

**PASTORAL CALL**  
(For Pastor or Associate Pastor)

The \_\_\_\_\_ **Presbyterian Church** (U.S.A.) PIN# \_\_\_\_\_ in the City of \_\_\_\_\_ belonging to The Presbytery of Los Ranchos (PIN 360-352), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_ (Name)

to undertake the office of

\_\_\_\_\_

of this congregation, promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord.

**Effective Date** of the Call *(date work is to begin)*: \_\_\_\_\_ through \_\_\_\_\_.

That you may be free to devote yourself full time (if part time, specify %) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay you the following **annual terms**: *(Complete those agreed upon.)*

CASH SALARY: .....\$ \_\_\_\_\_

To be paid: Monthly: \_\_\_\_\_; Semi-Monthly: \_\_\_\_\_; Weekly: \_\_\_\_\_; Bi-Weekly \_\_\_\_\_

USE OF THE MANSE: *("Fair Market Value" or 30% of Salary for Pension)* .....\$ \_\_\_\_\_

HOUSING ALLOWANCE: .....\$ \_\_\_\_\_

UTILITIES, FURNISHINGS AND MAINTENANCE:.....\$ \_\_\_\_\_

DEFERRED INCOME: *(Annuity, Life Insurance, IRA, Retirement Savings, 403b, etc.)*.....\$ \_\_\_\_\_

TAXABLE SOCIAL SECURITY OFFSET:.....\$ \_\_\_\_\_

MOVING COSTS: *(check one) Full: \_\_\_\_\_ or Clergy Policy\_\_\_\_\_ OTHER: \_\_\_\_\_ (Please specify)* .....\$ \_\_\_\_\_

OPTIONAL INSURANCE: *( includes, Dental, Life and Disability)*.....\$ \_\_\_\_\_

BONUSES, UNVOUCHERED ALLOWANCES, GIFTS FROM EMPLOYER.....\$ \_\_\_\_\_

VACATION: *(Minimum 30 work days, and a minimum of 4 Sundays off a year)*.....\$ \_\_\_\_\_

CONTINUING EDUCATION:.....\$ \_\_\_\_\_

*(Minimum 14 work days per year, cumulative to 6 weeks)*

PLR ANNUAL PASTORS' RETREAT *(3 days)* .....\$ \_\_\_\_\_

SICK DAYS: *(12 days, cumulative to 120 days)* .....\$ \_\_\_\_\_

\_\_\_\_\_ We will pay regularly in advance to the board responsible for benefits a sum equal to that requisite percent of your effective salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in the Benefits Plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly, during the time of your being and continuing in the pastoral relationship set forth in this call to this church.

\_\_\_\_\_ We further promise and obligate ourselves to reimburse your professional expenses, subject to the terms of the Accountable Reimbursement Policy adopted by the session of the congregation, up to the following limits:

**PASTORAL CALL (cont'd)**

AUTOMOBILE EXPENSES: *(Minimum \$2,600.00 --vouchered amount @ IRS rate must be paid)* \$ \_\_\_\_\_

PROFESSIONAL GROWTH:

CONTINUING EDUCATION EXPENSES *(Minimum \$1,000)* .....\$ \_\_\_\_\_

PLR ANNUAL PASTORS' RETREAT EXPENSES: .....\$ \_\_\_\_\_

BOOKS AND JOURNALS: .....\$ \_\_\_\_\_

PROFESSIONAL EXPENSES: .....\$ \_\_\_\_\_

MEDICAL COSTS SUPPLEMENT: *("Flexible Spending Arrangement"/Cafeteria Plan)* .....\$ \_\_\_\_\_

OTHER: *(Please specify)* .....\$ \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation and of the expense reimbursements limits shown above.

Pastor and Session acknowledge that the Presbytery's Policy on severance in cases of Involuntary Termination applies.

Pastor and Session further acknowledge that Presbytery **requires** participation in a Sexual Misconduct Prevention Training session within two years of being called. No call will be validated, or continued if this condition is not met within two years of the effective date of the call.

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 201\_: [Signatures of persons elected by the congregation to sign the call]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Having moderated the congregation meeting which extended a call to \_\_\_\_\_  
 \_\_\_\_\_ for ministerial services, I do certify that the call has been  
 made in all respect according to the requirements of the Form of Government, and that the  
 persons who signed the foregoing were authorized to do so by vote of the \_\_\_\_\_  
 Presbyterian Church (U.S.A.) of \_\_\_\_\_

(Moderator of the Meeting) \_\_\_\_\_

**CERTIFICATION OF THE CALL**

The Rev. \_\_\_\_\_

Is called to \_\_\_\_\_ Presbyterian Church (U.S.A.) of \_\_\_\_\_, California.

**A. BY THE CHURCH'S PRESBYTERY**

1. ACTION OF THE COMMITTEE/COMMISSION ON MINISTRY

This Call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery approve (not approve) this call. This is Commission action: Yes\_\_\_\_ No\_\_\_\_.

Date of Action: \_\_\_\_\_  
\_\_\_\_\_ Committee on Ministry Chair

2. ACTION BY THE PRESBYTERY

This call was approved by the **Presbytery of Los Ranchos** (its Commission \_\_\_\_\_)

Date of Action: \_\_\_\_\_  
\_\_\_\_\_ Rev. Forrest Claassen, Stated Clerk

**B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY**

1. ACTION OF THE COMMITTEE/COMMISSION ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release \_\_\_\_\_ to accept this call. This is Commission action: Yes\_\_\_\_ No\_\_\_\_.

Date of Action: \_\_\_\_\_  
\_\_\_\_\_ (Chairperson, Committee on Ministry)

2. ACTION BY THE PRESBYTERY

The Presbytery of \_\_\_\_\_ (or its Commission \_\_\_\_\_) hereby finds it expedient (not expedient) to release \_\_\_\_\_ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands.

Date of Action: \_\_\_\_\_  
\_\_\_\_\_ (Stated Clerk)

**C. ACCEPTANCE OF THE CALL**

This is to certify that I have received and accept this call.

Date of Acceptance: \_\_\_\_\_  
\_\_\_\_\_ (Signature)