

SUPPLEMENTAL REPORTS

AUGUST 22, 2020

FROM STATED CLERK:

Move to approve the Special Rules of Order and Standing Rules for electronic Meetings of Shenandoah Presbytery and to add them to the Presbytery Manual, Section 5.5. (See pages S2-S3)

**SPECIAL RULES OF ORDER AND STANDING RULES
for Electronic Meetings of Shenandoah Presbytery**

For the purpose of any electronic meetings of the Shenandoah Presbytery conducted before a regular or special meeting may be convened in person to formally adopt rules for future electronic meetings, the Presbytery approves these special rules of order and suspends any standing rules that interfere with them:

1. All business of the meeting will be conducted using Zoom and features of that platform for simultaneous visual and aural communication, seeking recognition, and vote taking.
 - a. Dialing in by phone alone without using the Zoom client for laptop/desktop computers or the Zoom app for tablets or smartphones is not be permitted because of the limited tools available to interact meaningfully with the other participants in the meeting.
 - b. Additional technical guidance will be provided separately by the planning team and will offer opportunities to practice using Zoom in advance of any online meeting of the Presbytery.
2. The presence of a quorum shall be established by sign-in to Zoom and joining the meeting. The continued presence of a quorum shall be determined by the online list of participating members.
3. While every effort will be made to provide stable access to the platform, participants are responsible for their own audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
4. Greetings, reports, ceremonies, worship services, and other elements ordinarily included in meetings of the Presbytery but unrelated to items of business may be included, altered, or omitted at the discretion of the planning team.
5. To be enrolled as participants with voice and/or vote, minister members, commissioners, and corresponding members must use the free Zoom software appropriate for their device.
6. All voting participants are required to join the meeting on individual devices (one person, one device). This preserves the right of each voting member to vote individually. (If more than one device is being used in the same room, the microphone and speaker on all but one device must be muted to prevent feedback.)
7. Upon entering the meeting, all participants must ensure that the participant's name displayed by Zoom conforms to the following examples so that the moderator and stated clerk can verify the status of each participant with voice and vote or voice only:
 - Minister/Teaching Elder member: "Firstname Lastname /TE"
 - Ruling Elder Commissioner from congregations: "Firstname Lastname /REC/ Church Name"
 - Ruling Elder Certified Christian Educator: "Firstname Lastname /RE/CCE"
 - Commissioned Ruling Elder currently serving a church: "Firstname Lastname /CRE/ Church Name"
 - Corresponding Member: "Firstname Lastname /CM/Organization"
 - Visitor: "Firstname Lastname /Visitor/ Church or Organization"

8. Participants will ensure their own microphones remain muted unless recognized by the moderator to speak.
9. The “raise hand” feature on the participant list in Zoom will be used both for seeking recognition from the moderator and for voting when directed by the moderator. Participants will be recognized only using the “raise hand” feature, not by waving at the computer or device camera.
10. Zoom’s “chat” feature in a meeting of the presbytery will be limited to communicating only with the Stated Clerk and electronic hosts of the Zoom meeting, like passing a note to the Stated Clerk during a meeting.
11. Any motion other than a procedural one should be entered in writing into the participant “chat” to the appointed person if possible before seeking recognition using the “raise hand” feature. When recognized by the moderator, participants should state that the text of the motion is in the chat, and then make the motion. No motion will be brought before the meeting from chat until after the speaker is recognized by the moderator. Submitting a motion in chat *does not* jump the line waiting to be recognized.
12. A vote will normally be taken by using the green (yes) and red (no) buttons on the participants screen, or using the means of a raised hand by phone.
When the moderator seeks unanimous consent, only those who object to unanimous consent will be asked to indicate that by a raised hand (🙋) by phone or a red “x”(✖) on the participants list; to avoid confusion, no one who consents should take any action to indicate consent.

FROM COMMITTEE ON RELATIONAL MINISTRY:

CRM met via Zoom on August 13 and conducted the following business:

I. ACTION TAKEN:

Renewed the temporary supply contract between the Mt. Carmel Session and TE Sarah Hill from October 6, 2020-October 5, 2021.

II. RECOMMENDATIONS:

A. That Presbytery approve the revised Sabbatical Leave Policy as found on pages S5-S6.

B. That Presbytery approve the revised Salary Policy as found on pages S7-S10.

Sabbatical Leave Policy for Pastors and Certified Educators in Shenandoah Presbytery

Approved at Presbytery October 28, 2003

Revised by Presbytery August 22, 2020

Policy statement:

The Presbytery of Shenandoah requires that all new calls for **full-time**, installed pastors and **fulltime** Certified Christian Educators include a compensated sabbatical of at least three (3) months after six (6) years of service to a particular position.

