

**PRESBYTERY OF MINNESOTA VALLEYS
ANNUAL COMPENSATION, BENEFITS, AND EDUCATION REPORT FOR
PASTORAL LEADERS 2018**

This form must be completed and returned to the Presbytery Office no later than March 1, 2018

Name of Minister of the Word and Sacrament or Commissioned Pastor _____

Position Title _____ Year of Ordination/Commissioning _____

Congregation/Ministry Served _____ City _____

Full-Time _____ Part-Time _____ (Number of Hours/Week) _____

Congregational Membership (December 31, 2017) _____ Average Worship Attendance _____

EFFECTIVE SALARY:

1. \$ _____ **Cash Salary** *Includes employee contributions to 403(b)(9) plans; tax-sheltered annuity plans; unvouchered professional, travel, and study allowances; vacation pay and overtime.*
2. \$ _____ **Housing Allowance**, including utilities, and furnishings allowances
3. \$ _____ **Employing Organization Contributions** *Includes 403(b)(9) plans, tax-sheltered annuity plans and equity allowances. Matching contributions to the Board of Pensions Retirement Savings Plan should not be included.*
4. \$ _____ **SECA** *(for reimbursements in excess of 50% of the Minister of the Word and Sacrament's SECA tax obligation)*
5. \$ _____ **Other Allowances** *(includes co-payment and medical expense reimbursement allowances)*
6. \$ _____ **Manse Amount** *(must be at least 30% of lines 1-6 for members residing in a manse)*
7. \$ _____ **TOTAL EFFECTIVE SALARY** (sum of lines 1-6) for Board of Pensions calculations

OTHER SALARY:

8. \$ _____ **Group Plans** for medical deductible, co-insurance, dental premium (other than Board of Pensions)
9. \$ _____ **SECA Tax Allowance** (only up to 50% of estimated obligation)
10. \$ _____ **Employing Organization Contributions – Match to Board of Pensions Retirement Savings Plan**
11. \$ _____ **TOTAL COMPENSATION** (Total of 7-10)

PROFESSIONAL EXPENSES (Vouchered):

12. \$ _____ **Auto, Business, and Professional Expenses** *(mileage at current IRS rate)*
13. \$ _____ **Continuing Education Reimbursements** *(\$750 per year minimum)*
14. \$ _____ **Other:** _____
15. \$ _____ **TOTAL PROFESSIONAL EXPENSES**

**SUMMARY OF REQUIRED MINIMUM TERMS OF CALL FOR FULL TIME
MINISTERS OF THE WORD AND SACRAMENT:**

16. **2018 Minimum Compensation** – Please refer to the approved presbytery guidelines
17. **Vacation: 4 weeks** per year (Minimum)
18. **Continuing Ed: 2 weeks** per year minimum, time *and unused funds accruable up to three years*
19. **Pension:** Based on Total Effective Salary (Line 7 above)
 Pastor Participation: 12% pension/death/disability
 24.5% medical
 Other Pastor Participation: 11% pension / 1% death and disability
 Medical varies (consult Board of Pensions)
20. **Health and Medical Leave: Up to 10 compensated days** annually; *cumulative to 90 days*
21. **Emergency Leader: Maximum of 5 days** annually (see Compensation and Benefits Guidelines for specific details)

RECOMMENDED BY ACTION OF PRESBYTERY

22. **Sabbatical: 3 months compensated leave** for Ministers of the Word and Sacrament after six years of service
23. **DAYS OFF** Ministers of the Word and Sacrament are encouraged to take two days off per week, with at least one full, uninterrupted day off per week. When there has been an unusually heavy work week, Ministers of the Word and Sacrament are encouraged to take an extra day off during the next week to compensate. This is not considered a vacation day.

Please remember that the Board of Pensions Benefits Connect must also be completed and submitted to the Board every time there is a change in Effective Salary.

CLERK OF SESSION – PLEASE COMPLETE:

The TERMS OF CALL for 2017 were approved at a Congregational Meeting held on (Date)_____.

Signed – Clerk of Session

Date

**MINISTER OF THE WORD AND SACRAMENT/COMMISSIONED PASTOR –
PLEASE COMPLETE:**

My terms of call were reviewed with me by the personnel committee or session.

YES NO

I have I have not accepted the terms reported above.

Do you wish to have a consultation with representatives of the Commission on Leadership regarding your call?

YES NO

Signed – Minister of the Word and Sacrament/Commissioned Pastor

Date

PASTORAL LEADER'S ANNUAL REPORT

VACATION 2017: Number of days GRANTED _____; Number of days USED _____

Number of days CARRIED OVER, if permitted _____

CONTINUING EDUCATION 2017: Number of days AVAILABLE in 2017 _____

Number of days USED _____

Number of days CARRIED OVER _____

Number of days AVAILABLE in 2018 _____

CONTINUING EDUCATION EVENTS ATTENDED:

CONTINUING EDUCATION FUNDS USED IN 2017: \$ _____

CONTINUING EDUCATION FUNDS CARRIED OVER: \$ _____

CONTINUING EDUCATION FUNDS AVAILABLE IN 2017 \$ _____

HEALTH AND MEDICAL LEAVE PROVIDED IN 2017? Yes _____ No _____

HEALTH AND MEDICAL LEAVE USED IN 2017? Number of Days _____

Presbytery policy states that Minister of the Word and Sacrament members and Commissioned Pastors (also known as Commissioned Ruling Elders) are entitled to up to ten working days of paid sick leave each calendar year cumulative up to ninety days.

EMERGENCY LEAVE – Are you and your Session aware of the Presbytery Policy regarding Emergency Leave? Yes _____ No _____

PRESBYTERY SABBATICAL POLICY – Are you and your Session aware of the Presbytery's Sabbatical Policy? Yes _____ No _____ In what year would you be eligible for a sabbatical? _____