

**Report of the Committee on Ministry  
Presbytery of Transylvania  
December 5, 2009**

The Committee on Ministry (COM) met on October 13<sup>th</sup> and November 10<sup>th</sup>. The COM makes the following report of Actions Taken and Actions Recommended.

**Actions taken by the COM:**

1. Approved Phil Majors as temporary non-Presbyterian supply at the First Presbyterian Church of Middlesboro effective 8/23-12/27/09. Terms are: \$200 per Sunday, mileage.
2. Approved interim contract between First Presbyterian Church of Pikeville and Clem Street effective October 12, 2009 and receive him from Cascades Presbytery. Terms are: Salary \$45,165, Housing/Manse Value \$14,990, utilities paid by church, BOP \$20,389, Dental, Social Security reimbursement 7.65%, 403b \$2,400, Auto Reimbursement \$3,500, CE \$900, Book \$500, Travel \$500, Professional Exp \$500, Interim Conference \$1,200 Travel expenses to Pikeville \$2,500. Vacation 4wks, CE 3 weeks.
3. Approved interim contract between First Presbyterian Church of Maysville and Rene' Whitaker, effective November 1, 2009, and request and interim pastor report from Rene'. Terms are: Cash \$22,000, Housing \$20,310, BOP \$13,276, FICA \$3,237, Auto \$4,000, CE \$1,400, Books \$400, Discretionary \$500. Vacation 4 weeks, Study Leave 2 weeks.
4. Approved student supply contract between Emily Boyce and the United Presbyterian Church of Ezel effective January 1-December 31, 2009.
5. Approved that Pisgah, Versailles, be allowed to proceed to the election of a PNC.
6. Dismissed David McKee to the Presbytery of Western Carolina effective October 13, 2009.
7. Dissolved the pastoral relationship between Doug Craven and First Presbyterian Church of Flemingsburg, pending congregational action effective November 15, 2009, and dismissed Doug Craven to the Presbytery of West Virginia effective 11/15/09.
8. Received Garrett Bugg from the Presbytery of Eastern Virginia and approved the call to First Presbyterian Church of Ashland, Kentucky, pending approval of congregational vote on November 22, 2009. The terms of call are: Salary & Housing \$53,000, auto exp reimbursed at IRS rate, CE \$1,500, moving costs, BOP, 4 weeks vacation, 2 weeks study leave.
9. Approved the interim contract between Art DeYoung and Cynthia Presbyterian Church effective 11/17/09-11/16/10. The terms are: Salary \$10,375, Housing

\$31,125, Medical Allowance \$6,300, Social security allowance \$3,174, auto reimbursement \$3,200, CE \$700 as used, Vacation 1 Sunday + 4 days per quarter, Medical leave 3.5 days per quarter, CE 1 week per six months.

10. Granted permission to Rollin Tarter to labor outside the bounds of the Presbytery in Mid-Kentucky Presbytery for a period of three months.
11. Approved stated supply covenant of Pisgah Presbyterian Church, Somerset and Rusty Butler for 19.5 hours per week. Terms are: Salary \$12,500, 403b \$7,200, Housing Allowance \$8,000, Soc Sec \$2,027, Travel \$1,500, Prof Exp \$2,000. Vacation 4 weeks, Continuing Ed 2 weeks. Total \$33,227.

**Recommendations for Presbytery Approval:**

1. Recommend Clem Street as Moderator of Session of First Presbyterian Church of Pikeville.
2. Recommend Bill Vanzant as Moderator of Sessions of Peter Creek and Shepard Memorial.
3. Recommend Lyn Eberly as Moderator of Session of Sharon Presbyterian Church and be authorized to administer the sacraments there.
4. Recommend Fred Hood as Moderator of Session of the First Presbyterian Church, Flemingsburg.
5. Recommend that an Administrative Commission be appointed to proceed toward the closing of the Ebenezer Presbyterian Church and that the following people be named to the commission:
  1. Rev. Stephen Palmer, Second
  2. Rev. Betsy Steiner, Retired
  3. Rev. Rene' Whitaker, Maysville
  4. Ted Kuster, Paris
  5. Bob Garvin, Carlisle
  6. \_\_\_\_\_
  7. \_\_\_\_\_
6. That the presbytery elect the following commission to ordain Daniel Phelps on behalf of and at the request of Sierra Blanca Presbytery: Ministers Kathy Riley, Beth Garrod-Logsdon and elders Billie Haws, Pat Harney, Larry Synder and Ken Simpson. The Rev. Katherine Redmond, Member of Mid-Kentucky Presbytery, be invited to participate as a corresponding member. The date for the ordination is Sunday, December 13, 2009 at 3:00 pm in the Wilmore Presbyterian Church. (Mr. Phelps has been examined satisfactorily by Sierra Blanca Presbytery on November 21<sup>st</sup> and a call has been extended by First Presbyterian Church, Artesia pending ordination by Transylvania.)