Book of Order G-3.0303c

{Presbytery} establish minimum compensation standards for pastoral calls and Certified Christian Educators and Certified Associate Christian Educators within the presbytery

Minister or Educator responsibilities:

1. To bring at least six (6) months prior to the sabbatical a written proposal including a detailed description of the Sabbatical, the goals to be achieved and the expected benefits for the person and for the congregation along with a personal statement as to why this Sabbatical would be valuable.
2. Consult with the Session in bringing up to date all pending responsibilities before departing on a sabbatical and participating with the Session in preparing the congregation for the sabbatical period.
3. Upon return, to remain in the present position at least one year and to join with the congregation in reflecting upon the value and benefit.

Session Responsibilities:

1. To budget from the first year of service, money that can be accrued for the use of the session in meeting any additional expenses required to provide alternative leadership for the church during the Sabbatical.
2. To receive the minister or educator's proposal for a sabbatical at least six (6) months in advance of the intended commencement of the sabbatical.
3. Upon receipt of the proposal for a sabbatical, to begin developing a congregational plan for the Sabbatical, listing their goals and the financial implications.
4. Consult with the minister or educator in bringing up to date all pending responsibilities before a sabbatical and taking responsibility in preparing the congregation for the sabbatical period.
5. Upon completion of the sabbatical, to join with both the pastor/educator and congregation in reflecting upon the value and benefits of the sabbatical.

Additional guidance is provided in the "Shenandoah Presbytery Sabbatical Policy Details and Rationale" on the reverse.

Shenandoah Presbytery Sabbatical Leave Policy Details and Rationale

Sabbatical is a time for rest and renewal and supports future growth. “Sabbatical” means every seventh years. Sabbatical leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

In Shenandoah Presbytery the normal Sabbatical shall be three months with allowance made for extending that period by adding accrued vacation and study leave.

Purpose: For the minister, sabbatical leave is a carefully planned period in which a pastor is granted leave away from normal ministerial responsibilities in order to spend an extended period in study and reflection. Sabbatical leave is not a vacation, nor is it expressly continuing education.

For the congregation, sabbatical leave can allow the people to re-establish their corporate memory or clarify their identity as a congregation. Without the normal relationships and patterns of reliance that a pastorate can create, the congregation recovers their own sense of ministry to the church and to each other. The Sabbatical is an opportunity to identify new patterns that can strengthen the church.

The desired purpose for any Sabbatical should be clearly defined in writing by the minister or educator upon requesting the Sabbatical and by the Session in making plans for the congregational Sabbatical.

Eligibility: A Sabbatical shall be a part of every new call for installed ~~full-time~~ pastors in the Presbytery and Certified Educators ~~working full-time~~. The minister or educator may take Sabbatical in the seventh year of service in that position or at another time agreed upon by the pastor/certified educator and the session. It is expected that a minister or educator will remain in their present position at least for one year following a Sabbatical.

Funding: During the Sabbatical, the church will continue the minister or educator’s salary, pension/medical benefits, book and study allowance at the same level as those in effect at the time of the Sabbatical leave. The Church will also contract for substitute pastoral or educational ministry during the period of the Sabbatical.

Although on the face of it, the Sabbatical may seem like yet another financial burden for the local congregation to bear, it is a minor investment in long ministries and the future health of the congregation.

Clergy, educators and churches are encouraged to set aside funds each year in anticipation of the Sabbatical leave. A number of resources in the Presbytery, Synod and denomination are available to assist church professionals in funding Sabbatical projects.

Sabbatical Request Process: A request for Sabbatical must be made in writing to the Session at least six months before the Sabbatical is to begin. The request should include a detailed description of the Sabbatical, the goals to be achieved and the expected benefits for the person and for the congregation along with a personal statement as to why this Sabbatical would be valuable.

The Session would then begin to create their own plan for the Sabbatical, listing their goals and the financial implications. It is the responsibility of the Session, along with the minister or educator, to build support among the congregation in preparation for the Sabbatical.

Re-Entry: Upon return from Sabbatical, it is strongly suggested that the clergy or educator, along with the congregation, share together the details of the leave as well as reflections on its value and benefit.

