



# MUSKINGUM VALLEY PRESBYTERY

Journeying with Jesus to touch the World!

## Annual / Initial Terms of Call

Name of Minister: \_\_\_\_\_

Church or Employing Organization \_\_\_\_\_

Type of Position (Select one):  Full Time  Part Time

If less than full-time, specify the number of hours for which services are provided: \_\_\_\_\_

Type of Terms of Call (Select one):  INITIAL terms of Call  ANNUAL Terms of Call

Compensation adequacy was reviewed with the minister by \_\_\_\_\_ (e.g., Session) on \_\_\_\_\_ (e.g., date).

For Installed: The congregation of \_\_\_\_\_ approved the terms of call on \_\_\_\_\_ (date) with a starting date of \_\_\_\_\_.

Non-Installed: The Session of \_\_\_\_\_ approved the terms of call on \_\_\_\_\_ (date) with a starting date of \_\_\_\_\_ and an ending date of \_\_\_\_\_ (not to exceed 12 months).

**The details of this call are found on the reverse of this form.**

**Please note: Minimum Compensation Guidelines of Muskingum Valley Presbytery have not changed for 2018.**

### Signatures:

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator (if Initial Terms of Call)

\_\_\_\_\_  
Date

Please send a copy of this completed form to the MVP Mission Center.

**Mail to:** Muskingum Valley Presbytery  
109 Stonecreek Rd NW  
New Philadelphia, Ohio 44663

**Fax to:** 855-603-0604  
**Email to:** [mvpjourney@gmail.com](mailto:mvpjourney@gmail.com)



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## Compensation INCLUDED in Effective Salary

Lines 1-5 parallel lines on the Board of Pensions (BOP) Change of Salary Form, which ministers should submit directly to the BOP to ensure proper accumulations of their pension's credits and accurate church billing of pension dues. For terms of call and tax information, two Board of Pensions' booklets are helpful: *Understanding Effective Salary* and *Tax Guide for Ministers and Churches*.

If you have any questions, please visit the BOP website ([www.pensions.org](http://www.pensions.org)) or contact Member Services at 800.773.7752.

|  | 2017            | 2018            |
|--|-----------------|-----------------|
| 1. Annual Cash Salary (including employee contributions to 403 (b)) .....  | \$ _____        | \$ _____        |
| <i>NOTE: Minimum compensation for full-time service is \$42,300, pro-rated for part-time.<br/>Reimbursements are also pro-rated for part-time.</i> |                 |                 |
| 2. Housing Allowance, include allowance for utilities or furnishings .....   | \$ _____        | \$ _____        |
| 3. Employing organization contributions to 403 (b)(9) plans, tax-sheltered annuity plans, equity allowance .....                                   | \$ _____        | \$ _____        |
| 4. Bonuses, Gifts from Employer .....  | \$ _____        | \$ _____        |
| 5. Manse Amount (must be at least 30% of lines 1-4) .....  | \$ _____        | \$ _____        |
| <b>6. Total Effective Salary (Sum of lines 1-5) .....</b>  | <b>\$ _____</b> | <b>\$ _____</b> |

## Benefits NOT INCLUDED in Effective Salary

|   |          |          |
|---|----------|----------|
| 7a. Board of Pensions Benefits Plan Dues –24.5% (Medical coverage) .....  | \$ _____ | \$ _____ |
| 7b. Board of Pensions Benefits Plan Dues – 12% (Pension: 11%; Death & Disability: 1%) .....                               | \$ _____ | \$ _____ |
| <i>NOTE: Board of Pensions Benefits Plans Dues are calculated via the Employer Agreements established by each church.</i> |          |          |
| 8. 50% SECA (Social Security) Offset Allowance .....  | \$ _____ | \$ _____ |
| 9. Other Optional Benefits not included in Effective Salary .....   | \$ _____ | \$ _____ |

## Professional Expenses NOT INCLUDED in Effective Salary

|  |          |          |
|--|----------|----------|
| 10. Continuing Education Reimbursable Expense (minimum \$1,000) .....          | \$ _____ | \$ _____ |
| <i>NOTE: With Session's approval &amp; accumulating up to three (3) years</i>  |          |          |
| 11. Professional Reimbursable Expenses .....                                   | \$ _____ | \$ _____ |
| <i>NOTE: Books, conference fees, meals, etc.</i>                               |          |          |
| 12. Other Reimbursable Expenses (optional) .....                               | \$ _____ | \$ _____ |
| 13. Travel (Mileage) Reimbursable Expenses (Mileage at current IRS rate) ..... | \$ _____ | \$ _____ |
| <i>NOTE: Minimum \$2,500 – one church; \$3,739 – two churches</i>              |          |          |

## Non-Financial Benefits and Special Provisions

14. Vacation (minimum 4 calendar weeks) .....
15. Study Leave (minimum 2 calendar weeks) .....
16. Special Provisions (Please attach a copy if new, changed or continuing):
- Family Leave Policy
  Sabbatical Leave
17. Miscellaneous (Please attach a copy if new, changed or continuing):
- Termination Severance Policy
  Other (Please specify): \_\_\_\_\_
- Position Description
18. Please provide explanation of any figure below Presbytery recommended minimums.