consult your
401 pastor or their accountant or tax professional.) An alternative calculation of SECA which uses a tax on tax
402 approach was advocated in the 2014 terms of call. This method may also be utilized for SECA
403 calculations, however, it tends to overstate the SECA taxes due. Either method is acceptable by the
404 Presbytery and the Board of Pensions and SECA @ 50% is not included in Board of Pensions Effective
405 Salary in any case.

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2. **BOP Basic Benefits Plan** – The minimum premium for basic benefits in the Traditional Plan is established by the Board of Pensions and covers the minister’s pension, death and disability insurance, and healthcare benefits for the minister, spouse and children. **For 2018 this will continue to be 11% for pension, and 1% for death & disability insurance applied to the BOP effective salary. For 2018 the rate for basic medical premiums providing pastor and spouse / family coverage has increased to 25%. The Total Basic Benefits Plan Premium that churches are now required to pay is therefore now 37% of annual BOP effective salary for 2018** (subject to the minimum BOP effective basis for medical coverage and pension, death/disability insurance).

Basic Benefits coverage provided through the Board of Pensions continues to be mandatory for all churches to pay for all installed pastors regardless if their call is for a full-time or part-time position.

The minimum basis for participation in healthcare coverage remains at \$44,000 in annual effective salary for 2018. (However, healthcare coverage remains available through the BOP for ministers and other church employees receiving less than \$44,000.) The minimum salary participation basis for pension and death & disability coverages is \$14,500 for 2018.

3. **Allowances** – Sufficient funds must be made available in the church budget to reimburse the minister for church-related costs he/she may incur in fulfillment of their call.

4. **POP Equity Escrow** – The Presbytery of the Peaks (POP) has authorized the establishment by a particular church of an escrow equity account independent of the plan offered by the BOP. This provides a means to compensate a minister living in a manse for the implied equity lost by living in a manse versus his/her owned home. For 2018 the minimum equity escrow required by Peaks Presbytery is to remain at \$1,200 annually. See the Presbytery of Peaks (POP) Equity Escrow Plan on page 9.

Note: 1. Again it is emphasized that due to the unique characteristics of the POP Equity Plan it is **not included** in effective salary calculations or in calculation of the manse rental value for a minister’s terms of call.

Note: 2. Other optional (Non- POP) equity plan payments for ministers are included in annual effective salary and would also be included in calculations of manse rental value.

5. **Moving Expense** - This only applies to a minister newly moving to the field. (not included in Eff. Salary)

6. **Sabbatical Leave** is negotiable under guidelines provided by Peaks Presbytery (refer to page 25) or other appropriate terms. Suggested to be utilized after six years of pastoral service,

7. **Automobile Costs** - The Minister is considered to be on call to members of the congregation at all times except when on vacation or engaged in personal business. The operation of an automobile is considered necessary to carry out ministry. The cost of ownership, maintenance and operation shall be defrayed by the church during the periods the minister is engaged in ministry with the church. As a minimum, one of the following methods of defraying costs shall be selected by the congregation:

AU1 - Church ownership or lease of the vehicle and church defrayment of actual costs of maintenance and operation.

AU2 - Minister ownership or lease of vehicle and the annual Internal Revenue Service approved reimbursement – effective January 1, 2018 and remaining at present 54.5 cents per mile but subject to increase/decrease at any time by the federal government.

AU3 - Any other plan agreed upon by the church and the minister requires approval by the Committee on Ministry. This includes capping of accountable reimbursements at less than 12,000 miles per year.

456 8. **Continuing Education Costs** - Continuing education of the professional leadership using data and
457 inspiration obtained from books, periodicals, and training events is necessary to maintain competence and
458 to develop and grow in skills for the current ministry. Books and periodicals purchased under this plan are
459 the property of the minister or educator. When funds are required for a continuing education event, the
460 minister or educator shall ask the session or agency to approve the course of study or training, which
461 approval should be recorded in the minutes of the session. Expenses appropriate for the event are tuition,
462 books, and materials. Travel, lodging and meals for the person attending the event may also be included.
463 Work toward a degree is not required. Work ordinarily is done at an accredited school, seminary or church
464 training event or conference. Work can be in a multiple student or independent course. Work is suggested
465 under the supervision of a recognized educator. It is appropriate for any unused funds to accumulate up to
466 three years.

467
468 As a minimum, one of the following methods of defraying expenses shall be selected by the congregation
469 (in the case of a minister) or the session (in the case of a certified Christian educator):

470 CE1 - Reimbursing expenses as agreed upon by the session. This must meet a minimum of at least
471 \$1,200.

472 CE2 - Other plans proposed by the church and approved by the Committee on Ministry for a specific
473 ministry.

474
475 9. **Study Leave** – Two weeks paid study leave is required by Peaks Presbytery. This is provided in
476 conjunction with the above continuing education requirement. Study leave is ordinarily intended for
477 attendance at an accredited school, seminary, or church training event or conference. It is not provided
478 as an extension of a regular vacation.

479
480 The pastor is expected to share the results of the study leave with the congregation, and the pastor is
481 expected to report the program(s) of study to the Committee on Ministry as part of the annual Terms of Call
482 report.

483
484 10. **Vacation** – Four weeks of paid vacation is required by Peaks Presbytery.

485 11. **Sick Leave** - During periods of Sunday absence because of sickness, it is suggested the church
486 continue to provide normal compensation. Time lost because of illness should not be taken from time
487 for vacation or study leave. When it is determined an illness will be prolonged (more than 6 weeks), the
488 Committee on Ministry, the session, and the minister (if able) should consult as to what additional
489 measures should be undertaken.

490
491 12. **Family Leave** – Family leave is negotiable under guidelines provided by Peaks Presbytery (refer to
492 page 26) or other appropriate terms.

493 494 **CERTIFIED CHRISTIAN EDUCATORS**

495
496 The minimum cash salary recommended by Peaks Presbytery for a certified Christian educator is \$38,500.
497 This is equivalent to that of a newly ordained minister or other teaching professionals with a masters degree in
498 the area covered by the presbytery. In general certified Christian educators should receive benefits similar to
499 that of a minister. (Note: The \$38,500 minimum is somewhat higher than the 2018 minimum cash salary for
500 an installed pastor of \$33,751 for churches providing a manse or without a manse. since, in addition to this,
501 1. pastors receive a housing allowance (suggested at \$12,000 or more) if they do not live in a church manse or
502 2. pastors living in a church supplied manse receive the additional benefit of a manse rental value of \$9,063 or
503 more.

