

**2020 Terms Of Call Annual Reporting Form  
For Pastors, Associate Pastors, and Ministers In Validated Ministries**

Please use the attached 2020 Terms Of Call Annual Reporting Form to report changes, or no change, to your pastor's compensation in 2020. *Please return a signed form whether there was a change or not in the terms of call.* Your church should submit either the Full-time form or the Part-time form, whichever one applies to your church.

**Note:** Please see the **Newark Presbytery Compensation Policy** for additional information (separate document available online or from Presbytery Center).

The *Book of Order*, G-1.0503c and G-2.0804 requires annual reviews on the adequacy of the terms of call for a pastor. Further, G-2.0901 states that the call extended to a pastor or associate pastor shall be approved by the presbytery and cannot be changed except by consent of the presbytery, at the request of the pastor, associate pastor, and by action of the congregation.

Newark Presbytery requires that all terms of call meet or exceed the minimum terms and, consistent with G.2.0804, shall not approve any terms or changes that do not adhere to the minimum standards. To implement these provisions, the Ministry Relationships Team requests that the current terms of call and any proposed changes be reported in the following format. If you need assistance completing this form, or have questions, please contact the Team chairperson. Thank you.

**Complete either the Full-time or the Part-time form that follows, whichever one applies to your staffing situation. Completely fill out that form with appropriate signatures and return it to the Ministry Relationships Team at Presbytery Center before February 28, 2020.**

Use this form for reporting compensation for **Full-time** Ministerial Position

The Session of the \_\_\_\_\_ Church in (city) \_\_\_\_\_, New Jersey, reviewed the terms of call for (Minister's Name) \_\_\_\_\_ at a Session meeting on (date) \_\_\_\_\_ and voted to recommend no change to the Pastoral Terms of Call for 2020. The Session reported the above actions to the congregation in a congregational meeting on (date) \_\_\_\_\_.

OR

The Session of the \_\_\_\_\_ Church in (city) \_\_\_\_\_, New Jersey, reviewed the terms of call for (Minister's Name) \_\_\_\_\_ at a Session meeting on (date) \_\_\_\_\_ and voted to recommend changes to the congregation. In a congregational meeting on (date) \_\_\_\_\_ the congregation voted to make the following changes to the Pastoral Terms of Call for 2019.

**MINISTER INCOME**

2020 Effective Salary

**2019 Minimum**

\$58,192

**2020 Minimum**

\$59,937.76

Includes: (Check one arrangement, A, B, or C):

A. For minister *not* staying in manse:

Cash salary and housing allowance paid to minister:

\$ \_\_\_\_\_ Cash salary portion +

\$ \_\_\_\_\_ Cash housing allowance portion = \$ \_\_\_\_\_

B. For minister staying in manse:

Cash salary and manse provided; church pays all utilities directly to providers:

\$ \_\_\_\_\_ Cash salary portion +

\$ \_\_\_\_\_ Fair Rental Value of manse (include utilities) = \$ \_\_\_\_\_

C. For minister staying in manse:

Cash salary and manse provided; church pays utilities allowance to minister:

\$ \_\_\_\_\_ Cash salary portion +

\$ \_\_\_\_\_ Fair Rental Value of manse +

\$ \_\_\_\_\_ Utilities allowance paid to minister = \$ \_\_\_\_\_

Social Security Offset	Optional	_____
Home Equity Share	Optional	_____
Deferred Compensation	Optional	_____
Bonuses/Special Gifts	Optional	_____

**PENSION/MEDICAL**

Pension/Medical (37% of Effective Salary) \$22,176.97

**REIMBURSABLE OR VOUCHERED EXPENSES & BENEFITS**

Travel Expenses	3,300	_____
Continuing Education	800	_____
Professional Expenses	500	_____

Vacation	4-weeks	_____
Study Leave	2-weeks	_____
Sick Leave	12-days	_____

**Approvals**

Clerk of Session: \_\_\_\_\_ (Date)    Pastor: \_\_\_\_\_ (Date)

Moderator (if not pastor): \_\_\_\_\_ (Date)

**Date of Annual:** Pastor's Performance Review \_\_\_\_\_.    Ministry Review of the session: \_\_\_\_\_.

These terms represent \_\_\_\_ % of the total church budget.

For the Minister: Years served in this position \_\_\_\_\_.    Year of ordination \_\_\_\_\_.

What day is honored as a pastor's day off each week: \_\_\_\_\_ .

Use this form for reporting compensation of **Part-time** (based on a percentage of full time) Ministerial Position

The members of the \_\_\_\_\_ Church in (city) \_\_\_\_\_ New Jersey, in a congregational meeting on (date) \_\_\_\_\_ reviewed the terms of call for (Minister's Name) \_\_\_\_\_ and:

\_\_\_\_\_ Voted **no changes** to the Pastoral Terms of Call for 2020, **OR**  
\_\_\_\_\_ Voted **changes** to the Pastoral Terms of Call for 2020.

**INCOME**

Effective Salary \_\_\_\_\_

Includes: (choose one arrangement)

A. \_\_\_\_\_ Cash salary and housing allowance, or \_\_\_\_\_  
\$ \_\_\_\_\_ *Housing Allowance Designated from Salary, OR*

B. \_\_\_\_\_ Cash salary with manse and utilities provided, or \_\_\_\_\_  
\$ \_\_\_\_\_ *Value of Manse Provided.* \$ \_\_\_\_\_ *Value of Utilities Provided, OR*

C. \_\_\_\_\_ Cash salary with manse provided and utilities allowance. \_\_\_\_\_  
\$ \_\_\_\_\_ *Value of Manse Provided.* \$ \_\_\_\_\_ *Value of Utilities Allowance.*

Social Security Offset (7.65%) Optional \_\_\_\_\_  
Home Equity Share Optional \_\_\_\_\_  
Deferred Compensation Optional \_\_\_\_\_  
Bonuses/Special Gifts Optional \_\_\_\_\_

**PENSION/MEDICAL** (Required called and installed minister. Optional for lay employees and ordained ministers in temporary pastoral relationship working at least 20 hours per week.)

Pension/Medical (37% of Effective Salary) \_\_\_\_\_

**REIMBURSABLE OR VOUCHERED EXPENSES & BENEFITS**

Travel Expenses IRS RATE/MILE \_\_\_\_\_  
Continuing Education 800 \_\_\_\_\_  
Professional Expenses 500 \_\_\_\_\_  
Vacation 4 Weeks \_\_\_\_\_  
Study Leave 2 Weeks \_\_\_\_\_  
Sick Leave 12-days \_\_\_\_\_

**Approvals**

Clerk of Session: \_\_\_\_\_ (Date) Pastor: \_\_\_\_\_ (Date)

Moderator (if not the pastor): \_\_\_\_\_ (Date)

**Date of Annual:** Pastor's Performance Review\_\_\_\_\_. Ministry Review of the session: \_\_\_\_\_.  
These terms represent \_\_\_\_\_ % of the total church budget.  
For the Minister: Years served in this position \_\_\_\_\_. Year of ordination \_\_\_\_\_.  
What day is honored as a pastor's day off each week: \_\_\_\_\_ .