

**2019 Terms Of Call Annual Reporting Form
For Pastors, Associate Pastors, and Ministers In Validated Ministries**

Please use the attached 2019 Terms Of Call Annual Reporting Form to report changes, or no change, to your pastor's compensation in 2019. *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, 2019.

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

The Session of the _____ Church in (city) _____, New Jersey, reviewed the terms of call for (Minister's Name) _____ at a Session meeting on (date) _____ and voted to recommend no change to the Pastoral Terms of Call for 2019. The Session reported the above actions to the congregation in a congregational meeting on (date) _____.

OR

The Session of the _____ Church in (city) _____, New Jersey, reviewed the terms of call for (Minister's Name) _____ at a Session meeting on (date) _____ and voted to recommend changes to the congregation. In a congregational meeting on (date) _____ the congregation voted to make the following changes to the Pastoral Terms of Call for 2019.

MINISTER INCOME

	<u>2018 Minimum</u>	<u>2019 Minimum</u>
2019 Effective Salary	\$56,497	\$58,192

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) \$21,531.04

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 2019, **OR**
_____ Voted **changes** to the Pastoral Terms of Call for 2019.

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: _____ .