

# PASTORAL CALL WORKSHEET

## Presbytery of Shenandoah

*Note: This worksheet is provided to Pastor Nominating Committees as a guide to completing the Pastoral Call Form for a new pastor or associate pastor. It is also provided to pastors and clerks of session as a guide for calculating the annual terms of call. It is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.*

\_\_\_\_\_ **Line 1: Annual Cash Salary** – This is the actual cash amount of compensation paid to the pastor annually. It does not include any reimbursement for expenses or compensation for housing. See [Salary Guidelines](#) for additional information to determine cash salary. This is part of Board of Pensions total effective salary and part of the pastor’s compensation package.

**Line 2: Housing Allowance** – Enter here the amount paid to the pastor to provide for housing in one of the following two ways:

\_\_\_\_\_ **a.:** To provide for personally-owned housing – This amount shall not exceed the lesser of the actual cost to maintain a home (including mortgage payments, utilities, and furnishings) or the fair rental value of the home plus utilities and furnishings. IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings with the exceptions of food and maid service. This is part of Board of Pensions total effective salary and part of the pastor’s compensation package.

OR

\_\_\_\_\_ **b.:** When a manse is provided, utilities and furnishings allowances, if paid directly TO THE PASTOR, are included in effective salary. (If utilities and furnishings are paid for directly by the church, see line #8.)

\_\_\_\_\_ **Line 3: Other** – Enter here any additional compensation (such as dental unless all employees receive dental) considered part of effective salary. (see *Understanding Effective Salary* published by the Board of Pensions link found on worksheet page 3) This amount is part of the pastor’s compensation package.

\_\_\_\_\_ **Line 4: Additional SECA** – Enter here any amount over 50% of the pastor’s SECA liability if offered. Under the terms of the Self-Employment Contributions Act (SECA), teaching elders are considered self-employed for social security tax purposes (they are considered employees for income tax purposes). A teaching elder’s SECA liability is estimated by adding lines 1 and 2 and multiplying by 15.3% (Teaching elders should consult their CPA or attorney for more precise calculations). Our presbytery compensation standards require that churches reimburse teaching elders for the portion of their SECA tax liability that would have been paid by the employer (the church) if the teaching elder were a regular employee. For calculation of this amount, see the instructions for Line 13 below. Reimbursement of 50% of SECA liability is not part of Board of Pensions total effective salary. However if the church wishes to provide more than 50% of the teaching elder’s SECA liability, the amount over 50% is included in Board of Pensions total effective salary and is part of the teaching elder’s compensation package.

\_\_\_\_\_ **Line 5: Deferred Income** – This would include such items as the equity fund, annuities, retirement savings accounts, etc. List any such annual contributions made by the church on behalf of the teaching elder here. This is part of Board of Pensions total effective salary and part of the teaching elder's compensation package. See Salary Guidelines for additional information concerning the required equity fund for teaching elders living in manses.

\_\_\_\_\_ **Line 6: Use of Manse** – If the church owns a manse that is provided to the minister for housing, enter a minimum of 30% of the sums of lines 1, 2b, 3, 4, and 5 on this line. This figure, while not part of the total compensation package of the teaching elder, is used to calculate the teaching elder's total effective salary for Board of Pensions purposes. See Salary Guidelines for additional information concerning use of manses.

\_\_\_\_\_ **Line 7: Total Effective Salary** – Enter here the sum of lines 1, 2a or 2c, and 3-6. This figure is the total effective salary on which you will calculate the cost of participation in the Board of Pensions medical and pension program.

\_\_\_\_\_ **Line 8: Fair rental value of the manse, including utilities and furnishings paid directly by the church.** If a pastor lives in a manse and the utility services are maintained in the church's name and paid for directly by the church, the value of those services is NOT included in effective salary.

\_\_\_\_\_ **Line 9: Reimbursable Business and Professional Expenses:** An accountable plan specifying which expenses shall be reimbursed and what supporting documentation is required for reimbursement (see IRS Regulations). Such expense reimbursement plans shall include at least the following:

- a. Automobile expenses. Can be handled in either of the following ways:
  - 1) reimbursement to the minister for miles traveled in the exercise of professional responsibilities at the IRS rate-per-mile or,
  - 2) direct reimbursement of actual expenses.

Either method requires vouchers for expenses to be approved for reimbursement and a record of business and total miles driven.

- b. Books and subscriptions for business and professional purposes.
- c. Other expenses as are deemed necessary to the work of the pastor.

\_\_\_\_\_ **Line 10: Continuing Education Allowance** – Enter the amount provided to reimburse the minister for continuing education (seminars, classes, etc.). See Salary Guidelines for additional information.

\_\_\_\_\_ **Line 11: Total Expenses** – Enter the total of lines 9a-c and 10.

\_\_\_\_\_ **Line 12: Major Medical** – Enter the result of line 7 (or \$44,000 whichever is greater) multiplied by 27% (year 2021). This figure represents the cost of participation in the medical program for the teaching elder. This figure is paid to the Board of Pensions annually.

\_\_\_\_\_ **Line 13: Pension and Disability** – Enter the result of line 7 multiplied by 10%. This figure represents the cost of participation in the pension and disability program for the teaching elder. This figure is paid to the Board of Pensions.

\_\_\_\_\_ **Line 14: Required SECA** – As indicated above (line 4), our presbytery compensation standards require that churches reimburse teaching elders for 50% of their total SECA liability. Enter on this line the sum of line 1 and line 2a or line 1 and line 2b and/or line 8 multiplied by 7.65%.

