

**PRESBYTERY OF GENESEE VALLEY  
ANNUAL TERMS OF CALL WORKSHEET  
FOR COMMISSIONED RULING ELDERS FOR 2017**

Name: \_\_\_\_\_  Full-time (approx. 48 hrs/wk)  Part-time: \_\_\_\_\_ %  
 Effective dates for terms below: \_\_\_\_\_ Date of Session Approval \_\_\_\_\_  
 Church: \_\_\_\_\_  
 Contact person for questions about worksheet: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PART I: EFFECTIVE SALARY CALCULATION**

(PLEASE ROUND ALL AMOUNTS TO THE NEAREST DOLLAR.)

Line #	Description	DO NOT FILL IN THESE COLUMNS		Fill out whichever column applies	
		2017 Minimum	2017 Challenge (no change)	2017 Actual without manse	2017 Actual with manse
1	Cash Salary				
2	Deferred Compensation (optional)				
3	Housing Allowance				
4	Fair Rental Value of Manse				
5	Utilities*				
6	Medical Deductible Benefit*				
7	Other: _____				
8	<b>EFFECTIVE SALARY (lines #1-#7)</b>	<b>35,798</b>	<b>40,167</b>		

**PART II: BENEFITS AND ALLOWANCES**

9	Social Security Offset (SECA) = 7.65% of Lines #1, #3, #4, and #5				
10	Health Insurance & Pension Contribution				
11	Continuing Education/Study Leave Allowance*	800	800		
12	Other Benefits and Allowances* (explain):				
13	Travel and Professional Allowance*	3,811	4,267		
<b>TOTAL COMPENSATION (Lines #8 through #13)</b>					

**PART III: ANNUAL LEAVE AND VACATION TIME**

14	Continuing Education/Study Leave Time	2 weeks	2 weeks		
15	Annual Vacation	30 days, including 5 Sundays	36 days, including 6 Sundays		
16	Sick Leave	1 day/mo cumulative	1 day/mo cumulative		

\*Starred items may be reimbursed through an accountable reimbursement plan and some may be subject to inclusion in the calculation of Effective Salary in Line 8 (see Instructions on reverse). Please see the Board of Pensions booklet *Understanding Effective Salary* for assistance in determining whether or not these items should be included in the Effective Salary calculation.

**Full-time vs. Part-time Status:** Part-time status is based on the approximate number of hours worked per week on which salary/housing compensation and benefits are determined. Forty-eight hours is full-time and is the benchmark. Part-time status is defined in the particular setting in terms of days per week and hours per day and is mutually agreed upon by the CLP and the church/session and takes into consideration scheduling and program needs and commuting distance. For example: Twenty-four hours per week is half-time. It could be a typical schedule of 6 four-hour days, 4 six-hour days, 3 eight-hour days, etc.; but it is still based on a 52-week year at 24 hours per week. **Therefore, Continuing Education/Study Leave Allowance (Line 11), and Lines 14 through 16 should not be pro-rated. The terms must at least meet the minimum shown.**

## INSTRUCTIONS

\*\*\*\*Please round all amounts to the nearest dollar\*\*\*\*

**PART I: Effective Salary Calculation:** Use the appropriate column, depending on whether or not the commissioned lay pastor lives in a manse. Amounts may be pro-rated for a part-time contract.

**Line 1: Cash Salary** is taxable and is included in the calculation of Effective Salary. Where a commissioned lay pastor and a church agree upon the incorporation of Deferred Compensation (Line 2), Line 1 may be reduced by the amount of the Deferred Compensation.

**Line 2: Deferred Compensation** is an elective reduction in cash salary, is tax deferred if invested in a qualified plan such as a Type 403b, and is included in the calculation of Effective Salary.

**Lines 3 and 4: Housing Allowance and Fair Rental Value of Manse** are not taxable to the extent that expenses can be validated and the amount does not exceed the fair rental value furnished. The value of housing is subject to SECA tax. See the latest edition of the IRS Tax Guide for Individuals (Pub. 17) for more information. These lines are to be included in the calculation of Effective Salary. For congregations in which the commissioner lay pastor resides in a manse, this value may be negotiated between commissioned lay pastor and congregation, taking into consideration the fair rental value of the housing, as long as the agreed value is at least 30% of Line 1, 2, and 5; and Line 8 meets or exceeds the Presbytery minimum salary.

**Line 5: Utilities** is not taxable if reimbursed by voucher, supported by evidence of actual costs, or paid directly by the church. This allowance includes the cost of heating and lighting but not telephone costs. Utility expense is included in the calculation of Effective Salary if the allowance is paid directly to the commissioned lay pastor. If utilities are not paid directly to the commissioned lay pastor, they should be included on Line 12.

