

**THE PREBYTERY OF BALTIMORE  
PRESBYTERIAN CHURCH (U.S.A.)**

**PASTORAL TERMS OF CALL FOR 2004**

REPORT FOR: \_\_\_\_\_  
OF \_\_\_\_\_

Presbytery records show that the factor for this position is «FACTOR». If this is not correct, please contact Alice Read at 410 225-3012, Chair, Committee on Ministry.

The Minimum salary for this factor is \$ \_\_\_\_\_  
The Midpoint salary for this factor is \$ \_\_\_\_\_  
The Maximum salary for this factor is \$ \_\_\_\_\_

The Presbytery Manual requires that the effective salary (Line 7 below) for this position be at least the minimum salary shown and not more than the maximum. If this is not the case, please contact the Committee on Ministry.

Effective Salary is reported in Part D of the Board of Pensions Service/Salary Change Form (ENR-100 Rev. 08/03); report the same information here:

**D. Annual Salary Information**

Express in U.S. dollars. Please enter zero if not applicable

- |   |          |
|---|----------|
| 1. Annual cash salary (including employee contributions to 403(b) tax-sheltered plans)                | \$ _____ |
| 2. Housing, utility and furnishings allowances  | \$ _____ |
| 3. Employing organization contributions to 403(b) tax-sheltered annuity plans, equity allowances      | \$ _____ |
| 4. Bonuses, overtime pay, unvouchered professional expense allowances, gifts from employer            | \$ _____ |
| 5. Other allowances (for example, medical deductible, SECA in excess of 50%)                          | \$ _____ |
| 6. Manse amount (must be at least 30% of Lines 1-5 for members residing in employer-provided housing) | \$ _____ |
| 7. Total Effective Salary *(Lines 1-6) Dues are computed and benefits are determined on this.         | \$ _____ |

*\*See either the Benefits Administrative Handbook or Understanding Effective Salary booklet for more information.*

In addition the church has agreed to pay the following benefits, not included in effective salary:

Professional expenses, etc. (Must be vouchered)	\$ _____
Professional Development, Books, Etc. (Must be vouchered, at least \$1,000)	\$ _____
Automobile mileage (Vouched, IRS rate is 36c/mile)	\$ _____
Social Security Offset (Any amount over 50% must be included in effective salary)	\$ _____
Other (Specify) _____	\$ _____

Vacation (1 month Minimum) \_\_\_\_\_ Study Leave (2 weeks Minimum) \_\_\_\_\_