SHENANDOAH PRESBYTERY SALARY POLICY
FOR INSTALLED POSITIONS

Approved by Presbytery February 11, 2017

Revised by Presbytery August 24, 2019

Revised by Presbytery _____

The purpose of this salary policy is to assist Pastor Nominating Committees (PNC) in negotiating the Covenant Agreement/Terms of Call between a **full-time** pastor nominee and the PNC, and completing the Pastoral Call Form. Resources used to prepare this policy includes the *Book of Order, Understanding Effective Salary* (published by Board of Pensions), IRS regulations, and policies established by the Shenandoah Presbytery.

Terms of Call are prepared as a part of the pastoral calling agreement with a new **full-time** pastor and as part of an annual review of the terms of call. A PNC negotiates the Terms of Call with a pastor nominee. Once terms are mutually agreed upon, the pastoral call form is completed **and** submitted to the Committee on Pastoral Transition (CPT) for review. ~~and becomes a part of the examination of the pastor by the examination committee.~~

All terms of call between churches and pastors or associate pastors in the Shenandoah Presbytery shall include the requirement that the financial terms of call be reviewed annually by the congregation. *“The session shall review annually the minister's terms of call...”* (Book of Order, G-2.0804). The terms of call includes compensation paid to the pastor, reimbursable expenses and allowances necessary to carry out the responsibilities of the position, required benefits, as well as vacation and/or other leave. The guidelines will describe each of these categories.

Personal Compensation

The Book of Order provides for the presbytery to have the authority to *“establish minimum compensation standards for pastoral calls”* (G-3.0303c). In accordance with this mandate, and encompassing both Board of Pensions calculations and IRS calculations in relation to clergy compensation, the Shenandoah Presbytery established minimum cash salary **is a two-point calculation**, as follows:

Calls with a manse	
Minimum cash salary	Hours per week
\$33,000	40
\$24,750	30
\$16,500	20
\$8,250	10

Calls w/housing allowance	
Minimum cash salary	Hours per week
\$45,000	40
\$33,750	30
\$22,500	20
\$11,250	10

- A. ~~For installed positions that provide a manse, the minimum cash salary is \$33,000.00. Calculations for BOP and IRS allowances to be negotiated in the Terms of Call.~~
- B. ~~For installed positions that have a housing allowance, the figures includes the minimum cash salary established above plus the minimum housing allowance; therefore the total cash outlay for congregations shall be \$45,000.00, with the distribution for BOP dues and IRS Housing Allowances to be negotiated in the Terms of Call.~~

Presbytery recommends that the following factors be considered in determining equitable compensation above the minimum:

- Education
- Experience
- Size of congregation served
- Any special needs and exceptional expenses
- Cost of living in the area

The term “cash salary” describes the cash amount of compensation paid to the teaching elder annually, *EXCLUDING* a housing allowance. “Effective salary”, as defined by the Board of Pensions, is “Any compensation received during a Plan Year, *including*, but not limited to, any sums paid as a housing (including utilities and furnishings) allowance”. Please refer to the guide *Understanding Effective Salary* <http://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/> published by the Board of Pensions for more definitive information.

There are two allowances related to housing which are included as part of effective salary:

- *Use of a manse*: When a manse is provided, a utilities and furnishings and appurtenances allowance (to the extent these are paid for by the teaching elder). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the teaching elder’s compensation package.
- *Provision for personally-owned housing*: The housing allowance includes either the lesser of the actual cost to maintain a home, including mortgage payments, utilities, and furnishings, and appurtenances, or fair rental value for personally owned housing plus utilities, furnishings, and appurtenances. **The established minimum for this item is \$12,000.**

As defined by the IRS, a “housing allowance” includes: Rental value of both the house and its furnishings, utilities, annual purchases of furnishing, taxes, interest, etc., virtually every household expense except food and maid service. This regulation applies whether or not a manse is provided. The Pastoral Call Worksheet provides very definitive guidance in determining how the Board of Pensions defines housing allowance to be included in total effective salary. The IRS and Board of Pensions differ in their description of housing allowance. (*Refer to IRS publication 517 for income tax requirements related to housing allowance.*)

Other compensation

Deferred income: Deferred income includes a Housing Equity Fund when a teaching elder is required to live in a manse. The Board of Pensions defines an equity allowance as "sums paid or contributed by an employing organization to a deferred compensation plan or other account on behalf of a member residing in a manse to compensate for equity which the member forgoes by not owning his or her own residence." The policy of Shenandoah Presbytery is that a minimum contribution of \$100.00 a month invested in a Housing Equity Fund shall be included in terms of call when a pastor is required to live in a manse. An amount at least equal to the minimum shall be paid on a monthly or quarterly basis by the church treasurer to an account selected by the teaching elder, subject to approval by CPT or CRM, as appropriate. The purpose of a Housing Equity Fund is to enable a pastor who lives in a church provided manse to build equity for future personally owned housing. Please refer to the Housing Equity Fund Policy on the Presbytery web site for more definitive information.

