



# ANNUAL REPORT FOR PASTORAL TERMS OF CALL FOR 2021

## The Presbytery of Baltimore, Presbyterian Church (USA)

Report for the Rev. \_\_\_\_\_ of the \_\_\_\_\_ Presbyterian Church

The Congregation, the Minister, and the Presbytery agree upon a minister's Terms of Call. The Presbytery's records show that the factor for this position is \_\_\_\_\_ and that the position is \_\_\_\_\_% time.

If this is not correct, please contact the chair of the Commission on Ministry at [comchairbalt@gmail.com](mailto:comchairbalt@gmail.com).

The Minimum full-time salary for this factor is

The Base (Midpoint) salary for this factor is

The Maximum salary for this factor is

The Presbytery Compensation Policy requires that the effective salary (Line 8 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 Commission on Ministry. Churches are encouraged to bring clergy remuneration to the midpoint within five years.

Your church administrator must submit salary changes to the Board of Pensions <https://logon.pensions.org> within 30 days of any change.

We request that you send this completed form by **February 1, 2021** to [fscott@baltimorepresbytery.org](mailto:fscott@baltimorepresbytery.org). If you have questions, please call the chair of the Commission on Ministry, Bill Daniel (410-570-8500 or email at [comchairbalt@gmail.com](mailto:comchairbalt@gmail.com)).

Annual Salary Information	Express in U.S. dollars. Please enter zero if not applicable
1. Annual cash salary (include unvouchered allowances, vacation pay)	\$ _____
2. Housing, utility and furnishings allowances	\$ _____
3. Church (if not matching) contributions to 403(b) annuity plans and equity allowance	\$ _____
4. Bonuses, gifts from employer	\$ _____
5. SECA (reimbursements in excess of 50% of SECA obligation on line 11)	\$ _____
6. Other allowances not incl. on lines 1-5 such as medical reimbursements, dental and life Ins. benefits over and above the coverage provided automatically through the BOP.	\$ _____
7. Manse amount (must be at least 30% of Lines 1-6 for those residing in a manse)	\$ _____
8. <b>Total Effective Salary*</b> (Lines 1-7) Board of Pension Dues are computed on this.	\$ _____
*. <i>See Understanding Effective Salary for more information</i>	
<b>In addition the church has agreed to pay the following, not included in effective salary:</b>	
9. Board of Pensions Medical and Pension Dues (37% of line 8)	\$ _____
10. Professional Development, Study Leave, Books, etc. (must be vouchered, at least \$1,000)	\$ _____
11. 7.65% SECA offset (required) (subtract lines 3 & 6 from 8 and then multiply by .0765)	\$ _____
12. Professional expenses (E.g., Vestments, business meals – must be vouchered)	\$ _____
13. Automobile mileage (vouchered, current IRS rate)	\$ _____
14. Other (Specify) _____	\$ _____
15. Total additional payments (lines 9-14)	\$ _____
16. Study Leave _____ weeks (at least 2) and Vacation _____ (at least 4 full weeks including 4 Sundays)	
17. <i>The congregation and pastor approved adherence to the <a href="#">Policy on Administrative Leave</a> at the time of the original call OR the congregation and pastor approved adherence to the <a href="#">Policy on Administrative Leave</a> at a congregational meeting on _____ (date). We ask that pastors and churches who are not currently required to abide by this policy do so voluntarily.</i>	
18. Sabbatical (optional) Ex: 3 months in 6 <sup>th</sup> year, serve minimum 1 additional year	

*The Pastor and Congregation agree to abide by the Book of Order (D 10.0106) and the Presbytery's Sexual Misconduct Policy and its Procedures which permit the Presbytery through its committees to put a minister on administrative leave upon receipt of allegations of sexual misconduct or for failure to participate in the mandated education on the Presbytery's Sexual Misconduct Policy within the first year of the call and every five years thereafter.*

*The pastor and congregations also agree to abide by the Presbytery's requirement for all pastors to complete the mandatory Dismantling Racism Training. The policy can be found on the Presbytery's website at <https://baltimorepresbytery.org/wp-content/uploads/DismantlingRacism.pdf>*