

**PASTORAL CALL FORM**  
**Presbytery of Baltimore, Presbyterian Church (USA)**

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_ [City, State], being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord earnestly and solemnly calls you, \_\_\_\_\_, to undertake the office of (Pastor, Associate Pastor) of this congregation, beginning \_\_\_\_\_, 2\_\_, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

Factor: \_\_\_\_\_

That you may be free to devote full time (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually, in addition to full medical, pension, disability and death benefit coverage under the Board of Pensions:

- |  |          |
|--|----------|
| 1. Annual cash salary<br>(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                              | \$ _____ |
| 4. Bonuses, overtime pay, unvouchered professional expense allowances, gifts from employer                 | \$ _____ |
| 5. Other allowances (e.g., 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. Housing Equity Allowance, if manse provided   | \$ _____ |
| 8. <b>Total Effective Salary</b> * (lines 1-6)<br>(Dues are computed and benefits are determined on this.) | \$ _____ |

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

- |   |          |
|---|----------|
| 9. Professional Development, Books, Etc.<br>(Must be at least \$1,000 and must be vouchered.) | \$ _____ |
| 10. Social Security Offset<br>(Any amount over 50% must be included in effective salary)      | \$ _____ |
| 11. Other (Specify)   | \$ _____ |
| Vacation (1 month Minimum) _____ Study Leave (2 weeks Minimum) _____                          |          |

**Finally, the church has budgeted the following to support your ministry:**

- |   |          |
|---|----------|
| 12. Professional expenses, etc. (Must be vouchered)                                   | \$ _____ |
| 13. Automobile mileage<br>(Must be vouchered, use current IRS standard mileage rate.) | \$ _____ |
| Other (Specify) _____   | \$ _____ |

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

***We promise and obligate ourselves to review with you annually the adequacy of this compensation.***

## CERTIFICATION OF CALL

### Pastor Nominating Committee

I certify that this pastoral search was undertaken in accordance with the requirements of the Book of Order, with particular regard for the church's commitment to diversity and inclusiveness.

\_\_\_\_\_  
Chair, PNC

### Congregational Meeting

We certify that this call has been made in all respect according to the rules laid down in the Form of Government, at a meeting of the congregation \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Moderator

### Candidate

This is to certify that I have received and accepted the call.

Date of Acceptance \_\_\_\_\_

\_\_\_\_\_  
Candidate

### Baltimore Presbytery, Presbytery of Call

This call has been reviewed by the Committee of Ministry, and approved by the Presbytery:

\_\_\_ on \_\_\_\_\_, 20\_\_\_\_

\_\_\_ on \_\_\_\_\_, 20\_\_\_\_ through action taken by COM/Council as authorized by G-11.0502h.

### Presbytery of Care or Present Call

The Presbytery of \_\_\_\_\_ hereby finds it expedient to release this minister/candidate to accept this call and therefore has placed this call in the minister's/candidate's hands on \_\_\_\_\_, 20\_\_\_\_.