504 The website <http://www.presbyterianmission.org/ministries/ministers/just-compensation/> contains more
505 information about how to determine an appropriate salary for a Christian educator. This website contains, at
506 the bottom of the page, a very comprehensive and helpful four page document that is available to download:
507 [Suggested Compensation for Establishing an Educator's Salary.](#)

508 **The Presbytery of the Peaks (POP) EQUITY ESCROW PLAN**

509 **Note: For 2018 the minimum equity escrow required by Peaks Presbytery remains at \$1,200 annually.**

511 Funds accumulated and disbursed in strict accordance with The POP Equity Escrow Plan have been
512 determined not to be subject to Board of Pensions' dues and are **not included in effective salary**
513 **calculations** or included in manse rental value calculations.

514
515 Purpose

516
517 The purpose of the Equity Escrow Plan is to provide a means to accumulate money which a local church, who
518 provides a church-owned manse for housing its minister or associate minister, can give to that minister or
519 associate minister when the minister must later provide his or her own housing. The plan is designed to avoid
520 tax consequences to the minister until the funds are disbursed. **Please note: under this plan the minister**
521 **does not have a legally enforceable right to the deferred sums at any time in the future.**

522
523 Source of Funds

524
525 The Equity Escrow Plan (hereinafter called "The Plan") of a particular church shall be funded by regular
526 monthly or quarterly deposits during the time that the church provides a church-owned manse for housing its
527 minister or associate minister and has a minister or associate minister in residence. The funds shall be
528 invested regularly in separate income-producing accounts identified as equity escrow for the current minister
529 and each former minister.

530
531 Administration

532
533 The Plan of a particular church shall be administered by whomever the church selects, i.e., the Session, the
534 Diaconate, the Trustees, or other agency.

535
536 Funds shall be disbursed by the vote of the administering agency when a current or previous minister or
537 associate minister, who was in residence in the church-owned manse during the funding of The Plan, is
538 required to provide housing for himself or herself. Amounts disbursed from The Plan shall equal the funds
539 invested during the time of residence of the minister or associate minister at the particular church, together with
540 the income accumulated during and following the period of residence on that portion of the funds to be
541 disbursed.

542
543
544 NOTE: Funds accumulated and disbursed in strict accordance with The Plan have been determined not to be
545 subject to Board of Pensions' dues.

546
547 In the event that the minister or associate minister shall be released from the exercise of ordained ministry or
548 removed from office in the Presbyterian Church (USA), the funds in The Plan together with income generated
549 by the funds associated with the minister's or associate minister's residence, shall remain the property of the
550 particular church.

551
552 In the event of death of the minister or associate minister, the funds in The Plan together with income
553 generated by the funds associated with that minister's or associate minister's residence, shall remain the
554 property of the particular church. It is suggested that, in such case, if there is a surviving spouse who was
555 married to the minister at the time of residence, the particular church give the escrow account to the spouse.

SAMPLE CALCULATION
Presbytery of the Peaks
2018 Minimum Terms of Call Summary

For Full-time installed Pastors, Co-Pastors, and Associate Pastors

	With Manse	Without Manse
Base Cash Salary	\$30,698	\$30,500
SECA @50% (Self Employment Allowance) (7.65% of Base Salary + housing/manse value + other compensation if provided) (not used to determine Effective Salary for Board of Pensions)	\$ 3,053	\$ 3,251
Subtotal - <u>Minimum Cash Salary</u> (Salary reported to IRS)	\$33,751*	\$33,751*
Manse Rental Value* (At least 30% of Base Cash Salary + other compensation if provided)	\$ 9,209*	XXXXXXX
Housing Allowance (Adequate for area. e.g. \$12,000 per year or \$1,000 per month including utilities)	XXXXXXX	\$12,000
Utilities & Furnishings Allowance	-0-	-0-
<i>Minimum Effective Salary</i> (Base Salary + Manse Rental Value or Housing Allowance + other compensation, if provided)	<i>\$39,907</i>	<i>\$42,500</i>
Board of Pensions – Basic Benefits* including Medical, Pension, Death + Disability Insurance		
Basic Medical Coverage (\$44,000 min. basis)	\$11,000	\$11,000
Pension / Death + Disability Insurance	\$ 4,789	\$ 5,100
Subtotal – BOP Basic Benefits	\$15,789	\$16,100
POP - Equity Escrow (if manse is provided)	\$ 1,200*	XXXXXXX
Continuing Education	\$ 1,200*	\$ 1,200*
Travel Expenses* (Reimbursed at IRS rate – currently 54.5 cents per mile)*		
Paid Study Leave	2 weeks annually*	
Paid Vacation	4 weeks annually*	
Moving Expenses	Paid	
Sabbatical Leave	Negotiable	
Family Leave	Negotiable	

***Required amounts/terms by Presbytery of the Peaks**

Churches are encouraged to provide optional benefits not shown here including a separate utility allowance, dental, life and long-term care insurance, deferred compensation, flexible spending accounts, etc. Each of these optional forms of compensation is included in Board of Pensions effective salary.

Note: SECA is shown for ministers electing to participate in Social Security. SECA is calculated at one-half of the self-employment rate of 15.3%. This is 7.65% of Minimum Cash Salary plus Manse rental value or Housing Allowance plus other types of compensation, if provided. The above Sample Calculation shows SECA as a portion of the Minimum Cash Salary. It is encouraged for SECA to be calculated and paid in addition to the respective Minimum Cash Salaries of \$33,751 for churches providing a manse or \$33,751 without a manse.

Revised 7/11/2017, Revised 12/19/17 for mileage rate change

SAMPLE CALCULATION
Presbytery of the Peaks
2017 Minimum Terms of Call Summary
 For Certified Christian Educators

601			
602			
603			
604			
605			
606			
607			
608			
609	Minimum Cash Salary		\$38, 500*
610		(This is also the Effective Salary for BOP calculations)	
611	Federal Employment Taxes (FICA + Medicare)		\$ 2,945
612		(7.65% of Base Salary – paid by church)	
613			
614	Subtotal		\$40,731
615			
616	Board of Pensions Basic Benefits		
617	Medical Coverage for Educator*		\$11,000
618	Pension / Death + Disability Insurance		<u>\$ 4,620</u>
619	Subtotal – BOP Benefits		\$15,620
620			
621	Continuing Education		\$ 1,200*
622	Travel Expenses*		
623		(Reimbursed at IRS rate – currently 54.0 cents per mile)*	
624	Paid Study Leave	2 weeks annually*	
625	Paid Vacation	4 weeks annually*	
626	Moving Expenses		Paid
627	Sabbatical Leave		Negotiable
628	Family Leave		Negotiable

***Required minimum amounts by Presbytery of the Peaks**
 (Churches are encouraged to provide other expenses not shown here including a separate utility allowance, dental, life and long-term care insurance, deferred compensation. etc.)

