

**Report of the Committee on Ministry
Presbytery of Transylvania
December 6, 2008**

The Committee on Ministry (COM) met on October 14th, November 11th, & November 20th. The COM makes the following report of Actions taken and Actions Recommended.

Actions taken by the COM:

1. Approved seminary debt assistance application for Rev. Lynne Hardy, pastor at Harlan First PC.
2. Approved stated supply contract of Truman Geeslin and White's Memorial PC. Terms are: Cash \$19,700, Housing: Manse provided/church pays all utilities and upkeep, escrow of \$1,000 for 403b, car allowance \$3,000, Continuing Ed \$500, SECA. Effective date 5/07-5/09.
3. Approved stated supply contract of Jim Woodring and First PC, Pineville. Terms are: Cash \$18,008, Housing \$8,400, BOP \$9,174, SECA \$2,174, Travel \$2,811. Effective date 1/1/09 – 12/31/09.
4. Approved contract of Richard Guerrant as Interim Pastor at Central PC, Hyden. Terms are: Cash \$6,120, Housing \$11,400, Books/Supplies \$180, Continuing Education \$300, Travel at IRS rate. Effective date: 11/1/08-10/31/09.
5. Approved the contract of Richard Brown as CLP at First PC at Catlettsburg. Terms are: 20 hours per week, Housing \$10,800, Social security withheld, travel at IRS rate, continuing education \$200. Effective date: 1/1/09-12/31/09.
6. Approved the contract of Rene' Whitaker as Interim Pastor at First PC, Maysville, effective date: November 1, 2008-October 31, 2009. Terms are: Salary \$42,310, Housing \$20,310, BOP \$13,276, SECA \$3,237, Auto \$4,000, CE \$1,400, Books \$400, Discretionary \$500. Vacation 4 weeks annually, Sick leave one day per month, Study Leave 2 weeks annually.
7. Approved the seminary debt assistance application for Doug Craven.
8. Dismissed Sam Pendergrast to Utica Presbytery.
9. Approved CLP Covenant for Les Grooms and Augusta PC effective 1/1/09-12/31/09. Salary \$30,100 social security, travel at IRS rate, vacation 4 weeks, continuing ed 2 weeks.
10. Approved interim relationship with Art DeYoung and Cynthiana Presbyterian Church, effective 11/17/08 pending receipt of contract.
11. Approved stated supply contract of Rusty Butler and Pisgah PC, Somerset. Cash Salary \$12,500, 403-B \$7,300, Housing \$8,000, SECA \$2,027, Travel at IRS rate - \$1,500, Personal \$2,000. Vacation one week per quarter. 19.5 hours per week.
12. Approved CLP contract for Charles Christensen and Versailles PC. Terms are: 30 hours per month, \$6,138 per year.
13. Dismissed Jon Martin to Abingdon Presbytery.
14. Approved terms of call for Susan Warren at Beaumont PC. Terms are: Salary \$50,000 Housing \$12,000, SECA \$4,743, BOP dues, BOP dental plan \$675, Travel \$1,800, Continuing Ed. \$2,000, Book allowance \$300. Vacation 4 weeks annually, Continuing Ed. two weeks annually, sick leave one day per month. Effective January 18, 2009.

15. Approved Andrew and Stephanie Wing for membership in the Presbytery pending their ordination.
16. Approved the terms of call for Andrew & Stephanie Wing at United Harrodsburg: Start Date: December 15, 2008. Andrew Wing: Salary \$17,750, Housing \$6,000, SECA \$1,816.88, BOP dues \$9,060.72, Moving expenses \$1,500, Travel \$1,500, Continuing Education \$750, Medical/Dental \$637.50. Stephanie Wing: Salary: \$17,750, Housing \$6,000, SECA \$1,816.88, BOP dues \$2,850, Moving \$1,500, Travel \$1,500, Continuing Ed. \$750, Medical/Dental \$637.50. Both would have four weeks vacation, two weeks continuing ed.
17. Approved interim contract for Kathy Riley at Hunter PC. Terms are: 11-30-2008 to 11-30-2009, 30 hours per week, Salary \$23,750, Housing \$10,000 BOP dues \$10,462.50, Continuing Ed. \$1,200, Travel \$1,500, FICA \$2,581.88. Total cost to church \$49,494.38.
18. Approved David Chumney as a colleague in ministry for Doug Craven.
19. Approved Mary Seeger Weese as a colleague in ministry for Stephanie Wing.
20. Approved Rollin Tarter as a colleague in ministry for Andrew Wing.

Recommendations for Presbytery Approval:

1. Recommend that the following moderators be appointed:
 - a. Richard Guerrant-Central Hyden
 - b. Rene' Whitaker-First Maysville
 - c. Art DeYoung-Cynthiana
 - d. Jackie Lindberg-Harrodsburg
 - e. David Duggan-Pisgah, Versailles
 - f. Jack Haga-Bellefonte
 - g. Melissa Sevier-First Lawrenceburg
 - h. Jack Wilhelm-First Lancaster
2. Recommend that presbytery authorize and approve Elder Rick Loperfido and another elder to administer the Lord's Supper at Community Bellefonte in Ashland.
3. Recommend the following commission to ordain and install Andrew & Stephanie Wing: _____
4. Recommend that the 2009 Minimum Terms of Call remain at the 2008 level. (attached)

Presbytery of Transylvania
Minimum Salary Guidelines for Ministers of Word and Sacrament
Recommended to Presbytery December 1, 2008 for the Year 2009

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 (2009 – 55 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.

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.