

**2018 Terms Of Call Annual Reporting Form
For Pastors, Associate Pastors, and Ministers In Validated Ministries**

Please use the attached 2018 Terms Of Call Annual Reporting Form to report changes, or no change, to your pastor's compensation in 2018. *Please return a signed form whether there was a change or not in the terms of call.* Your church should submit either the Full-time form or the Part-time form, whichever one applies to your church.

The form is redesigned for Full and Part-time positions to fit on one page. **Note: Please see the Newark Presbytery Compensation Policy for additional information (separate document available online or from Presbytery Center).**

The *Book of Order*, G-1.0503c and G-2.0804 requires annual reviews on the adequacy of the terms of call for a pastor. Further, G-2.0901 states that the call extended to a pastor or associate pastor shall be approved by the presbytery and cannot be changed except by consent of the presbytery, at the request of the pastor, associate pastor, and by action of the congregation.

Newark Presbytery requires that all terms of call meet or exceed the minimum terms and, consistent with G.2.0804, shall not approve any terms or changes that do not adhere to the minimum standards. To implement these provisions, the Ministry Relationships Team requests that the current terms of call and any proposed changes be reported in the following format. If you need assistance completing this form, or have questions, please contact the Team chairperson. Thank you.

Complete either the Full-time or the Part-time form that follows, whichever one applies to your staffing situation. Completely fill out that form with appropriate signatures and return it to the Ministry Relationships Team at Presbytery Center before February 28, 2018.

Use this form for reporting compensation for **Full-time** Ministerial Position

The members of the _____ Church in (city) _____, New Jersey, in a congregational meeting on (date) _____ reviewed the terms of call for (Minister's Name) _____

_____ and voted not to change; or make the following changes to the Pastoral Terms of Call for 2018.

MINISTER INCOME

2016 Effective Salary

\$55,390

2016 Minimum

\$56,497

2017 Minimum

Includes: (Check one arrangement, A, B, or C):

A. For minister *not* staying in manse:

Cash salary and housing allowance paid to minister:

\$ _____ Cash salary portion +

\$ _____ Cash housing allowance portion = \$ _____

B. For minister staying in manse:

Cash salary and manse provided; church pays all utilities directly to providers:

\$ _____ Cash salary portion +

\$ _____ Fair Rental Value of manse (include utilities) = \$ _____

C. For minister staying in manse:

Cash salary and manse provided; church pays utilities allowance to minister:

\$ _____ Cash salary portion +

\$ _____ Fair Rental Value of manse +

\$ _____ Utilities allowance paid to minister = \$ _____

| | | |
|------------------------|----------|-------|
| Social Security Offset | Optional | _____ |
| Home Equity Share | Optional | _____ |
| Deferred Compensation | Optional | _____ |
| Bonuses/Special Gifts | Optional | _____ |

PENSION/MEDICAL

Pension/Medical (37% of Effective Salary)

\$20,903.89

REIMBURSABLE OR VOUCHERED EXPENSES & BENEFITS

| | | |
|-----------------------|---------|-------|
| Travel Expenses | 3,300 | _____ |
| Continuing Education | 800 | _____ |
| Professional Expenses | 500 | _____ |
| Vacation | 4-weeks | _____ |
| Study Leave | 2-weeks | _____ |
| Sick Leave | 12-days | _____ |

Approvals

Clerk of Session: _____ (Date)

Pastor: _____ (Date)

Moderator (if not pastor): _____ (Date)

Date of Annual: Pastor's Performance Review_____. Ministry Review of the session: _____.

These terms represent _____% of the total church budget.

For the Minister: Years served in this position _____. Year of ordination _____.

What day is honored as a pastor's day off each week: _____ .

Use this form for reporting compensation of **Part-time** (based on a percentage of full time) Ministerial Position

The members of the _____ Church in (city) _____ New Jersey,
in a congregational meeting on (date) _____ reviewed the terms of call for (Minister's Name) _____
_____ and:

_____ Voted **no changes** to the Pastoral Terms of Call for 2018, **OR**
_____ Voted **changes** to the Pastoral Terms of Call for 2018.

INCOME

Effective Salary _____

Includes: (choose one arrangement)

A. _____ Cash salary and housing allowance, or _____
\$ _____ *Housing Allowance Designated from Salary, OR*

B. _____ Cash salary with manse and utilities provided, or _____
\$ _____ *Value of Manse Provided. \$ _____ Value of Utilities Provided, OR*

C. _____ Cash salary with manse provided and utilities allowance. _____
\$ _____ *Value of Manse Provided. \$ _____ Value of Utilities Allowance.*

Social Security Offset (7.65%) Optional _____

Home Equity Share Optional _____

Deferred Compensation Optional _____

Bonuses/Special Gifts Optional _____

PENSION/MEDICAL (Required called and installed minister. Optional for lay employees and ordained ministers in temporary pastoral relationship working at least 20 hours per week.)

Pension/Medical (37% of Effective Salary) _____

REIMBURSABLE OR VOUCHERED EXPENSES & BENEFITS

Travel Expenses IRS RATE/MILE _____

Continuing Education 800 _____

Professional Expenses 500 _____

Vacation 4 Weeks _____

Study Leave 2 Weeks _____

Sick Leave 12-days _____

Approvals

Clerk of Session: _____ (Date)

Pastor: _____ (Date)

Moderator (if not the pastor): _____ (Date)

Date of Annual: Pastor's Performance Review_____. Ministry Review of the session: _____.

These terms represent _____% of the total church budget.

For the Minister: Years served in this position _____. Year of ordination _____.

What day is honored as a pastor's day off each week: _____ .