

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

PASTORAL TERMS OF CALL FOR 2008

Report for the **Rev.** _____
of the _____ Church

A minister's Terms of Call are agreed upon by the Congregation, Minister, and the Presbytery. The Presbytery of Baltimore has agreed upon a plan for setting these Terms in ways that seek to be fair to both the church and the minister. This system assesses the complexity of each position and assigns a point value or factor for each position. The factor is set at the time a minister is called and is changed only if the demands of the Position change. In this Presbytery, churches are required to pay ministers at least the minimum and are encouraged to bring clergy remuneration to the midpoint within five years.

The Presbytery's records show that the factor for this position is _____. If this is not correct or should be changed because the Position has changed, please contact Catherine Blacka at 410 531-4910, Chair, Committee on Ministry.

The Minimum salary for this factor is \$ _____
The Base (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.

We request that you send us this completed form by **December 31, 2007**. You will also need to send the Board of Pensions the Service/Salary Change Form (ENR-100) which is available on their web side (www.pensions.org) as well as our own (www.baltimorepresbytery.org). This form and that of the Board of Pensions requires the information below. If you have questions, please call the chair of the Committee on Ministry or Judi Forrester, the Presbytery's Coordinator of Financial Services at 410 433-2012.

Annual Salary Information

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

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|---|----------|
| 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, not included in effective salary:

Professional expenses, etc. (Must be vouchered) \$ _____
 Professional Development, Study Leave, Books, etc. (Must be vouchered, at least \$1,000) \$ _____
 Automobile mileage (Vouchered, 2006 IRS rate – currently it is 48.5c/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) _____