7. Recommend that the 2010 Minimum Terms of Call remain at the 2009 level.  
(attached)

***Presbytery of Transylvania***  
***Minimum Salary Guidelines for Ministers of Word and Sacrament***  
***Recommended to Presbytery December 1, 2009 for the Year 2010***

These guidelines are intended to provide congregations with assistance and guidance in both calling new pastors and in the annual review of the terms of call. The categories used in these terms are in use generally throughout the Presbyterian Church (USA). They are intended to provide a uniform set of items to be considered by ministers and congregations in their discussions and negotiations. They are also intended to assist Presbytery in taking seriously its responsibility to support and nourish pastors and congregations.

<b>Cash Salary</b>	<b>\$24,150</b>
<b>Housing Allowance</b>	<b>\$9,450 (Sufficient to cover rent or mortgage, insurance, taxes, utilities and maintenance) or if a manse is provided then a Manse Escrow of \$1,000 per year</b>
<b>Social Security</b>	<b>Actual cost paid by church or an allowance of 50% of Social Security=.0765 of Salary, Housing, Utilities, and other cash income from the church. (Ministers have to file as Self-employed persons and pay Social Security taxes themselves.)</b>
<b>Pension and Medical</b>	<b>(Paid to Board of Pensions based on 31.5% of salary, housing, utilities and other allowances as defined by Board of Pensions.)</b>
<b>Continuing Education</b>	<b>\$750 (includes books, other resources and professional expenses)</b>
<b>Travel</b>	<b>Reimbursed at current IRS rate (2009 – 55 cents per mile). Church may elect to provide a travel allowance instead.</b>
<b>Vacation</b>	<b>4 weeks</b>
<b>Continuing Ed Leave</b>	<b>2 weeks</b>
<b>Moving Expenses</b>	<b>Reasonable moving expenses approved in advance.</b>

*Presbytery of Transylvania*  
*Terms of Call Guidelines for Ministers of Word and Sacrament*

1. The minimum for cash salary, housing equity, and continuing education be proposed by the Committee on Ministry and set by Presbytery each year at the June meeting for the next calendar year.
2. Ministers who live in church-provided manses receive a utilities/housing allowance to the extent necessary to cover these expenses, thus allowing them to take advantage of current IRS rulings.
3. Churches with a manse for their ministers pay at least the minimum set by Presbytery into a housing equity account to accrue for the benefit of the minister at the time of the termination of the call. These monies should be deposited in a 403-b Retirement Savings Plan (i.e. the Board of Pensions 403-b).
4. Churches without a manse provide a housing allowance sufficient to cover rent or mortgage payments, insurance, taxes, utilities, furnishings, and maintenance.
5. Churches reimburse their ministers for one-half of their IRS Schedule SE self-employed social security with this amount to be paid monthly, quarterly, or annually, as the minister and church decide.
6. Churches pay the entire pension payment for their pastors.
7. Churches reimburse pastors for the actual expense incurred in their professional work, including mileage, food and lodging and books and magazines.
8. Churches pay at least the minimum set by Presbytery for continuing education. This amount may accumulate over a period of three years. The content of this continuing education will be negotiated with the session. (SEE OVER)
9. Ministers receive 4 weeks of paid vacation annually.
10. Ministers receive 2 weeks of continuing education leave annually. This time may accumulate up to six weeks over a three-year period.
11. The proposed Presbytery sick leave and continuing education guidelines be adopted by congregations as part of the terms of call. (SEE OVER)
12. Minimum terms of call apply to “part-time” ministers, with the minister receiving a percentage of salary and benefits Equivalent to the percentage of “full-time” pastoral work which he or she does (“Use of a manse” and “vacation time” would be on a full-time basis).

