

**FOR THE SAKE OF UNIFORMITY, WE ASK YOU TO NOT CHANGE  
THIS FORM IN ANY WAY**

PRESBYTERY OF SHENANDOAH -- PC (USA)  
FORM OF CALL  
For Churches Providing Manse

We, the \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, being well satisfied with your qualifications 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 call you, \_\_\_\_\_, to undertake the office of pastor (associate pastor) of this congregation, promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord, beginning \_\_\_\_\_.

We commit to completing a "Calling Agreement" listing specific goals, expectations, and responsibilities for the relationship between the minister and the congregation, as agreed upon by you and the session and as approved by the congregation. This agreement is to be submitted to the Committee on Ministry no later than six months from the beginning date of this relationship.

That you may be free to devote yourself full time (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate to pay you as follows:

**A. COMPENSATION**

1. Annual cash salary ..... \$ \_\_\_\_\_\*  
Of the above annual cash salary, \$ \_\_\_\_\_ is designated as IRS Housing Allowance for furnishings, utilities, and insurance at the manse. (The Committee on Ministry suggests to the PNC that 10-15% of the annual cash salary would be appropriate.)
  2. Self Employment Contribution Act Obligation (SECA) ..... \$ \_\_\_\_\_  
Any tax allowance in excess of 50% of minister's SECA obligation is part of total effective salary. **(Cash salary + value of manse + utilities x 8.284% to include taxes)**
  3. Use of manse (state fair rental value) ..... \$ \_\_\_\_\_\*
  4. Utilities (check one)
    - \_\_\_ Utility allowance paid to the minister (include amount here \$ \_\_\_\_\_) \*
    - \_\_\_ Utilities paid in full directly or provided by the church (no amount necessary)
- TOTAL COMPENSATION ..... \$ \_\_\_\_\_

**B. BENEFITS**

1. Payment to the Board of Pensions for Major Medical Insurance ..... \$ \_\_\_\_\_ + Coverage and Annuities. **(Effective January 1, 2008, 31.5%** of the total effective salary. Total effective salary must include cash salary in A.1. above and other items with an \* on this form. Other allowances may be added to this to derive the total effective salary.)
2. We agree to provide a sum equal to \_\_\_% of your annual cash salary ..... \$ \_\_\_\_\_\* as a Shared Housing Equity Fund. (The minimum annual amount is \$1200.) This fund will be invested as you choose and is to remain invested as long as you are our pastor or until you purchase your own home.
3. Moving expenses to the field.
4. Four weeks annual paid vacation, including four Sundays.
5. 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.

6. In the event of your total disability or death, your family may occupy the manse or other suitable housing at the expense of the church for six months and will receive a sum equivalent to your salary for three months.
7. A Sabbatical at the end of six years as outlined in the Shenandoah Presbytery Sabbatical Policy. <http://www.shenpres.org/forms.html>
8. Dental Insurance.....\$ \_\_\_\_\_ \*
9. Other Items \_\_\_\_\_ \$ \_\_\_\_\_

\* These items must be included in the minister's total effective salary in computing Board of Pensions payment.  
 + The cost for these items may vary in the future. The congregation will increase or decrease its budget to pay these costs.

**C. REIMBURSED CHURCH EXPENSES**

1. Reimbursement for travel in the performance of your professional duties while serving our congregation at the current IRS rate. .... \$ \_\_\_\_\_
2. Continuing education ..... \$ \_\_\_\_\_
3. Books and materials ..... \$ \_\_\_\_\_
4. Others \_\_\_\_\_ \$ \_\_\_\_\_

**D. REVIEW OF THE TERMS OF THE CALL BY PNC**

We agree to review annually the adequacy of your compensation upon report of the prior review of the session.

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

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ |          |

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 rules laid down in 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.

**PLEASE DO NOT COMPLETE THIS SECTION UNTIL ENROLLMENT AT THE PRESBYTERY MEETING:**

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

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

The pastor nominating committee of this church has provided for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, gender, age, marital status, or disability.

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