

Procedure: Terms Of “Call” To A Pastor
(Book of Order)

Purpose

1. Terms of ‘Call’, accompanied by the appropriate AA/EEO documents, shall be reviewed for fairness and adherence to Presbytery policy by the COM prior to being presented to the Presbytery for approval and to the pastor or associate pastor for acceptance.
2. A “Call” to a permanent pastoral relationship shall be considered by the Presbytery only after endorsement by the COM.

Definitions

1. The “Call” is a contractual agreement between a pastor or associate pastor, the congregation, and the Presbytery. The congregation promises to provide equitable pay and benefits, in order that the minister may be free to devote the agreed-upon amount of time to ministerial duties.
2. The proposed terms of call must meet Presbytery minimums.

Completion / Review of the “Call” Form

1. The first seven blanks of the form are self-explanatory. Please insure that the beginning date is accurately stated. Note that the beginning date shall not be before reception as a member of Presbytery or permission to labor within the bounds, based on COM’s examination for membership.
2. \$_ regular monthly payments is the cash salary to be paid. This includes housing/utilities allowance and any other items that are properly included in cash salary (e.g., housing/utilities allowance, tax sheltered annuity, supplemental medical payments, supplemental Social Security payments, etc.). When broken out in the columns below, these items should be clearly shown as included in cash salary above. Some items that are not properly included in cash salary are: automobile expense, expense allowance for items to accomplish the tasks of ministry, study leave allowance, moving costs, etc.
3. Cash salary (regular monthly payments) must meet the prescribed Presbytery minimum, or, when coupled with use of manse, the minimum with manse.
4. Housing/utilities allowance are amounts determined yearly, with the concurrence of the Session, that the pastor can reasonably justify to the IRS as the cost for these items.
5. Automobile allowance is a reimbursable item that varies, depending upon the amount of travel required to carry out the pastoral duties.
6. Expense allowance should be a reimbursable for specified or discretionary items as agreed in the “Call”.
7. Book allowance should be reimbursable, when prescribed, for professional expense for books.
8. Medical insurance may be provided to supplement the major medical portion of the Pension Plan.
9. Other items such as tax sheltered annuities, sabbaticals, special leaves or trips, may be specified, as negotiated.’
10. Vacation - a minimum of 30 days each year (see Section IV below)

11. Study leave - minimum of two weeks is Presbytery policy (see Section IV below)
12. Study leave allowance shall be provided. \$100/week of study leave is Presbytery minimum. Study leave and allowance shall be accruable (Upon application to the Session) to a maximum of three years.
13. Full pension is required on effective salary:
 - a. Annual cash salary
 - b. Bonuses and accrued vacation cash payments
 - c. Deferred compensation (funded and unfunded)
 - d. Housing, furnishings, and utility allowance. If manse is provided, minimum is 30% of cash salary.
 - e. Equity allowances
 - f. Co-insurance (co-payments) and deductible reimbursements
 - g. Premium on other Individual insurance coverage (including optional coverages under the Benefits Plan)
 - h. SECA tax allowances In excess of 50% of minister's tax obligation
 - i. All other allowances (tuition, books, auto, etc.), unless reimbursed through an accountable reimbursement plan.

Distribution of the "Call" form.

1. All four copies of the "Call" papers must be signed **by all members who were elected by the congregation to prosecute the "Call" (usually the PNC members or a portion of them).**
2. **All four copies are then forwarded to the COM or the Stated Clerk for the necessary signatures**, with completed copies being placed in the hands of the minister who is called, the clerk of Session of the calling church, and Stated Clerks of each Presbytery.
3. Note that the "Call" and the associated AA/EEO forms, should be in the hands of the Stated Clerk or the Moderator of the COM **before** it acts to recommend approval of the "Call" to Presbytery. The AA/EEO papers are given to the Executive Presbyter, who is responsible for AA/EEO, by the Stated Clerk, after Presbytery action and signature.

Vacation/Study Leave Policy

1. All provisions regarding vacation time and study leave are to be specifically included in the terms of the "Call" for each pastor.
2. Each Minister of the Word and Sacrament will be granted a minimum of 30 days for vacation time each year. That time will accrue at the rate of two and a half days per month of service, to be available only as accumulated. That accumulation is not to exceed 30 days, unless negotiated with Session. Not to be used in advance of accrual, except as specifically permitted by the Session of that church. Unused vacation time will be paid for, based on the annual salary rate of the pastor, at the time of his/her termination of employment.
3. Study Leave time will accrue at the rate of 1.2 days per month of service, to be available only as accumulated. Not to be used In advance of accrual. Any exception must be negotiated with, and authorized by, the Session of that church. A maximum of 42 days may be accumulated. Annual study leave funds may be accumulated for a maximum of three

years.

4. Study leave time is not to be attached to the pastor's vacation time, except by Session approval.
5. The request for study leave is to be accompanied by a written statement of objectives to be accomplished during that time away from the office, and a plan for their fulfillment. At the conclusion of the study leave, a written report is to be given to Session and sent to the Committee on Ministry for file.
6. All vacation or study leave requests are subject to Session's approval.
7. If the pastor requests further expenses beyond the terms of his/her "Call" to be paid during those absences, the Session may approve at its discretion.

Continuing Education For Ministers Requirements

In light of the historical Importance placed on formal education and training of the ministerial leadership In the Presbyterian tradition, and the Importance of having this training and education continuously updated, the Presbytery of North Puget Sound requires the following:

1. When a call is extended to a minister, it shall Include as a term of the call, a minimum of two weeks each year for continuing education. During this time, the minister Is relieved of all duties, but the time Is not to be part of her/his vacation.
2. That all present employing agencies of the congregations or of the Presbytery are encouraged to ensure that the call to their present minister includes at least two weeks/year for continuing education.
3. That the congregation or employing agency pay at least \$100/week per year of the expenses 'for the continuing education of their minister.
4. That the two weeks of annual study leave and the study leave expense allowance amount be cumulative to a maximum of six weeks.
5. That a minister forfeits his/her accumulation of time and allowance for continuing education, if It has not been used prior to the dissolution of the ministerial relationship.
6. That all ministers consult with their Session and the Committee on Ministry of the Presbytery before enrolling in a continuing education program.