

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

ANNUAL REPORT OF FINANCIAL TERMS OF PASTORS' CALLS FOR 2020

The Presbytery Committee on Ministry requests the use of this reporting form for all installed pastors terms of call for 2020. This includes all new calls to pastors. Annual Reports are requested by COM regardless of changes to existing call terms. All call terms changes that result in changes to Board of Pension (BOP) effective salary and therefore dues for BOP Basic Benefits must be submitted to the BOP via the Benefits Connect website. Please complete all three pages of this report including all requested information and submit to the Presbytery of the Peaks via the fillable form posted on the Presbytery website (www.peakspresbytery.org) to the email address on page 3 or mail via the postal service to Presbytery of the Peaks office address shown on page 3.

The Session of _____ Presbyterian Church of Town/City _____ has made an annual review of the Minister's Cash Payments, Deferred Compensation, Benefits, and Professional Expenses, and the congregation has voted to request the Presbytery of the Peaks to approve the following terms of call for _____. Terms include a minimum of 4 weeks paid vacation and 2 weeks paid study leave.
(Minister's Name)

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

MINISTER _____ CLERK OF SESSION _____
(signature) (signature)
Date _____ Date _____

Pastor/ Teaching Elder Call Type

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

Campus Ministry ____ Yoked with Church _____ Other _____

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

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

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

Church Office phone # _____ Pastor phone # _____ E-Mail _____

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

2020 TERMS OF CALL REPORT

Based on the 2019 Effective Salary the 2020 Effective Salary represents:

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

BALANCE AS OF DECEMBER 31, 2019, OF THE CHURCH'S POP ESCROW EQUITY PLAN FOR THIS MINISTER: (This applies only to ministers living in church-owned property.) \$ _____

IF THIS IS A PART-TIME CALL, PLEASE INDICATE THE PERCENT OF TIME INVOLVED: ____%
BUDGETED HOURS INVOLVED: _____ (Note: 35 hrs. / week is full time according to the Board of Pensions)

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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 2020 the minimum effective salary basis for medical coverage is \$44,000)		
Medical Coverage for Pastor and Family	\$ _____	\$ _____ (25% of Eff. Sal.)
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 Insurance (Dental, Life, etc.) If <u>Paid</u> by the Church.	\$ _____	\$ _____
*Long-Term Care Insurance, If <u>Paid</u> 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.**

Pastor Name _____ Church _____

PROFESSIONAL EXPENSES

Auto Expense:

Circle the method used for defraying expenses. See page 6 – Automobile Costs - of the 2020 Terms of Call document for descriptions of each method. AU 1 AU 2 *AU 3

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

Continuing Education Expense:

Circle the method used for defraying expenses. See page 7 – Continuing Education – of the 2020 Terms of Call document for descriptions of each method. CE 1 *CE 2

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

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

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

Family Leave:

Does the church provide Family Leave for the birth or adoption of a child? _____

If yes, what amount of leave will be provided? _____

The complete 2020 Minimum Financial Terms of Call Document can be found on the Presbytery website (peaks-presbytery.org) Any questions regarding Ministers Terms of Call can be directed to Robin Padgett at the Presbytery Office. (robin@peaks-presbytery.org or 1-888-557-3257)

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

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, Administrative Support, at julie.dyke@peaks-presbytery.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, 108 Melinda Drive; Lynchburg, VA 24502