Revised July 11, 2017, Revised Dec. 19, 2017 for mileage rate change

635 Notes Regarding Sample Calculations
636 **Presbytery of the Peaks -2018 Minimum Terms of Call**

637 **For Pastors, Co-Pastors and Associate Pastors:**

638 Self-Employment Tax mandated by the Federal Government to participate in the Social Security Program continues to be
639 15.3% of Minimum Cash salary plus Manse rental value or Housing Allowance. SECA@50% which the majority of
640 churches should pay is calculated at one-half of this or 7.65%. *Exception: Churches with Pastors who have elected to*
641 *Opt out of the Social Security Program do not pay SECA.* Notes: Board of Pensions - Pension/Disability Insurance and
642 Major Medical dues require a minimum participation based on effective salary. For 2018 these are \$14,500 for Pension
643 and death/disability coverage and \$44,000 for basic medical coverage. For 2018 BOP basic medical coverage continues
644 to include the pastor, spouse and family. Pastor only basic medical coverage option was discontinued in 2017.
645

646 **Formulas used to Calculate SECA and BOP church dues for Pastors providing their housing**

647
648 **SECA** = .0765 X (Base Cash Salary + Housing Allowance) = .0765 X (\$30,500 + \$12,000)
649 = .0765 X \$42,500 = **\$3,251**

650 Note: The Board of Pensions allows SECA to be removed from compensation to determine the annual effective salary.

651 **Annual BOP Effective Salary** = Base Salary + Housing Allowance = \$30,500 + \$12,000 = **\$42,500**

652 Since this is below the 2018 minimum basis of \$44,000 for basic medical coverage:

653 Church dues for BOP medical coverage = \$44,000 X 25% = \$11,000

654 The annual BOP effective salary is then used as to calculate:

655 Church dues for BOP pension + death & disability insurance = \$42,500 X 12% = \$ 5,100

656 **Total church dues for BOP Basic benefits coverage = \$16,100**

657 **Formulas used to Calculate SECA and BOP payments for Pastors with a Manse**

658 The Board of Pensions requires that Manse Rental Value must be calculated at a minimum of 30% of the Base Cash
659 Salary (including other types of additional cash compensation, if provided.) (Important Note: According to the BOP,
660 other benefits are also included in this calculation including dental insurance, optional equity plan payments, etc. The
661 Presbytery of Peaks (manse) equity plan is **not** included.)

662 *Note ; The following example calculation is for 2018 minimum terms and other similar call terms only*

663 Manse Rental Value (MRV) = Base Cash Salary X .3 = \$30,698 X .3 = \$9,209

664 **SECA** = .0765 X (Base Cash Salary + Manse Rental Value (MRV)) = .0765 X (\$30,698 + \$9,209)
665 = .0765 X \$39,907 = **\$3,053**

666 **Annual BOP Effective Salary** = Base Salary + Manse Rental Value = \$30,608 + \$9,209 = **\$39,907**

667 Since this is below the 2018 minimum basis of \$44,000 for basic medical coverage

668 Church dues for BOP medical coverage = \$44,000 X 25% = \$11,000

669 The annual BOP effective salary is then used as to calculate:

670 Church dues for BOP pension + death & disability insurance = \$39,907 X 12% = \$ 4,789

671 **Total church dues for BOP basic benefits coverage = \$15,789**

672 **For Certified Christian Educators:**

673 Note: Federal Employment Taxes apply at employer rate of 7.65 % for FICA and medicare and the employee withholding
674 rate for these is also 7.65% for 2018.

675 BOP payments on effective salary of **\$38,5000** are: Medical coverage @ \$44,000 X 25% = \$11,000

676 For pension + death & disability = \$38,500 X 12% = \$ 4,620

677 Total = \$15,620

678 Revised July 11, 2017, Revised Dec 19, 2017 for mileage rate change

PART-TIME CALL CONSIDERATIONS

Part-time positions will be calculated on a ratio of hours worked versus 35 hours which is considered full time by the Board of Pensions. Also 20 hours per week are required as a minimum to qualify for BOP benefits. The Committee on Ministry should be consulted regarding all part-time calls for installed pastors for approval before these are offered. Part-time calls of less than 20 hours are not recommended. Note: Changes to existing full-time terms of call to a part-time call are not recommended by the Presbytery. The Committee on Ministry is to be consulted prior to any of these type changes which must also be approved by the Presbytery.

Pension/Disability and Major Medical dues require a minimum participation based on effective salary. For 2018 these are \$14,500 for Pension and death/disability coverage and \$44,000 for basic medical coverage.

Requirements for Part-time (installed) Pastors:

1. Medical and Pension/Disability dues are required.
2. Vacation of 4 weeks paid and Study Leave of 2 weeks paid are required
3. Travel and Professional Expenses to be included
4. Part-time calls must be for 20 hours or more as Medical and Pension dues require a minimum 20-hour work week.

Requirements for Part-time (non-installed) Covenants:

1. BOP Medical and Pension dues are optional, not required.
2. BOP Medical and Pension dues, if provided, require a minimum 20-hour work week.

35 hours per week is considered full-time by the Board of Pensions.

The minimum salary requirement is pro-rated for employees working fewer than 35 hours a week.

**Medical Plan and Pension/Disability + Death Insurance dues for members scheduled to work fewer than 35 hours a week are based on the full-time equivalent salary. (How to calculate this figure is shown below)

Calculating full time equivalent salary for medical plan dues: for persons working less than full-time (35 hours per week)

Divide the current year's BOP effective salary basis by actual hours a week worked

Multiply the result by 35 hours

Part-time - ¾ or 75% call terms based on 2018 Peaks Presbytery minimum for a pastor living in a non-church owned residence.

Refer to example #4 included in this 2018 Minimum Financial Terms of Call document

Effective salary for ¾ Call = \$42,500 X .75 = \$31,875 Work hours = 35 X .75 = 26.25 hours per week

\$31,875/26.25 hours per week = \$1,214.29

Full-time equivalent effective salary = \$1,214.29 X 35 hours per week = \$42,500

In this example the calculated full-time equivalent salary of \$42,500 falls below the 2018 medical minimum basis of \$44,000, therefore basic medical plan dues would be based on \$44,000.

