

Report of Changes in Installed Pastor's Compensation – 2023

MANSE ALLOWANCE CALLS (revised 3-22-23)

(**Only** return this form if there are changes in compensation from previous year.)

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

Signed copies are to be returned to the Presbytery of New Harmony: office@newharmoniypres.org

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; 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.

	Salary & Benefits	2022	√	2023
1.	Annual Cash Salary	\$		\$
2.	Manse (fair rental value, must be at least 30% of cash salary)	\$		\$
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.	Effective Salary (ES) Minimum \$45,215	\$		\$
7.	SECA Tax Reimbursement- Minimum 50% (or 7.65% of ES)	\$		\$
8.	Accountable Reimbursement (Mileage, Continuing Education, Professional Expenses); Minimum \$6,750	\$		\$
9.	Board of Pensions (BoP) Dues (currently 39% of ES)	\$		\$
10.	Dental and Vision			
11.	Total Compensation Package	\$		\$
12.	Weeks of Paid Vacation Leave: weeks given/weeks taken	/		
13.	Weeks of Paid Continuing Education Leave: given/taken	/		
14.	A sabbatical leave was granted last year or will be next	Yes / No		Yes/ No

Report to COM how the pastor used continuing education/study leave funds and time during 2022:

Signatures:

_____ **Pastor**

_____ **Clerk of Session**

Instructions, Information, and Definitions for Completing this Form:

1. Annual Cash Salary – The cash salary paid to the pastor.
2. Manse Allowance – Manse allowance should be no less than 30% of the Annual Cash Salary. This is a calculating number; it is not paid to the minister, because a manse and utilities are provided to a minister. It is needed and used to determine the Effective Salary and for calculating SECA and BoP.
3. If the congregation is paying directly for optional supplemental life insurance from the BoP or from another source, please include the amount.
4. If the congregation 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 for gym memberships, cell phones, etc. that are not reimbursed by receipt)
6. **Effective Salary (ES) (minimum: \$47,025):** Total of Items 1-5; used to calculate BoP dues and SECA.
7. SECA Tax Reimbursement: pastors are responsible for a social security tax that is calculated at a rate of 15.3% of effective salary. Congregations are responsible for paying to the pastor at least 7.65% of their effective salary (#6 above or ES).
8. Accountable Reimbursement – Please provide the budgeted amount for all vouchered expenses (mileage, continuing education, professional expenses, etc.). **Please note the NHP's minimum compensation guideline for this is \$6,750.** Qualified expenses are reimbursed upon submission of receipts within 90 days of incurring the expense.
9. BoP Dues (Pastor's Participation) are calculated based upon the total ES reported in box 6. Complete dues information can be found at pensions.org. The basic formula for calculating BoP dues for 2023 is **39 percent of effective salary:**
[Full family PPO medical coverage](#) for 29 percent* [Defined Benefit Pension Plan](#) for 8.5 percent
[Death and Disability Plan](#) for 1 percent [Temporary Disability Plan](#) for 0.5 percent
**The minimum annual dues amount of \$11,500 and the maximum annual dues amount of \$33,500.*
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. (BoP, Administrative Rule 801)
10. If the congregation is paying directly for dental and vision from the BoP, please include this amount. If the pastor has elected to pay for these benefits from salary, DO NOT include the amount.
11. Total Compensation (Cost to Congregation): Sum of #6 + #7 + #8 + #9 + #10.
12. Paid Vacation Leave: for the current/previous year, write weeks given and weeks taken; for the new year, write the number of weeks approved. **NHP minimum is 4 weeks, including 4 Sundays, and also recommends adding an additional week of vacation for every 15 years of pastoral experience.**
13. Continuing Education Leave: for the current/previous year, write weeks given and weeks taken; for the new year, write the number of weeks approved. **NHP minimum is 2 weeks, including 2 Sundays.**
14. Sabbatical Leave – **NHP recommends a pastor be granted a 10-week sabbatical leave (which includes the 2 weeks of continuing education, during each 7th year of service to a congregation.** If adherence to this policy is understood as part of the Terms of Call, please circle YES.