

# Report of Changes in Installed Pastor's Compensation – 2023 HOUSING ALLOWANCE CALLS

(Only return this form if there are changes in compensation from 2022)

Please fill out the compensation information for 2022 and 2023 according to the instructions.

Signed copies are to be returned to the Presbytery of New Harmony, attn: Committee on Ministry,  
Electronic: [office@newharmoniypres.org](mailto:office@newharmoniypres.org) Hard Copy: 2352 Presbyterian Road; Florence, SC 29501  
PLEASE SUBMIT TO PRESBYTERY OFFICE IMMEDIATELY AFTER CONGREGATIONAL MEETING

Church Name: \_\_\_\_\_

Minister's Name: \_\_\_\_\_

Minister's Title

Pastor     Associate Pastor     Designated Pastor     Co-Pastor     other: \_\_\_\_\_

This Call is:  full-time     half-time     other: \_\_\_\_\_

The Minister has been ordained for \_\_\_\_\_ years

Date the Minister began serving in this call: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Date of Congregational Meeting where these changes were approved: \_\_\_\_\_

Provide a √ to indicate a change from 2022 to 2023.

	<b>Salary &amp; Benefits</b>	<b>2022</b>	<b>√</b>	<b>2023</b>
1.	Annual Cash Salary	\$		\$
2.	Housing Allowance	\$		\$
3.	Insurance Premiums (Beyond BoP Pastor's Participation – paid by church)	\$		\$
4.	Deferred Income (Employer contribution to annuity, retirement savings, etc.)	\$		\$
5.	Other Applicable Income (please explain)	\$		\$
6.	<b>Effective Salary (ES) Minimum \$45,215</b>	\$		\$
7.	SECA Tax Reimbursement- Minimum 50% (or 7.65% of ES)	\$		\$
8.	Accountable Reimbursement (Mileage, Continuing Education, Professional Expenses); <b>Minimum \$7,650</b>	\$		\$
9.	Board of Pensions Dues	\$		\$
10.	<b>Total Compensation Package</b>	\$		\$
11.	Moving Expenses (paid / reimbursed by church)	\$		\$
12.	Weeks of Paid Vacation Leave			
13.	Weeks of Paid Continuing Education Leave			
14.	A sabbatical leave was granted last year or will be next	<b>Yes / No</b>		<b>Yes/ No</b>

**Signatures:**

\_\_\_\_\_

**Pastor**

\_\_\_\_\_

**Clerk of Session**

## Instructions, Information, and Definitions for Completing this Form:

1. Annual Cash Salary – The cash salary paid to the Minister
2. Housing Allowance – Housing allowance is determined by the Pastor and approved by the Session, this approval should be recorded in Session minutes. ***Pastors should be aware that per tax legislation effective 1/1/2002 the housing allowance may not exceed the fair rental value of the home plus furnishings and utilities.*** This is a change from prior law which allowed housing allowance to equal actual housing expenses.
3. If the church is paying directly for optional benefits from the Board of Pensions (dental, life insurance, vision, etc.) please include the amount. If the Pastor has elected to pay for these benefits as a deduction from salary, DO NOT include the amount.
4. If the church is making an EMPLOYER contribution to an annuity or retirement savings account, indicate the amount. If the Pastor is designating an amount to be withheld from salary as a contribution, DO NOT include the amount.
5. Other form of applicable income that should be reported: utilities, bonuses, gifts, unvouchered Allowances (payments to cover gym memberships, cell phones, etc. that are not reimbursed by receipt)
6. Effective Salary – Total of Items 1 – 5. This is used to calculate Board of Pension dues.
7. SECA Tax Reimbursement – Ministers are responsible for a social security tax that is calculated at a rate of 15.3% of effective salary. Churches are responsible for paying to the minister at least 7.65% of their effective salary.
8. Accountable Reimbursement – Please provide the budgeted amount for all vouchered expenses (mileage, continuing education, professional expenses, etc.). ***Please note the Presbytery's minimum compensation guideline for this is \$7,650.*** Qualified expenses are reimbursed upon submission of receipts within 60 days of incurring the expense.
9. Board of Pension Dues are calculated based upon the total effective salary reported in box 6. Complete dues information can be found at <http://www.pensions.org>. The basic formula for calculating dues for 2020 is as follows:

Medical dues for Pastor's Participation Program (Member + Family)

Full-time (35+ hours/week) = 27% of the minister's total effective salary (#8).

If total effective salary is under \$44,000, then medical dues = \$16,280

Part-time (under 35 hours/week) = Whichever is greater: 1.

\$16,280 (27% of \$44,000)

2. 27% of Full-Time Equivalent Salary

Formula: Actual Salary x 35 divided by hours worked per week

***Honorably Retired Ministers engaged in post-retirement service do not pay medical dues. However, Post-Retirement dues apply to Honorably Retired Ministers who serve 20 or more hours/week and are calculated at 12% of the minister's effective salary or on the basis for a minimum salary \$14,775 whichever is greater.*** (Board of Pensions, Administrative Rule 801)

**For most calls installed calls Board of Pensions dues will be 39% of Effective Salary**

10. Total Compensation (Cost to Church): Sum of #6 + #7, #8, and #9.
11. Moving Expenses – Churches are expected to pay reasonable moving costs based upon two estimates. If moving expenses were paid by the church, please indicate the amount paid. Note: Under the Tax Cuts and Jobs Act of 2017 any moving expenses paid by the

church (whether as reimbursement or directly) must be reported as income on the minister's W-2.

12. Paid Vacation – write the number of weeks. *Presbytery minimum is 4 weeks, including 4 Sundays. Presbytery also recommends adding an additional week of vacation for every 15 years a minister has completed in ministry.*
13. Continuing Education - write the number of weeks. *Presbytery minimum is 2 weeks, including 2 Sundays.*
14. Sabbatical Leave – if granted during the previous year circle YES. If planned during the upcoming year, please circle YES. *Presbytery policy recommends a minister be granted a 3 month sabbatical during each 7<sup>th</sup> year of service to a congregation.*