For BOP pastor and family medical coverage (required for installed positions) this is \$44,000 X 25% = \$11,000

However, **Pension/Disability + Death Insurance dues** (minimum basis for 2018 is \$14,500) would be based on the effective salary for ¾ call of \$31,875 which is \$31,875 x 12% = \$3,825.

Total BOP basic benefits plan dues paid by the church is therefore \$11,000 + \$3,825 = \$14,825

The Benefits Administrative Handbook, published by the Board of Pensions (BOP) of the Presbyterian Church (U.S.A.), provides detailed information on BOP Effective Salary and other related topics. It may be downloaded from the website or ordered from the Board of Pensions of the Presbyterian Church (U.S.A.) at 1-800-773-7752. The Board of Pensions website at www.pensions.org also includes a basic medical plan + pension/disability dues calculator which can be utilized to make part-time call calculations. Please call the Presbytery Office and request consultation with a representative of the Committee on Ministry if you have any questions.

2018 WORKSHEET - #1 - FOR CALCULATING FINANCIAL TERMS OF CALL
PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS
For Churches providing a manse or other living quarters

The following items* are included in effective salary according to Board of Pension requirements. The superscripts¹⁻¹⁶ refer to Presbtery of the Peaks Policy on Financial Terms of Call explanations found on pages 5-8 of the 2018 Minimum Financial Terms of Call document

Cash & Deferred Payments

Annual Base Cash Salary*¹ _____
 50% of SECA reimbursement(Not included in effective salary)⁴ _____
 >50% of SECA reimbursement(included in effective salary)*⁴ _____
 Deferred Compensation*³ _____
 Sub-Total - Cash Salary (must equal or exceed \$33,751 minimum) _____

Other BOP Effective Salary⁵

Utilities / Furnishings Allowance (paid to minister)*² _____
 Expense allowances paid for by church*⁷ _____
 Insurance paid for by church (BOP dental, etc.)* _____
 Section 125 Flexible Spending Account* _____
 Other* _____
 (Refer to BOP effective salary manual)
 Sub-Total – Other Effective Salary _____

Subtotal – Above BOP Effective Salary Components* – Less Manse Rental Value _____

Manse Rental Value*²

(Calculated at a minimum of 30% of above effective salary components) _____

BOP Effective Salary (Cash + Manse rental value + Other eff. Salary)⁶ _____

Board of Pension Basic Benefits⁶ (Note: The minimum annual effective salary basis for 2018 for medical coverages is \$44,000 and for pension / death + disability insurance coverages is \$14,500)

Church dues for BOP medical coverage⁶ (25% of Effec. Salary) _____
 BOP Pension/ Death + Disability Insurance (12% of Effec. Salary) _____
 Subtotal – BOP Benefits _____

Other Benefits

POP Equity Escrow Plan⁸ (Minimum \$ 1,200) _____
 Vacation¹⁴ (Minimum 4 weeks) _____
 Study Leave¹⁵ (Minimum 2 weeks) _____
 Moving expense⁹ _____
 Family Leave¹⁶ (6-8 weeks suggested) _____
 Sabbatical¹⁰ _____
 Utilities expenses for manse paid by church (not to minister) _____
 Other _____
 Subtotal Other Benefits _____

Professional Reimbursements

Auto expense¹¹ _____
 Continuing Education expense – minimum \$1,200¹² _____
 Other _____ Cell Phone, etc. (Optional) _____

Total Cost to Church _____

**2018 WORKSHEET # 2 - FOR CALCULATING FINANCIAL TERMS OF CALL
PASTORS, CO-PASTORS, AND ASSOCIATE PASTORS**
For Pastor provided housing

The following items* are included in effective salary according to Board of Pension requirements. The superscripts¹⁻¹⁶ refer to Presbytery of the Peaks Policy on Financial Terms of Call explanations found on pages 5-8 of the 2018 Minimum Financial Terms of Call document

Cash & Deferred Payments

Annual Base Cash Salary* ¹	_____	
SECA @50% reimbursement (Not included in effective salary) ⁴	_____	
>50% SECA reimbursement (Included in effective salary)* ⁴	_____	
Deferred Compensation* ³	_____	
Sub-Total (must equal or exceed \$33,751)		_____

Housing Allowance (Must be adequate*)²

Utilities & Furnishings Allowance* ²	_____	
Sub-Total Housing (\$12,000 is suggested minimum)		_____

Other Disbursements⁵

Expense allowances paid for by church* ⁷	_____	
Insurance paid for by church (BOP dental ins., etc.)*	_____	
Section 125 Flexible Spending Account*	_____	
Other * _____	_____	
Sub-Total		_____

Total Annual BOP Effective Salary (Cash + Housing + Other)⁶

Board of Pension Basic Benefits⁶ (Note: The minimum effective salary basis for 2018 for medical coverages is \$44,000 and for pension / death + disability insurance coverages is \$14,500)

Church dues for BOP medical coverage (25% of Effec. Salary) ⁶	_____	
Pension / Death and Disability Insurance (12% of Effec. Salary) ⁶	_____	
Subtotal – BOP Basic Benefits		_____

Other Benefits

Vacation ¹⁴	(Minimum 4 weeks)	_____
Study Leave ¹³	(Minimum 2 weeks)	_____
Moving expense ⁹		_____
Family Leave ¹⁶	(6-8 weeks suggested)	_____
Sabbatical ¹⁰		_____
Other		_____
Total		_____

Professional Reimbursements

Auto expense ¹¹		_____
Continuing Education expense ¹²		_____
Other – Cell Phone, etc.	(Optional)	_____
Other _____	(Optional)	_____

