

MINIMUM TERMS OF CALL

I. Policy Statement

The Presbytery of San José requires that terms of call for all pastors consist of the following categories: salary and housing, auto allowance, study leave, Board of Pension dues, and vacation. It is the responsibility of each church to make it possible for all ordained staff to find and afford decent and appropriate housing reasonably close to the church. Additionally, the Presbytery requires that each church comply with federal, state and local government tax requirements.

II. Rationale

The Presbytery of San José provides this information in order to assist congregations in fulfilling their commitment to adequate compensation of the ministers who serve them.

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

1. At the request of any session, personnel committee or pastor, COM shall provide information and/or a representative to be present for salary negotiation.
2. COM shall insure that all arrangements with an incoming pastor are in writing, and are clearly understood by the pastor and the session.
3. COM shall consider a particular church's request for exemption
4. COM shall report to Presbytery the annual figures for HUD income limits (Appendix A, Salary and Housing)

B. Minister Responsibilities

1. Ministers shall familiarize themselves with this policy.
2. Ministers shall report annually to Presbytery the approved terms of call

C. Session Responsibilities

1. The session shall recommend to the congregation a salary indicative of the professional expertise provided by the pastor.
2. The session may allocate as reimbursable such professional expenses as:
 - a. travel and living expenses for activities associated with performance of duties (e.g., attendance at General Assembly);

- b. hospitality expenses;
 - c. book allowance;
 - d. professional organizations and publications;
 - e. continuing education expense for ministry-related courses other than those taken during study leave.
3. The session shall explain the components of the terms of call to the congregation.
 4. The session may request an exemption of COM when minimum salary requirements cannot be met, stating reasons for request.

D. Stated Clerk and Executive Presbyter Responsibilities

The Executive Presbyter and/or the Stated Clerk shall maintain records of terms of call for each minister.

E. Additional Responsibilities/Information

See other Presbytery policies (www.sanjosepby.org/policies)

See Board of Pensions (www.pensions.org)

Appendix A

Components for the Minimum Terms of Call

The minimum Terms of Call consist of the following components:

- **Salary and Housing:** 100% of the median individual income for the county/region within which the particular church is located as calculated from “FY [current year] Income Limits” published by HUD at www.huduser.org. See Appendix B below.
- **Effective Salary:** Typically Salary and Housing. The Board of Pensions may call for inclusion of other compensation as Effective Salary. Refer to The Board of Pensions publication “Understanding Effective Salary.”
- **Board of Pensions:** The yearly designated dues for medical, pension, and death and disability (www.pensions.org)
- **Auto Allowance**
- **Study Leave:** Minimum requirements are 14 days per calendar year and \$1000 (reimbursed expense); refer to PS-6, *Use of Study Leave*, for additional requirements.
- **Vacation** – One month (30 calendar days)

Appendix B

Salary and Housing by County, 2013

Monterey \$50,000
San Benito \$55,900
Santa Clara \$71,000
Santa Cruz \$64,800