\_\_\_\_\_ **Line 15: Other benefits** – (see *Understanding Effective Salary* published by the Board of Pensions link found below)

\_\_\_\_\_ **Line 16: Total Benefits** – Enter the total of lines 12-15.

\_\_\_\_\_ **Line 17: Total Compensation** – Enter the total of lines 1, 2a or 2b, 3-5, 11, and 16.

**Vacation and Study Leave** – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Our presbytery standards require a minimum of four weeks' vacation and two weeks study leave each year. These standards also provide for up to eight weeks of parental leave for female clergy and three weeks for male clergy. Congregations with fewer than 150 members that cannot support full pay should pay full benefits and 75% of salary.

**Sabbatical Leave** – The presbytery requires that all pastoral calls include provision for a sabbatical leave for teaching elders after they have served six years in their present call.

UNDERSTANDING EFFECTIVE SALARY booklet:

<http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/pln-103.pdf#search=understanding%20effective%20salary>

**PRESBYTERY OF SHENANDOAH  
PRESBYTERIAN CHURCH (USA)  
PASTORAL CALL  
(For Pastor or Associate Pastor)**

The \_\_\_\_\_ Presbyterian Church (USA) of \_\_\_\_\_,  
Virginia/West Virginia, belonging to the Presbytery of Shenandoah, being well satisfied with your qualifications for ministry  
and confident that we have been led to you by the Holy Spirit on whose service will be profitable to the spiritual interests of  
our church and fruitful for the Kingdom of God, earnestly and solemnly calls you, \_\_\_\_\_  
to undertake the office of \_\_\_\_\_ (Pastor/Associate Pastor) of this congregation beginning  
\_\_\_\_\_, 20\_\_\_\_, promising you in the discharge of your duty all proper support, encouragement, and allegiance  
in the Lord. That you may be free to devote \_\_\_\_\_ (full-time/part-time) to the ministry of the Word among us, we  
promise and obligate ourselves to pay you the following:

**A. Personal Compensation**

1. Annual Cash Salary (*minimum \$33,000*) \_\_\_\_\_
2. Housing Allowance
  - a. Personally-owned housing (*minimum \$12,000*) \_\_\_\_\_
  - b. When a manse is provided, the utilities and furnishings allowance that is  
paid for DIRECTLY TO THE PASTOR  
(If utilities & furnishings are paid directly by the church, see line #8) \_\_\_\_\_
3. Other \_\_\_\_\_
4. ADDITIONAL SECA (above 50% required) \_\_\_\_\_
5. Deferred income (includes housing equity when in a manse) \_\_\_\_\_
6. Use of manse (Board of Pensions purposes - 30% of lines 1, 2b, 3, 4, and 5) \_\_\_\_\_
7. **TOTAL EFFECTIVE SALARY** (add lines 1, 2a or 2b, and 3-6) \_\_\_\_\_
8. Fair rental value of the manse including utilities and furnishings allowance that  
is paid for DIRECTLY BY THE CHURCH \_\_\_\_\_

**B. Expenses**

9. Reimbursable Business and Professional Expenses
  - a. Automobile expenses (*minimum \$1,200*) \_\_\_\_\_
  - b. Books and subscriptions (*minimum \$500*) \_\_\_\_\_
  - c. Other expenses \_\_\_\_\_
10. Continuing Education Allowance (*minimum \$500*) \_\_\_\_\_
11. **TOTAL EXPENSES** (total of lines 9a-c and 10) \_\_\_\_\_

**C. Required Benefits**

12. Major Medical (for 2021: 27% of line 7 or \$44,000, whichever is greater) \_\_\_\_\_
13. Pension and Disability (10% of line 7) \_\_\_\_\_
14. REQUIRED SECA (7.65% of lines 1 and 2a OR lines 1 and 2b and/or 8) \_\_\_\_\_
15. OTHER BENEFITS \_\_\_\_\_
16. **TOTAL BENEFITS** (total of line 12-15) \_\_\_\_\_
17. **TOTAL COMPENSATION** (total of lines 1, 2a or 2b, 3-5, 11, and 16) \_\_\_\_\_

**D. Vacation, Leave, and Other**

- Moving expenses to the field as negotiated.
- 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.

Primary Parent Leave - Eight weeks of leave with full pay and benefits excluding work benefits such as travel expense.

Support Parent Leave - Three weeks of leave with full pay and benefits excluding work benefits such as travel expense.

In the event of your total disability or death, your family shall receive the current housing allowance for six months and will receive a sum equivalent to your salary for three months.

A sabbatical at the end of six years as outlined in the Shenandoah Presbytery Sabbatical Policy <http://www.shenpres.org/forms.html>. The church shall 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.

The annual amount will be (*minimum \$500*) \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof, we have respectively subscribed our names this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signatures of Members of the Pastor Nominating Committee:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

The Pastor Nominating Committee of this church has provided for the implementation of equal opportunity employment for teaching elders and candidates without regard to race, ethnic origin, gender, age, marital status, or disability.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

I, \_\_\_\_\_, being convinced of the leading of God, am ready to undertake the responsibilities stated in this call and covenant.

\_\_\_\_\_  
Teaching Elder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by the Committee on Pastoral Transition

\_\_\_\_\_  
Date

**ATTESTATION:**

I, \_\_\_\_\_, having moderated the congregational meeting which extended a call to \_\_\_\_\_ for his/her ministerial services, do certify that the call has been made in all aspects according to the *Book of Order* and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

I certify that the congregational vote was \_\_\_\_\_ for; \_\_\_\_\_ against.

\_\_\_\_\_  
Moderator of Congregational Meeting

\_\_\_\_\_  
Date