Total Cost to Church _____

2018 Example Terms Of Call Examples # 1-5

<u>Presbytery of the Peaks</u>	<u>For Pastors who are providing their housing</u>				
	<u>Full Time Calls</u>			<u>Part-Time Calls</u>	
Terms of Call for Installed Pastors	2018 Minimum TOC Example #1	Non-minimum TOC Example # 2	Non-minimum TOC Example # 3	75% TOC 2018 Minimum Example #4	50% TOC 2018 Minimum Example #5
Living in a non-church owned residence					
Weekly Work Hrs. (BOP full time = 35 hrs. per week)	35+	35+	35+	26.25	20
Base Salary*	\$30,500	\$32,000	\$35,000	\$22,875	\$15,250
SECA @ 50%	\$3,251	\$3,366	\$3,825	\$2,438	\$1,626
SECA>50%*	\$0	\$0	\$3,825	\$0	\$0
Housing Allowance* (\$12,000 is suggested minimum)	\$12,000	\$12,000	\$12,000	\$9,000	\$6,000
Utilities Allowance*	\$0	\$0	\$3,000	\$0	\$0
SECA basis	\$42,500	\$44,000	\$50,000	\$31,875	\$21,250
Cash Salary	\$45,751	\$47,366	\$57,650	\$34,313	\$22,876
Dental Insurance*	\$0	\$0	\$1,200	\$0	\$0
Equity Savings Acct*	\$0	\$0	\$2,000	\$0	\$0
BOP Effective Salary * Included in Effective Salary	\$42,500	\$44,000	\$57,025	\$31,875	\$21,250
Full-Time Equiv. Eff Salary	N/A	N/A	N/A	\$42,500	\$37,188
BOP Basic Benefits					
Medical Plan Dues - includes Pastor + Spouse /Family Coverage	\$11,000	\$11,000	\$13,116	\$11,000	\$11,000
Pension + Disability/Death Ins	\$5,100	\$5,280	\$6,843	\$3,825	\$2,550
Total BOP Dues	\$16,100	\$16,280	\$19,959	\$14,825	\$13,550
Other Benefits					
Continuing Ed	\$1,200	\$1,500	\$1,500	\$900	\$600
Travel Expenses	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3
Paid Study Leave	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks
Paid Vacation	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks
Total Cost to Church	\$63,051	\$65,146	\$82,309	\$50,038	\$37,026
Note: Total Cost does not include travel and professional reimbursement expenses					

2018 Example Terms of Call Examples # 6-10

<u>Presbytery of the Peaks</u>	<u>For Pastors Living in church-owned residence</u>				
	Full Time Calls			Part-Time Calls	
Terms of Call for Installed Pastors Living in a Church Manse	2018 Minimum TOC Example #6	Non-minimum TOC Example # 7	Non-minimum TOC Example # 8	75% TOC 2018 Minimum Example #9	50% TOC 2018 Minimum Example #10
Weekly Work Hrs.	35	35	35	26.25	20
Base Salary*	\$30,698	\$32,000	\$35,000	\$23,024	\$15,349
SECA @ 50%	\$3,053	\$3,182	\$3,554	\$2,290	\$1,526
Cash Salary	\$33,751	\$35,182	\$38,554	\$25,313	\$16,875
BOP Dental Insurance*	\$0	\$0	\$1,200	\$0	\$0
Flexible Spending Acct*, or deferred compensation*, etc.*	\$0	\$0	\$2,000	\$0	\$0
Manse Rental Value*	\$9,209	\$9,600	\$11,460	\$6,907	\$4,605
SECA Basis - Base Cash + MRV, etc.	\$39,907	\$41,600	\$46,460	\$29,931	\$19,954
BOP Effective Salary *Items Included in Effective Salary	\$39,907	\$41,600	\$49,660	\$29,931	\$19,954
Full-Time Equiv. Eff Salary	N/A	N/A	N/A	\$39,907	\$34,919
POP Equity Escrow	\$1,200	\$1,200	\$1,500	\$900	\$600
BOP Basic Benefits					
Medical Plan Dues - includes Pastor, Spouse/Family coverage	\$11,000	\$11,000	\$12,415	\$11,000	\$11,000
Pension + Disability/Death Ins.	\$4,789	\$4,992	\$5,959	\$3,592	\$2,394
Total BOP Dues	\$15,789	\$15,992	\$18,374	\$13,885	\$13,394
Other Benefits					
Continuing Ed	\$1,200	\$1,500	\$1,500	\$900	\$600
Utilities paid by church	0	0	\$3,000	0	0
Travel Expenses	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3	AU 1, 2 or 3
Paid Study Leave	2 weeks	2 weeks	2 weeks	2 weeks	2 weeks
Paid Vacation	4 weeks	4 weeks	4 weeks	4 weeks	4 weeks
Total Cost to Church	\$51,940	\$53,874	\$66,128	\$40,998	\$31,470
Excluding Travel and Professional Reimbursement Expenses					

REPORTS TO PRESBYTERY AND BOARD OF PENSIONS

All calls from churches to pastors or associate pastors in the Presbytery of the Peaks shall include the requirement that the financial terms of call be reviewed annually by the congregation. This review is to be done annually regardless if any change has been made in the pastors terms. A properly called congregational meeting must be held each year to review an installed pastor or associate pastors terms of call. This is to be done regardless if any changes are made in the terms of call. (Terms of call for Certified Christian Educators should be reviewed annually by the session.)

Within 30 days after the congregation, (or session in the case of a certified Christian educator), has approved a change in call terms, terms of call changes must now be submitted to the Board of Pensions via the on-line Benefits Connect website. The Benefits Connect website may be accessed through the Board of Pensions webpage at www.pensions.org. Churches are required to access Benefits Connect and establish an on-line account. Instructions are provided on the website, however, the Board of Pensions offers personal telephone assistance via the toll free number 800 (773-7752). BoardLink is an additional, optional website offered by the Board of Pensions which accepts on-line billing payments. Terms of Call Changes are also to be reported to presbytery's Committee on Ministry via the 3-page Terms of Call report included on pages 19-21 of this 2018 Minimum Terms of Call document. This report may be accessed on the Presbytery Website (www.peakspresbytery.org) and submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, office secretary at julie.dyke@peakspresbytery.org. The report may alternatively be mailed via the postal service to the Peaks Presbytery office addressed to: Presbytery of the Peaks, Committee on Ministry, 1022 Floyd Street, Suite A; Lynchburg, VA 24501

Amounts reported to the Board of Pensions should be consistent with those reported to the Presbytery of the Peaks. Also the importance of accurate reporting of terms of call informaton to the Board of Pensions cannot be over-emphasized. Under reporting of total effective salary will result in significant effects on pastors pension benefits. Over reporting of total effective salary will result in overstatement of board of pension payments for basic benefits coverage which causes the church to significantly overpay for these BOP benefits.

Terms of Call Reports submitted to the Presbytery are reviewed for accuracy by representatives of the Committee on Ministry. The Board of Pensions does not assume responsibility for such review and may accept incorrect information. It should also be understood that the Board of Pensions will not provide information on individual terms of call for pastors to the Presbytery. The only manner for the call terms to be reviewed are through submission of an annual report to the Presbytery.

