



**FULL-TIME OR PART-TIME INSTALLED
TERMS OF CALL FORM - Year _____**

The congregation of _____ calls Pastor
_____ beginning on _____, on the terms
set forth below.

FOR PART-TIME CALLS, COMPLETE THE FOLLOWING:

This ministry will include (**Please check all fields pertaining to this position.**)

- ____ Worship leadership and preparing the bulletin (Specify Sundays if less than full time)
- ____ Moderator of Session (and congregational meetings)
- ____ Pastoral calls to the ill, homebound, and as needed to other members
- ____ Officiate at weddings and funerals as requested by the session
- ____ Assist the church committees, boards, and session to carry out assigned tasks
- ____ Administrative duties
- ____ Participation in the life, ministry, and mission of the Presbytery, including the exercise of voice and vote in presbytery meetings
- ____ Other: _____
- ____ Other: _____
- ____ Other: _____

The Session estimates that fulfilling these duties will require _____ hours per week.

FOR ALL CALLS, COMPLETE THE FOLLOWING:

A. EFFECTIVE SALARY

The minimum effective salary for a full-time position is 75% of the amount established by the Board of Pensions as the Median Effective Salary. For part-time relationships, the minimum annual effective salary shall be computed as a proportion of the amount for a full-time position based on anticipated average hours per week, assuming 40 hours per week for full time.

1. Cash Salary (12-month equivalent) \$ _____



- 2. Housing / Utilities Allowance or Manse value \$ _____
- 3. Contributions to PC(U.S.A.) Fidelity 403b or other retirement \$ _____
- 4. Additional Compensation or Allowances (please specify below) \$ _____

Total Effective Salary for Board of Pensions (summary of 1-4) \$ _____

B. BENEFITS (Paid by Congregation)

- 1. Participation in the benefits plan of the PC(U.S.A.), including pension, disability, and medical coverage \$ _____
- 2. SECA: Social Security Offset (optional) (50% or less) \$ _____
- 3. Other (specify) _____ \$ _____
- 4. Vacation (minimum of four weeks including four Sundays)
(If greater, please specify here _____)
- 5. Paid Family Leave on terms set out by COM procedures (minimum of 12 weeks)

C. PROFESSIONAL REIMBURSABLE EXPENSES (Paid by Congregation)

- 1. Mileage Reimbursement at current IRS rate \$ _____
- 2. Continuing Education
 - a. Reimbursable expenses (travel, lodging, fees, materials of at least \$1200/year, cumulative to \$2400) \$ _____
 - b. Minimum 2 weeks/year including 2 Sundays accumulative to 3 years
(If greater, please specify here _____)
- 3. Professional Expenses \$ _____

Salary will be paid (check one) ___ monthly; ___ twice a month on the ___ and ___; or ___ bi-weekly

By signing below, the parties acknowledge that they have read and agree to the Snake River Presbytery Manual of Administrative Operations, including the ethical conduct and



dissolution policies, and the Commission on Ministry Procedures (found on the Presbytery’s website under Policies).

These terms of call were approved at a properly called and executed congregational meeting on _____.

Pastor signature _____ Date _____

Clerk of Session signature _____ Date _____

COM Moderator signature _____ Date _____

“By action of the presbytery, this relationship was recorded in the rolls and records of the Presbytery and the General Assembly.”

Stated Clerk signature: _____

Contract renewal: Beginning date _____ End date _____

Initials: Clerk _____ Pastor _____ COM Moderator and approval date _____

Stated Clerk _____

Contract renewal: Beginning date _____ End date _____

Initials: Clerk _____ Pastor _____ COM Moderator and approval date _____

Stated Clerk _____