

## New Installed Pastor's Compensation Worksheet

### HOUSING ALLOWANCE CALLS

Calls beginning before 10/15, use current year compensation guidelines

Calls beginning on or after 10/15 use compensation guidelines for the upcoming year

Please fill out the compensation information for 2019 and 2020 according to the instructions.

Signed copies are to be returned to the Presbytery of New Harmony, attn: Committee on Ministry,  
Electronic: [office@newharmonypros.org](mailto:office@newharmonypros.org)      Hard Copy: 2352 Presbyterian Road; Florence, SC 29501

*Financial Terms of Call are approved by the COM prior to the calling of a congregational meeting. The Session will only be consulted to determine the maximum threshold for the compensation package.*

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 WILL began serving in this call: \_\_\_\_\_

	<b>Salary &amp; Benefits</b>	<b>Annual Amount</b>
1.	Annual Cash Salary	\$
2.	Housing Allowance (fair rental value, plus furnishings and utilities)	\$
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)	\$
<b>6.</b>	<b>Effective Salary</b>	<b>\$</b>
7.	SECA Tax Reimbursement (7.65% of #6)	\$
8.	Accountable Reimbursement (Mileage, Continuing Education, Professional Expenses, <i>current presbytery minimum is \$6,750</i> )	\$
9.	Board of Pensions Dues (usually 37% of #6)	\$
<b>10.</b>	<b>Total Compensation Package</b>	<b>\$</b>
11.	Moving Expenses (paid / reimbursed by church)	\$
12.	Weeks of Paid Vacation Leave	
13.	Weeks of Paid Continuing Education Leave	
14.	We approve the Presbytery recommendation of granting a 3 month sabbatical period to the Pastor during each 7th year of ministry.	<b>Yes/ No</b>

**Signatures:**

\_\_\_\_\_

**Pastor**

\_\_\_\_\_

**PNC Chair**

## 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. **Pastor's 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 this 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. Church are responsible for paying to the minister at least 7.65% of their effective salary (#6 above).
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) = 25% 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 (25% of \$44,000)
2. 25% 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 fo 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 37% 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 – *The Presbytery recommends a minister be granted a 3 month sabbatical during each 7<sup>th</sup> year of service to a congregation.* If adherence to this policy is understood as part of the terms of call, please circle YES.