Confirmation of the BOP effective salary and BOP dues actually being paid needs to be done by the church minister, clerk, treasurer or administrator when the Presbytery reporting form is prepared. The Presbytery also can not make corrections to a pastor's terms of call, this must be done by the pastor and church involved by contacting and advising the Board of Pensions. The Board of Pensions will make corrections for errors in call terms for only the previous calendar year. It does not make any corrections for errors that have preceded this.

As previously noted, these reports should be submitted within 30 days of approval by the congregation (or the session in the case of certified Christian educators). All Terms of Call changes should be submitted to the Board of Pensions via the Benefits Connect website as soon as possible but no later than February 1, 2018. The annual terms of call report for the Committee on Ministry should be submitted no later than February 15, 2018. The COM will review all church submitted reports and compile a summary report and recommendations to the Presbytery of the Peaks in May 2018.

907 **THE PRESBYTERY OF THE PEAKS –ANNUAL REVIEW AND (Page 1 of 3)**

908 **ANNUAL REPORT OF FINANCIAL TERMS OF PASTORS' CALLS FOR 2018 (Revised 10-16-2017)**

909 The Presbytery Committee on Ministry requests the use of this reporting form for all installed pastors terms of call for
910 2018. This includes all new calls to pastors. Annual Reports are requested by COM regardless of changes to existing call
911 terms. All call terms changes that result in changes to Board of Pension (BOP) effective salary and therefore dues for
912 BOP Basic Benefits must be submitted to the BOP via the Benefits Connect website. Please complete all three pages of
913 this report including all requested information and submit to the Presbytery of the Peaks via the fillable form posted on the
914 Presbytery website (www.peakspresbytery.org) to the email address on page 3 or mail via the postal service to Presbytery
915 of the Peaks office address shown on page 3.

916
917 The Session of _____ Presbyterian Church of Town/City _____
918 has made an annual review of the Minister's Cash Payments, Deferred Compensation, Benefits, and Professional
919 Expenses, and the congregation has voted to request the Presbytery of the Peaks to approve the following terms of call for
920

921 _____ . Terms include a minimum of 4 weeks paid vacation and 2 weeks paid study leave.
922 (Minister's Name)

923
924 These terms of call were reviewed at a Congregational Meeting on _____.

925
926 MINISTER _____ CLERK OF SESSION _____
927 (signature) (signature)
928 Date _____ Date _____

929
930 Pastor/ Teaching Elder Call Type

931 Solo pastor ____ Head of church staff ____ Associate Pastor ____ Presbytery Employee ____

932
933 Campus Ministry ____ Yoked with Church _____ Other _____

934
935 Full Time Call ____ # of hours per week _____ (35 hours is considered full-time by the Board of Pensions)

936
937 Part-time Call ____ # of hours per week _____ (20 hours minimum required to qualify for BOP basic benefits)

938
939
940 Contact Information: Requested to expedite resolution of questions about the following call terms

941
942
943 Church Office phone # _____ Pastor phone # _____ E-Mail _____

944
945 Other Contact Names _____ Phone # _____ E-Mail _____
946 (Office Manager, Treasurer, etc -Optional)

947
948 **2018 TERMS OF CALL REPORT**

949
950 Based on the 2017 Effective Salary the 2018 Effective Salary represents:

951
952 Unchanged (No increase or decrease) _____ Increase \$ _____ % _____ Decrease \$ _____ % _____

953
954 BALANCE AS OF DECEMBER 31, 2017, OF THE CHURCH'S POP ESCROW EQUITY PLAN FOR THIS

955 MINISTER: (This applies only to ministers living in church-owned property.) \$ _____

956
957 IF THIS IS A PART-TIME CALL, PLEASE INDICATE THE PERCENT OF TIME INVOLVED: ____%

958 BUDGETED HOURS INVOLVED: _____ (Note: 35 hrs. / week is full time according to the Board of Pensions)

Presbytery of Peaks 2018 TOC Review and Report - Page 2 of 3

Pastor _____ Church _____

Select One Column:	<u>With Manse</u>	<u>W/O Manse</u>
CASH PAYMENTS		
*Annual Cash Salary	\$ _____	\$ _____
Self-Employment Tax Reimbursement (SECA)	\$ _____	\$ _____
Calculated at 7.65% of total cash payments		
(Not included in effective salary for BOP)		
*Additional SECA payments above 7.65% of cash	\$ _____	\$ _____
(Greater than 50% of total SECA)		
(This is included in effective salary for BOP)		
*Housing Allowance	XXXXXXXXXXXX	\$ _____
*Utilities Allowance	\$ _____	\$ _____
*Furnishings Allowance	\$ _____	\$ _____
TOTAL CASH PAYMENTS:	\$ _____	\$ _____
OPTIONAL ADDITIONAL DEFERRED COMPENSATION:		
*Board of Pensions 403(b) Retirement Savings	\$ _____	\$ _____
*Other: _____	\$ _____	\$ _____
TOTAL DEFERRED COMPENSATION:	\$ _____	\$ _____
BOARD OF PENSIONS BASIC BENEFITS: (Note: For 2018 the minimum effective salary basis for medical coverages is \$44,000 and for Pension / Death + Disability Insurance coverages is \$14,500)		
Medical Coverage for Pastor and Family	\$ _____	\$ _____ (25% of Eff. Sal.)
(Pastor only coverage was discontinued in 2017)		
Pension / Death + Disability Insurance	\$ _____	\$ _____ (12% of Eff. Sal.)
TOTAL BOP BASIC BENEFITS:	\$ _____	\$ _____
OTHER BENEFITS		
Formal Group Insurance for All Employees	\$ _____	\$ _____
Peaks Presbytery Equity Escrow for Manse Housing	\$ _____	XXXXXXXXXX
Utilities Expenses paid directly – (not to Pastor)	\$ _____	XXXXXXXXXX
*Optional Life Insurance / Death Benefits	\$ _____	\$ _____
*Optional Dental, If Paid by Church	\$ _____	\$ _____
*Long-Term Care Insurance, If Paid by Church	\$ _____	\$ _____
*Section 125 Flexible Spending Account	\$ _____	\$ _____
*Other _____	\$ _____	\$ _____
TOTAL OTHER BENEFITS:	\$ _____	\$ _____
IMPUTED VALUE OF MANSE HOUSING –Equals 30% of the sum of all other items marked with an asterisk (*).		
*INCLUDE in Effective Salary.	\$ _____	XXXXXXXXXX

BOP EFFECTIVE SALARY* = \$ _____ (This is not the total cost to the church)

*** All items and only those items marked with an asterisk are to be included in BOP Effective Salary. This is the figure on which dues are paid to the Board of Pensions. Please check the monthly BOP billing to confirm the total amount shown for Basic medical / pension / death and disability equals 37% of BOP Effective Salary.** Basic medical coverage includes pastor and family for 2018. Pastor only medical coverage and optional family coverage was discontinued by the BOP in 2017.