**Line 6: Medical Deductible Benefit.** Congregations may wish to provide medical reimbursement to their pastor(s) for medical expenses not covered by the major medical plan of the Board of Pensions. Such a benefit may be provided in different ways including self-insurance, the purchase of supplemental coverage, or a Section 125 plan (Cafeteria Plan, Flexible Spending Account, Salary Reduction Plan). Each of these ways of providing benefits has implications with respect to the calculation of IRS Withholding Tax, SECA tax, and Effective Salary for the Board of Pensions. Regulations regarding the provision of benefits equally for all employees also must be observed. Churches considering the provision of a supplemental medical benefit may wish to consult with a tax advisor for further information. The manner in which the item is paid determines whether or not it is considered part of Effective Salary. Consult the Board of Pensions publication *Understanding Effective Salary* to determine if this item should be included in Effective Salary. If not, list it below on Line 12.

**Line 7: Other.** Other items such as manse furnishings and interest-free loans may need to be included in Effective Salary. Consult the Board of Pensions publication, *Understanding Effective Salary*, for information.

**PART II: Benefits and Allowances:** These are either paid on behalf of the commissioned lay pastor or are reimbursed to the commissioned lay pastor up to the amount stated. With the exception of fixed cost items such as minimum requirement for Continuing Education/Study Leave, these amounts may be negotiated between the church and the commissioned lay pastor.

**Line 9: Social Security Offset** is intended to compensate commissioned lay pastors who participate in the Social Security program for the additional tax collected from them because they pay the self-employment (SECA) tax. It is calculated at 7.65% of Salary plus Housing Allowance or value of Manse plus utilities, is fully taxable, is subject to SECA tax, and is not included in the calculation of Effective Salary.

**Line 10: Health Insurance and Pension Contribution.** Congregations are encouraged to contribute to the cost of health insurance and pension for commissioned lay pastors.

**Line 11 Continuing Education/Study Leave Allowance** is an accountable reimbursement item. Included is the extra cost incurred for continuing education including tuition, materials, travel, and lodging. Time absent for continuing education is normally paid as a part of salary, and does not extend or augment a call. The two weeks of study leave are considered to be 14 days including two Sundays. Unused study leave time and allowances may be accumulated during the continuation of a pastoral relationship for up to four years and up to totals of 8 weeks. The Presbytery does not require any accumulated amounts of time and money remaining at dissolution to be included in any termination agreement, except in the case of an Interim Pastor, with the concurrence of Committee on Ministry.

**Line 12: Other Benefits and Allowances.** Name the benefit or allowance, its cost, and how it is to be paid (direct payment, accountable reimbursement item, other). Note that some Other Benefits and Allowances, such as Manse Furnishings, may need to be included in Line 7 as part of the calculation of Effective Salary. Refer to the BOP document *Understanding Effective Salary* for information.

**Line 13: Travel and Professional Expenses** is an accountable reimbursement item. Unused funds remaining in this account at the close of the fiscal year belong to the church.

**PART III: Annual Leave and Vacation Time:** Lines 14, 15 and 16 are based on the assumption that pastoral and worship leadership is required for a 52-week year, whether or not that is a full-time or part-time position. **Therefore, Continuing Education/Study Leave Allowance (Line 11), and Lines 14 through 16 should not be pro-rated. The terms must at least meet the minimum shown.**

**Line 14: Continuing Education/Study Leave Time.** The two weeks of study leave are considered to be 14 days including 2 Sundays. Time absent for continuing education is normally paid as a part of salary, and does not extend or augment a call.

**Line 15: Annual Vacation.** Time on vacation is paid time. The minimum annual vacation time of 30 days includes 4 or 5 Sundays depending on years since commissioning: 26 days plus 4 Sundays for less than three years since commissioning or 25 days plus 5 Sundays for three or more years since commissioning. An optional Challenge vacation plan is 36 days including 6 Sundays for ten or more years since commissioning. For the benefit of the commissioned lay pastor and his or her family, it is expected that normally all vacation time will be used up during each year of a contract. Any vacation time remaining at dissolution of a pastoral relationship shall be compensated for according to the terms of call then in effect until used up, with an upper limit of 30 days, unless stipulated and agreed to in advance by the commissioned lay pastor and the Session, all with the concurrence of the Committee on Ministry.

**Line 16: Sick Leave** is accumulated one day per month beginning with the effective date of service at the church with a maximum accumulation of 90 days. Accumulated sick leave is not included in any severance or termination compensation.