SNAKE RIVER
PRESBYTERY

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) $_____

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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

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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:_____

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Contract renewal: Beginning date _____ End date _____

Initials: Clerk_____ Pastor _____ COM Moderator and approval date _____

Stated Clerk _____

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Contract renewal: Beginning date _____ End date _____

Initials: Clerk_____ Pastor _____ COM Moderator and approval date _____

Stated Clerk _____