Please confirm the churches *monthly* Board of Pensions Payments based on the above effective salary: Utilizing the BOP Benefits Connect website and the optional (if elected) BOP BoardLink website.

Basic Medical plan dues for pastor and family (25% of effective salary/12)	\$ _____
Pension/Disability + Death Insurance plan dues (12 % of effective salary/12)	\$ _____
BOP – Dental Plan payments	\$ _____
Other BOP payments _____	\$ _____
Total monthly BOP payments	\$ _____

1016 Pastor Name _____ Church _____

1017
1018
1019 **PROFESSIONAL EXPENSES**

1020 **Auto Expense:**

1021 Circle the method used for defraying expenses. See page 6 – Automobile Costs - of the 2018 Terms of Call
1022 document for descriptions of each method. AU 1 AU 2 *AU 3

1023 NOTE: *AU 3 requires prior approval of the Committee on Ministry and, if not accountable, will become part of
1024 Effective Salary, hence incurring additional dues to the Board of Pensions. If you are using *AU 3, please describe the
1025 plan, including the amount of any allowance for which the minister is not accountable. If accountable reimbursements are
1026 capped at less than 12,000 miles, please indicate the amount of the cap and the reason for the cap.

1027 _____
1028 _____

1029
1030 **Continuing Education Expense:**

1031 Circle the method used for defraying expenses. See page 7 – Continuing Education – of the 2018 Terms of Call
1032 document for descriptions of each method. CE 1 *CE 2

1033 NOTE: *CE 2 should have been approved at the time of the initial call, but if not accountable, will become part of
1034 Effective Salary, hence incurring additional dues to the Board of Pensions. If you are using *CE 2, please describe the
1035 plan, including the amount of any allowance for which the minister is not accountable:

1036 _____
1037 _____

1038
1039 **Continuing Education Reporting:** (Requested for Use by the Committee on Ministry)

1040 Please share with the Committee on Ministry how Continuing Education time was used during the year prior to
1041 this “Annual Report of Financial Terms of Call”. This information will help us in leadership development for
1042 pastors and Certified Christian Educators in the Presbytery.

1043 _____
1044 _____
1045 _____

1046
1047 PLEASE READ CAREFULLY THE ENTIRE 2018 MINIMUM FINANCIAL TERMS OF CALL Document. THIS
1048 DOCUMENT SHOULD ANSWER MOST OF YOUR QUESTIONS AS TO WHAT IS INCLUDED IN “BOP EFFECTIVE
1049 SALARY” AS WELL AS MANY OTHER TERMS OF CALL QUESTIONS.

1050
1051 **Please Submit to the Presbytery Office within 30 days of the Congregational Meeting**

1052
1053
1054 This report may be accessed on the Presbytery Website (www.peakspresbytery.org) and
1055 submitted via e-mail to the Presbytery of the Peaks office to Julie Dyke, administrative
1056 assistant, at julie.dyke@peakspresbytery.org. The report may alternatively be mailed via the
1057 postal service to the Peaks Presbytery office addressed to: Presbytery of the Peaks, Committee
1058 on Ministry, 1022 Floyd Street, Suite A; Lynchburg, VA 24501

THE PRESBYTERY OF THE PEAKS
2018 ANNUAL REVIEW OF FINANCIAL TERMS OF CALL
FOR CERTIFIED CHRISTIAN EDUCATORS

The Session of _____ Presbyterian Church has made an annual review of the Certified Christian Educator's Cash Salary, Deferred Compensation, Benefits, and Professional Expenses, and has voted to request Presbytery

to approve the following terms of call for _____. Terms include 4 weeks paid vacation and 2 weeks paid study leave.
(Educator's Name)

CERTIFIED CHRISTIAN EDUCATOR _____
(Signature)

CLERK OF SESSION _____ Date _____
(Signature)

IF THIS IS A PART-TIME CALL, PLEASE INDICATE THE PERCENT OF TIME INVOLVED: _____%
Note: 35 hrs is considered full time by BOP
BUDGETED HOURS INVOLVED: _____%

ANNUAL CASH SALARY \$ _____

DEFERRED COMPENSATION
*Board of Pensions 403(b) Retirement Savings \$ _____
*Other: _____ \$ _____

TOTAL CASH & DEFERRED COMPENSATION \$ _____

BENEFITS
Board of Pensions -Pension / Disability / Medical \$ _____ (BOP affiliated plan)
Other Annuity / Disability \$ _____
Other Medical \$ _____
Group Term Life Insurance \$ _____
Moving Expense to the Field \$ _____
Long-Term Care Insurance \$ _____
Section 125 Flexible Spending Account \$ _____
Other: _____ \$ _____
TOTAL BENEFITS: \$ _____

PROFESSIONAL EXPENSES

Are automobile expenses reimbursed according to an accountable reimbursement plan at the IRS approved rate?
Please circle: YES NO

Are continuing education expenses reimbursed upon session approval in an accountable fashion?
Please circle: YES NO

Contact Name _____ Phone # _____

Please provide a Contact Name and Phone # above for the church for COM, if there are questions about this call.

Please Return to the Presbytery Office within 30 days of Session Approval

COMMITTEE ON MINISTRY
PRESBYTERY OF THE PEAKS
1022 FLOYD STREET, SUITE A
LYNCHBURG, VA 24501

1116 **Terms of Call - Required Reporting and Suggested Record Keeping**

1117

1118

1119

1120

1121 **Reporting method**

Responsible Parties / Distribution

1122

1123

1124 Presbytery – Annual Review

1125 of Financial Terms of Call

Prepared by: Minister & Clerk of Session and/or
Church Treasurer or Administrator

1126

1127 Original: Committee on Ministry,
1128 Presbytery of the Peaks
1129 Send fillable form on Presbytery website
1130 Via e-mail to the attention of
1131 JulieDyke@peaks-presbytery.org
1132 Or mail via postal service

1133

1134 Copies: Session minutes
1135 Church’s permanent files
1136 Minister’s personal file

1137

1138

1139

1140 Board of Pensions - Benefits Connect

1141 Service/Salary Change

Prepared by: Minister or authorized church
representative

1142

1143 Submitted to: Board of Pensions (PCUSA)

1144 Via Benefits Connect – on-line reporting system

1145

1146

1147 Copies for file Authorized church representative’s file

1148 Minister’s personal file

1149

1150

1151 **Note: The above forms must be submitted within 30 days of approval by the**