## ***Continuing Education Guidelines for Ministers in Transylvania Presbytery***

The purpose of providing ministers with time and money for continuing education is to allow them to improve their effectiveness as ministers. Study leave gives them the resources to study particular topics in depth, learn new skills, and grow as ministers.

Churches in Transylvania Presbytery shall provide their ministers with funds for continuing education and a minimum of two weeks annual study leave. Upon negotiation with the Session, continuing education time and money can accumulate for up to three years to provide for an extended study period.

Both the topic and the schedule for continuing education should be negotiated with and approved by the Session. The minister should report back to the Session about the continuing education experience upon its completion.

### ***Sick Leave Policy for Transylvania Presbytery***

#### **Sick Leave/Personal Leave**

The purpose of this leave is to allow the church staff members (ordained and lay) to take time off with pay for sickness and other needs. Such need might include childbirth, illness, injury, or death in one's immediate family, and jury duty or other responsibilities. Sick leave/personal leave shall normally be calculated at one (1) day per month of service or employment. This leave may accumulate up to sixty (60) days.

#### **Extended Sick Leave/Personal Leave**

In cases where more extended leave of absence is indicated, negotiations shall be made between the staff member (or his/her surrogate in case of incapacity) and the Session, with the advice and approval of Presbytery's Committee on Ministry, to determine appropriate and humane terms of leave extension. Such extended leave may be with or without pay, as negotiated and approved. It includes, but is not limited to maternity/paternity leave, major illnesses, surgeries, accidental injuries, or critical family situation.

### ***Involuntary Dissolution Policy***

Although the *Book of Order* clearly outlines the basic process for the dissolution of pastoral relationships (G-14.0600), it does not fully address the implications of a situation in which the pastor does not concur with that action (G-14.0603), a situation commonly described as an "involuntary dissolution."

The dissolution of a pastoral relationship is quite often a time of great turmoil and distress for both the congregation and the departing pastor, and this is especially true in the case of an involuntary dissolution.

It is the responsibility of all parties involved (the pastor, the congregation, and the presbytery's committee on ministry) to work together in the case of an involuntary dissolution to address the sometimes conflicting needs and competing concerns of the congregation and the departing pastor.

Pastors do not receive unemployment benefits from the state, and our denomination cannot guarantee that a departing pastor will receive a new call within any specified period of time. Therefore, in the case of an involuntary dissolution, fair and adequate terms of severance are necessary to protect the departing pastor during the search for a new call.

While such provisions may present a degree of financial hardship for the congregation, the lack of such provisions would almost certainly present an even greater degree of financial hardship for the departing pastor and his or her family.

In order to address the concerns outlined above, the committee on ministry recommends that, effective January 1, 2006, the following provisions be added to Transylvania Presbytery's standard form for terms of call (See *Book of Order* G-14.0507e).

In the event of an involuntary dissolution of your pastoral relationship with this congregation, for any cause other than criminal activity, sexual misconduct, financial malfeasance, or a finding of guilt in a disciplinary case resulting in either temporary exclusion from the exercise of ordained office or removal from ordained office, you shall be afforded as severance benefits a continuation of your then current salary and benefits being provided for a negotiated period of time which shall take into account your tenure...among us—but not less than three months. Such compensation will cease when full-time employment is secured. Such payments shall be made monthly, not as a lump sum settlement. During the severance period, it shall remain the congregation's responsibility to continue all benefit payments to the Board of Pensions.

In the case of criminal activity, sexual misconduct, financial malfeasance, or a finding of guilt in a disciplinary case resulting in either temporary exclusion from the exercise of ordained office or removal from ordained office, in an effort to be redemptive and in consideration of your family and with respect for your past ministry to this congregation, you shall be afforded as severance benefits a continuation of your then current salary and benefits being provided for a period of one month.