



Pastoral Call/Covenant Update Form

Appendix K

Church Name and City: _____

Pastor's Name and Title: _____

The 2025 Presbytery Minimum Effective Salary (ES) is \$59,000 (for beginning pastors on a full-time basis which sets the standard for all pastors).

Terms:

The pastor is employed on a:

_____ full-time basis _____ half-time basis

_____ part-time basis, serving approximately _____ hours per week

and will be compensated as follows for 2025.

Compensation:

Effective Salary (ES)

| | |
|-------------------------------|----------|
| Cash Salary | \$ _____ |
| Fair Rental Value of Manse | \$ _____ |
| Housing Allowance | \$ _____ |
| Utilities Allowance | \$ _____ |
| Deferred Compensation | \$ _____ |
| SECA Supplement (if over 50%) | \$ _____ |

Reimbursable Expenses (RE)

| | |
|--------------------------------|----------|
| Automobile Expense (IRS Rate) | \$ _____ |
| Business/Professional Expenses | \$ _____ |
| SECA Supplement (up to 50%) | \$ _____ |
| Continuing Education (\$1,500) | \$ _____ |
| Moving Costs (up to) | \$ _____ |
| Other Allowances (Specify) | \$ _____ |

Total Effective Salary: \$ _____

Total Reimbursable Expenses: \$ _____

Additional Benefits

Paid Vacation (4 weeks including 4 Sundays) _____

Paid Continuing Education (2 weeks including 2 Sundays) _____

Enrollment with the Board of Pensions:

(to be eligible for enrollment must be employed at least 20 hours per week): Yes _____ No _____

If YES, specify _____ \$ _____

Optional Additional Benefits:

Matching 403b Contributions \$ _____

Vision Eyewear Coverage \$ _____

Dental Coverage \$ _____

Total Additional Benefits: \$ _____

If there is any other compensation, please list in detail. You may consult the Board of Pensions and the Commission on Ministry manual for further options and guidelines.



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Personnel Matters:

The Church has an active Personnel Committee. Yes _____ No _____

The adequacy of the pastor's compensation was reviewed with them using the questions included below. Yes _____ No _____

An annual performance review was conducted. Yes _____ No _____

Professional Matters:

The pastor used study leave/continuing education in 2022. Yes _____ No _____

In the space below, please describe how the continuing education time was used and list any courses that were taken. Attach an additional sheet if needed.

Compensation Adequacy Review Questions (please use additional sheets if needed)

1. Is the pastor's salary below, same as, or above the Presbytery's minimum requirements? _____
2. Does the pastor's salary take into account the following factors: membership size, the church's mission, the life experience and/or ministry experience the pastor brings, and the pastor's job performance?

3. Is the pastor's housing allowance sufficient in securing and maintaining a residence in the church's particular economic locale? _____
4. If a manse is provided, has the Session's building and property representatives inspected the manse and made the necessary repairs/improvements to maintain adequate housing for the pastor?

5. Does the utilities allowance cover the cost of utilities? _____
6. Does the car allowance cover the costs of the mileage of the pastor in their work? _____
7. Is the continuing education allowance adequate in covering the costs of the pastor's continuing education and is the study leave adequate to meet the goals of the pastor and the congregation?

8. What other allowances and/or items of compensation need to be reviewed?

9. Does the Session need help in answering these questions from the Presbytery's Commission on Ministry before making its recommendations to the congregation? _____

Signed (Pastor): _____ Date: _____

Signed (Personnel Chair or Clerk of Session): _____ Date: _____

Please return completed form to the COM Moderator at: dmcom@presbyteries.org.