1152 **congregation (or session in the case of educators).**

1153

1154

1155 Note: BOP change in pastors call reporting ENR-111 FORM is no longer available.

1156 This form has been deleted from this document. All new calls and call changes for pastors are to

1157 reported to the BOP via the **Benefits Connect** website

1158
1159 **Presbytery of the Peaks**
1160 **Family Leave Guidelines**
1161

1162 **GUIDELINES:**
1163

1164 The following guidelines are recommended to the Presbytery of the Peaks by the Committee on
1165 Ministry to aid in negotiation between sessions and pastors and church professionals when a leave is
1166 necessary. Family leave is suggested in times of death in the immediate family of the pastor, of serious
1167 illness of the pastor, or of a child, spouse, parent or parent-in-law of the pastor, or in the event of the
1168 birth or adoption of a child or foster child. The negotiated leave should be incorporated into the terms
1169 of the call.
1170

1171 **TIME AND DURATION OF FAMILY LEAVE:**
1172

- 1173 1. The duration and time of the family leave should be mutually agreed upon between the pastor
1174 and the session.
- 1175 2. Suggested duration:
1176 Death leave to be agreed upon between the pastor and session
1177 Birth or adoption of a child--6-8 weeks
1178 Serious illness--8-12 weeks
1179 Sick leave—12-14 days paid sick leave per year, cumulative 2-3 years
1180 (If a pastor needs more or less time, the session is encouraged to be flexible.)
1181

1182
1183 **COMPENSATION DURING LEAVE:**

- 1184 1. Sessions are urged to grant full salary and benefits for the entire leave. If a leave
1185 extends beyond 12 weeks, then other salary options can be negotiated as well
1186 (e.g. 50%, 60% or 75% for 90-180 days, dissolution of the pastoral relationship if
1187 pastoral illness or disability goes beyond 180 days).
1188
- 1189 2. The pastor should be relieved of all pastoral duties during the duration of the leave.
1190
- 1191 3. If a leave extends beyond the recommended time frame due to medical complications,
1192 application can be made to the Board of Pensions for disability income. Churches are
1193 encouraged to be supportive in every way when such a situation arises.
1194
- 1195 4. The Committee on Ministry shall be informed when the family leave option is
1196 exercised by a pastor.
1197
1198
1199
1200
1201

1202 **Sabbatical Leaves**
1203 **Committee on Ministry**

1204
1205 **The Committee on Ministry recommends to churches and other ministries that Ministers**
1206 **of the Word and Sacraments and full-time Christian Educators be granted a**
1207 **compensated Sabbatical Leave of no less than two months after the completion of six**
1208 **continuous years in one ministry within the Presbytery of the Peaks.**

1209
1210 Sabbatical Leave is an extension of the Biblical concept of renewal through the Sabbath day
1211 and Sabbath year. In the Sabbath year, the land was allowed to lie fallow to replenish itself.
1212 Scripture also abounds with illustrations of God's leaders (Moses, Elijah, John the Baptist,
1213 Paul, and Jesus) spending significant time in rest, solitude, and reflection for continuation of
1214 ministry. Jesus spent 40 days in preparation for his ministry and other times away in prayer
1215 and rest. Ministers bear the burdens, the anguish, the pain and hurt of their parishioners on a
1216 24 hour basis. As a result, many, if not all, experience symptoms of emotional distress, stress
1217 related illnesses, and burnout adversely affecting the minister's personal, family, and parish
1218 life, and greatly diminishing effectiveness and personal well-being. Sabbatical Leave is time
1219 for the minister to refresh, nourish, and replenish body, mind and soul for ministry. It is a time
1220 of rest, travel, study, & re-creation, a time away from the responsibilities of pastoral ministry. A
1221 renewed and refreshed pastor would be expected to bring new energy and insight to the life of
1222 the congregation.

1223
1224 Sabbatical Leave is also for the congregation. It is an opportunity for the congregation to
1225 reflect on the whole nature and meaning of ministry and the place of the congregation in that
1226 ministry; to renew and strengthen congregational lay leadership; and to continue to grow in
1227 faith.

1228
1229 A minister or educator on sabbatical leave would receive compensation, including salary and
1230 benefits. While it is not vacation, vacation time and study leave may be attached to the
1231 sabbatical, as agreed. It is not a time for a minister or staff person to seek a new call. The
1232 minister or staff person would be expected to stay in the present position for at least a year
1233 after the sabbatical. The Session or other governing body and the minister or educator would
1234 work together to plan for the leave time, including purposes of the leave, interim arrangements,
1235 in consultation with the Committee on Ministry, division of responsibilities during the leave, and
1236 planning for re-entry, which may include sharing of learnings and benefits to future ministry
1237 together. Congregations are encouraged to set aside funds each year so that resources are
1238 available during the time of Sabbatical Leave.

1239
1240 Presbytery strongly encourages that a Sabbatical Leave be part of the initial Terms of Call for
1241 a minister or full-time educator beginning a new ministry within the Presbytery of the Peaks, in
1242 consultation with the Committee on Ministry. In the event the Sabbatical Leave was not part of
1243 the initial terms of call, the minister or full-time educator and Session are urged to work with
1244 the Committee on Ministry of presbytery on a proposal for Sabbatical Leave, which would be a
1245 part of the subsequent Terms of Call to be approved by the congregation. The congregation
1246 should have at least six months notice prior to the beginning of a Sabbatical Leave.
1247

1248 The following two Committee on Ministry recommendations are included in the 2018 minimum
1249 financial terms of call for information purposes.

1250

1251

Remuneration of Pastors and Certified Ruling Elders for Pulpit Supply

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Remuneration of Pastors serving as Session Moderators

The Committee on Ministry assigns moderators to churches without installed pastoral leadership. In many cases active pastors serve other churches as session moderators as well as honorably retired pastors. The Committee on Ministry arranges and approves all moderator assignments to pastors in good standing with the Presbyterian Church (USA). Certified Ruling elders presently may moderate a church session only if they are installed to serve that church. The Committee on Ministry recommends that active or retired pastors serving as session moderator of a church where they are not installed be remunerated at a suggested level of \$50 per session meeting and additionally that travel mileage to and from the church be reimbursed at the present IRS rate (Currently 53.5 cents per mile as of January 2017. The IRS may revise this rate in January 2018.).