<http://shenpres.org/wp-content/uploads/2019/04/Equity-fund-policy.pdf>

- Other compensation which would be included as a part of deferred income may be annuities, retirement savings accounts, and other annual contributions. Contributions qualifying as deferred income and made by the church on behalf of the teaching elder are part of effective salary under Board of Pensions.
- Additional SECA (above the 50% required) (*optional*)

Reimbursable Expenses and Allowances

Presbytery requires the inclusion of the following in the pastoral call form:

- When the teaching elder owns and maintains an automobile for the performance of professional duties, the church shall provide as a *minimum allowance* an amount equal to that permitted by IRS. Record keeping on mileage is the joint responsibility of the teaching elder and congregation. The minimum amount for this expense is \$1,200 per year.

Minimum of \$500 per year for business and professional books, and subscriptions. These funds may be accumulated over a period up to three (3) years with approval of session.

- Minimum of \$500.00 per year for continuing education allowance to provide reimbursement to the teaching elder for costs related to professional seminars, classes, etc. Teaching elders shall be granted two weeks' continuing education annually, with the provision that the teaching elder, after consultation with and approval by the session, may accumulate this leave for up to six weeks. Continuing education provides an opportunity for renewal and growth spiritually and professionally for the teaching elder.
- To sustain the Shenandoah Presbytery's Sabbatical Leave Policy, the calling congregation is required to set aside a minimum of \$500 per year to fulfill the Session Responsibilities as detailed in 13.3, line one of the policy: "13.3.- Session Responsibilities: To budget from the first year of service, money that can be accrued for the use of the session in meeting any additional expenses required to provide alternative leadership for the church during the Sabbatical."
- Moving expenses for a teaching elder's household and professional items to the field of a new call is the responsibility of the congregation.

Required Benefits

Terms of call *"shall include 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."* (Book of Order G-2.0804)

The PC(USA) requires:

- All terms of call include the provision of Major Medical and Group Life Insurance for every **full-time installed** teaching elder as available through the Board of Pensions.
- Congregations assume cost of participation of the teaching elder in the pension and disability program through the Board of Pensions.

The Board of Pensions has an established effective salary basis on which all computations for benefits shall be based when the effective salary is below that amount.

Churches shall reimburse teaching elders for 50% of their total SECA liability. Teaching Elders are considered self-employed for social security tax purposes and come under the Self-Employment Contributions Act (SECA). This reimbursement is not part of Board of Pensions total effective salary. When a church wishes to provide an additional amount over the 50% of SECA liability, that amount is included in Board of Pensions total effective salary and is part of the teaching elder's compensation package.

Vacation, Leave & Other

It is important for the teaching elder, session, and the congregation to recognize and respect the need for the teaching elder to have time away from the responsibilities of pastoral service. Family vacations and continuing education opportunities give time for renewal of body, mind, and spirit, as well as reflection and relaxation. Terms of call shall include:

- Four weeks annual paid vacation, including four Sundays
- Two weeks annual study leave with pay, including two Sundays. Funds and leave time may be accumulated up to and including three years with agreement of the session.
- Inclusion of opportunity for sabbatical leave at the end of 6 years of service. An amount shall be budgeted annually to enable the session to offset expenses required to provide alternative leadership during the period of the sabbatical.

Shenandoah Presbytery encourages all teaching elders to schedule one day each week as a day off. Sessions and congregations are strongly encouraged to assist the teaching elder in observing this set aside time on a regular basis.

Total Disability or Death

The policy of Shenandoah Presbytery in the case of total disability or death of a teaching elder while serving as an installed pastor stipulates that the congregation continue the salary for a period of three months, and either occupation of the manse or other suitable housing rent free for a period of six months, or a continuation of the housing allowance for six months for personally owned housing.

Distribution of Pastoral Call Form

- Copy of the form completed by PNC, and agreed to by teaching elder, submitted to CPT prior to Exam (No information on terms of call are shared with session at this stage unless the negotiated effective salary is over and above the maximum effective salary listed on the MIF.)
- After exam and approval by CPT, the terms of call are shared with the congregation and session at the congregational meeting called to present information on the candidate, and to vote to approve the PNC recommendation.
- Following the congregational meeting, the pastoral call form is signed by the moderator of the congregational meeting, as shown on the form, and the original submitted to CPT; a copy becomes a part of the official minutes of the meeting; and a copy may be sent to the candidate.