

**Report of the Committee on Ministry
For the Meeting of Transylvania Presbytery
December 1, 2007**

The Committee on Ministry (COM) met on both October 9th and November 13th in addition to regional meetings held on other dates. The COM makes the following report of Actions taken and Actions Recommended.

Actions taken by the COM:

1. Received Kima Pachuau, a member of the Presbyterian Church of India and faculty member at Asbury Seminary, as a minister member at large and placed on the pulpit supply list.
2. Agreed that the contract between Community PC in Bellefonte and Stewart Schneider may be extended for an additional three months effective dates 10/15/07- 1/14/08.
3. Permitted Central PC, Hyden to elect a PNC.
4. Hosted a sexual misconduct prevention training session on November 3rd & 30th.
5. Approved the interim contract between Sam Pendergrast and FPC, Maysville, effective 10/23/07-10/22/08. The terms of the contract are: Salary, \$23,313; Housing, \$11,500; Full BOP medical and pension benefits; Medical FSA, \$1,200; Retirement Savings, \$3,600; Continuing Education, \$1,600; Automobile \$4,000 reimburseable expense @ IRS rate.
6. Approved a time to honor retired pastors during lunch on Saturday of the December meeting and recommended that this be handled by the Coordinating Council.
7. Approved Dr. William Russell, Honorably Retired, from Florida Presbytery to work within the bounds of Transylvania Presbytery as a Pulpit Supply.
8. Approved the renewal of the Stated Supply agreement with Bryce McGowan and Old Paint Lick Church effective 1/1/08-12/31/08. The terms of the contract are: Salary, \$75 per week; Housing, \$75 per week; Professional Expenses reimbursed at \$100 per week.
9. Approved the renewal of the covenant between CLP Richard Brown and the First Presbyterian Church of Catlettsburg, effective 1/1/08-12/31/08. The terms of the covenant are: Housing allowance, \$900/month; travel reimbursement at IRS rate; continuing education \$200.

10. Received Rene Whitaker from National Presbytery as a minister member of Presbytery, effective 11/13/07.
11. Approved the interim contract between Rene Whitaker and Hunter PC, effective 11/7/07-11/6/08. The terms of the contract are: Salary, \$22,000; Housing, \$23,000; BOP, \$14,175, FICA \$3,442; Auto Expense reimbursed at IRS rate \$1,500; Continuing Education \$1,200; Books \$400; Discretionary \$500.
12. Approved the work of Ron Bunger as a validated ministry.
13. Requested that COM Regional Chairs establish dates for Sexual Misconduct Prevention training events for 2008.
14. Approved the renewal of the interim contract between Art DeYoung and the United Presbyterian Church-Harrodsburg, effective 11/1/07-10/31/08. The terms are as follow: Salary, \$16,735; Housing \$16,735; Applicable BOP dues and a medical premium/deductible allowance; Continuing Education \$1,000; Reimbursement of Ministry Expenses-automobile not to exceed \$1,500; social security allowance \$2,560.

Actions recommended to the Presbytery by COM:

- A. That the following moderators be appointed:
 - a. Phillip Pogue--Old Springfield PC
 - b. Betsy Steiner -- First PC, Paris
 - c. Jennifer Johnson – Greenup PC
 - d. Jack Robinson – Carlisle PC
- B. Recommend that presbytery direct COM and the Church Development Committee to take the lead in establishing a task force to develop a specific proposal for at least one Larger Parish Ministry program with a plan for implementation and that Bill Young present this request to the Presbytery at its next meeting.
- C. Recommend that the Rev. Gene Thompson be approved for Honorable Retirement pending the appropriate paperwork from the Board of Pensions.
- D. Recommend that Mike Stanley, CLP, be permitted to perform the sacraments and moderate at Central PC, Hyden. on a month to month basis as they search for a new pastor commencing January 1, 2008.

E. Recommend that Minimum Terms of Call Salary Guidelines for 2008 be established as follows: *(See attached sheet for additional requirements)*

Cash Salary--\$24,150

Housing—\$9,450

Effective Salary--\$33,600

½ SECA-- \$2,586,

Board of Pensions—\$10,584

Continuing Education—\$750

Total package of \$47,520.

Presbytery of Transylvania
Minimum Salary Guidelines for Ministers of Word and Sacrament
Recommended to Presbytery December 1, 2007 for the Year 2008

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.

Cash Salary	\$24,150
Housing Allowance	\$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
Social Security	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.)
Pension and Medical	(Paid to Board of Pensions based on 31.5% of salary, housing, utilities and other allowances as defined by Board of Pensions.)
Continuing Education	\$750 (includes books, other resources and professional expenses)
Travel	Reimbursed at current IRS rate (2007 – 48.5 cents per mile). Church may elect to provide a travel allowance instead.
Vacation	4 weeks
Continuing Ed Leave	2 weeks
Moving Expenses	Reasonable moving expenses approved in advance.

For more information, consult *Benefits Administrative Handbook 2002 Edition*
(Board of Pensions publication sent to Clerks of Session)

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 Presbyter's Ministerial Relations Committee, 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.

