



# The Presbytery of Baltimore Presbyterian Church (USA)

## NEW PASTORAL CALL FORM

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

Records show 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 [mbspeers@gmail.com](mailto:mbspeers@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. Churches are encouraged to bring clergy remuneration to the midpoint within five years.

Please submit salary changes to the Board of Pensions at <https://www.pensions.org/> within 30 days of any change.

Please send this completed form by February 1, 2024, to [fscott@baltimorepresbytery.org](mailto:fscott@baltimorepresbytery.org). If you have questions or concerns, please contact the chair of the Commission on Ministry, Mary Speers at [mbspeers@gmail.com](mailto:mbspeers@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) savings plans and/or 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. Total Effective Salary* (Lines 1-7) Board of Pension Dues are computed on this.   | \$ _____ |
- \* See [Understanding Effective Salary](#) for more information.

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

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|---|----------|
| 9. Board of Pensions Medical and Pension Dues (39% of line 8)   | \$ _____ |
| 10. Professional Development, Study Leave, Books, etc. (must be vouchered, at least \$1,000)            | \$ _____ |
| 11. 7.65% SECA offset (required) (add lines 1,2,4,5 & 7 and then multiply by .0765)                     | \$ _____ |
| 12. Church matching contribution to 403(b) savings plans  | \$ _____ |
| 13. Professional expenses (E.g., Vestments, business meals — must be vouchered)                         | \$ _____ |
| 14. Travel mileage (vouchered, current IRS rate)  | \$ _____ |
| 15. Other (Specify) _____   | \$ _____ |
| 16. Total additional payments (lines 9-15)  | \$ _____ |
| 17. Study Leave _____ weeks (at least 2) and Vacation _____ (at least 4 full weeks including 4 Sundays) |          |
| 18. All installed pastors' terms of call must include 12 weeks paid family medical leave                |          |
| 19. Sabbatical (optional) Ex: 3 months in 6 <sup>th</sup> year, serve minimum 1 additional year         |          |

\_\_\_\_\_ Consent to the Presbytery's policy on administrative leave (mandatory if installed after 11/10/2018)

\_\_\_\_\_ Consent to abide by the mandatory boundary and dismantling racism training.

