

**FOR THE SAKE OF UNIFORMITY AND ACCURACY,
WE ASK YOU TO NOT CHANGE THIS FORM IN ANY WAY**
 PRESBYTERY OF SHENANDOAH – P.C.(U.S.A.)
 FORM OF CALL
TEACHING ELDER AND CONGREGATION
for Churches Providing Manses

□ 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 serve as pastor (associate pastor) of this congregation, promising you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord, beginning _____, 20_____.

We commit to completing a “Calling Agreement” listing specific goals, expectations, and responsibilities for the relationship between the teaching elder 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 teaching elder 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 the IRS Housing Allowance for furnishings, utilities, and insurance at the manse. (The Committee on Ministry suggests to the Pastor Nominating Committee that 10% to 15% of the annual cash salary would be appropriate.)
2. Self Employment Contribution Act Obligation (SECA).....\$ _____
 Any tax allowance in excess of 50% of pastor’s SECA obligation is part of total effective salary. **(Cash salary + value of manse + utilities x 8.284% to include taxes)**

B. BENEFITS

1. Payment to the Board of Pensions for Major Medical Insurance and Annuity...\$ _____ + **(31.5% of the total effective salary; effective January 1, 2012, 32.25%)**. Total effective salary must include cash salary for A.1. above and other items with an * on this form. Other allowances

may be added to this to derive the effective salary.)

2. We agree to provide a sum equal to _____% of your annual cash salary.....\$_____*
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>. The church shall plan for the financial expenses of the sabbatical, including but not limited to, pulpit supply or other temporary pastoral relationships by annually escrowing.....\$_____
8. Dental Insurance.....\$_____*
9. Other Items: _____\$_____

*These items must be included in the pastor's total effective salary in computing Board of Pensions payments.

+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 CALL

We, as members of the congregation, 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_____.

Signatures of Members of the Pastor Nominating Committee:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____

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

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.

Teaching Elder

Date

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

Reviewed by the Committee on Ministry

Date