



Presbytery Center
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 Together Transforming
Lives, Congregations, Communities, World
Connected to the Synod of the Northeast and Presbyterian Church (USA)

**INSTRUCTIONS FOR
2012 TERMS OF CALL ANNUAL REPORTING FORM
FOR PASTORS, ASSOCIATE PASTORS & MINISTERS IN VALIDATED MINISTRIES**

Please use the attached 2012 Terms Of Call Annual Reporting Form to report changes, or no change, to your pastor's compensation in 2012. *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.

Separate forms are provided for Full and Part-time positions to fit on one page. Note: Please see the **Newark Presbytery 2012 Compensation Policy** for additional information (separate document available online or from Presbytery Center).

The *Book of Order* requires annual reviews on the adequacy of the terms of call for a pastor. 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 shall not approve any terms or changes that do not adhere to the minimum standards. To implement these provisions the Committee on Ministry requests that the current terms of call and any proposed changes be reported on the form provided.

Thank you for your partnership in the Gospel by thoughtfully providing the following information. We are grateful for your ministry. Please return the completed form to the Committee on Ministry of Newark Presbytery on or before February 28, 2012. If you need assistance in completing this form, or have questions, please contact the Committee on Ministry.

Email to:
The Rev. Ronald Johnson, Moderator
ronaldjohnson@optonline.net

or Mail to:
COM, Newark Presbytery
192 Broad St., Bloomfield, NJ 07003

Use this form for reporting compensation of **Part-time** (<13 units) 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 2012, **OR**
 _____ Voted **changes** to the Pastoral Terms of Call for 2012.

INCOME	<u>2012 Minimum</u>	<u>Proposed</u>
Effective Salary (1 unit= approx. 3 hours)	\$ 83.50/unit	
Includes: (choose one arrangement)		
A. _____ Cash salary and housing allowance, or \$ _____ <i>Housing Allowance Designated from Salary, OR</i>		_____
B. _____ Cash salary with manse and utilities provided, or \$ _____ <i>Value of Manse Provided.</i> \$ _____ <i>Value of Utilities Provided, OR</i>		_____
C. _____ Cash salary with manse provided and utilities allowance. \$ _____ <i>Value of Manse Provided.</i> \$ _____ <i>Value of Utilities Allowance.</i>		_____
Social Security Offset	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 (32.25% of Effective Salary) _____

REIMBURSABLE OR VOUCHERED EXPENSES & BENEFITS

Travel Expenses	IRS RATE/MILE (.55)	_____
Continuing Education	250	_____
Professional Expenses	250	_____
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: _____ .