



NEW PASTORAL CALL FORM
The 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 _____, 20__ promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote ___ full time/ ___-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

Position Factor is _____

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, overtime pay, gifts from employer	\$ _____
5.	SECA (reimbursements in excess of 50% of SECA obligation on line 11)	\$ _____
6.	Other allowances including medical reimbursements NOT made through a Flexible Spending Account (FSA), dental and life insurance benefits over and above the life insurance provided automatically through the Board of Pensions.	\$ _____
7.	Manse amount (must be at least 30% of Lines 1-5 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 booklet for more information.*

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

9.	Board of Pensions Medical and Pension Dues (37% of line 8)	\$ _____
10.	7.65% SECA (required) (subtract lines 3 & 6 from 8 and then multiply by .0765)	\$ _____
11.	Professional Development, Study Leave, Books, etc. (must be vouchered, at least \$1,000)	\$ _____
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..	Sabbatical (optional) Example: 3 months in 6 th year, serve minimum 1 additional year	

18. Moving _____ Full Cost or not to exceed \$ _____

19. The Pastor and congregation agree to abide by the terms of the Presbytery's [Policy on Administrative Leave](#)

20. Start date _____

- Terms of call that begin after October 1 must meet the Presbytery's compensation guidelines for the following year.
- We promise and obligate ourselves to review with you annually the adequacy of this compensation.
- 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 within the first year of the call and every five years thereafter.
- The pastor and congregation agree to abide by the Presbytery's requirement for all pastors to complete the mandatory [Dismantling Racism Training](#) by the end of 2020 and every three years thereafter.

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____.

Secretary of the Congregational Meeting

Moderator

Others elected to sign the call:

Candidate

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

Date

Candidate

Baltimore Presbytery, Presbytery of Call

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

____ on _____, 20 ____ *or*

____ on _____, 20 ____ through action taken by COM/Council as authorized by G-3.0307.

Stated Clerk

Presbytery of Care or Present Call

The Presbytery of _____ 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____.

Stated Clerk

Note: Installation of the Pastor or Associate Pastor completes the call. Until installation, the pastor’s official position is pastor-elect, and any of the parties involved: pastor, congregation, or presbytery, may rescind the call.