

# Pastoral Call Form

Presbytery of Utica Presbyterian Church (USA)

The \_\_\_\_\_ Presbyterian Church of \_\_\_\_\_, New York 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 \_\_\_\_\_, 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 (part-time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

Cash Salary (including Tax Deferred Compensation)	\$ _____
(Amount of Tax Deferred Compensation included above _____)	
Utilities allowance	_____
Housing (Cash housing allowance or manse rental equivalent)	_____
Other	_____
<b>Total effective salary</b>	_____

Pension and Major Medical	_____
Social Security (employer's 50%)	_____
Supplemental medical/dental	_____

The following expenses of ministry will be reimbursed through an accountable plan:

Automobile expense reimbursement	_____
Professional expense reimbursement	_____
Continuing education reimbursement	_____
<b>Total reimbursement accounts</b>	_____
Other	_____
<b>Total</b>	_____

Paid vacation leave of \_\_\_\_\_ weeks annually  
Paid continuing education leave of \_\_\_\_\_ weeks annually (cumulative up to \_\_\_\_\_ weeks)  
Moving expenses \_\_\_\_\_

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

(Signed) \_\_\_\_\_, Moderator of the Congregational Meeting

CERTIFICATION OF CALL

**By Presbytery of Call**

This call has been reviewed by the Committee on Ministry and approved.

\_\_\_\_\_  
Date of action

\_\_\_\_\_  
COM Chair

This call was approved by the Presbytery of Utica, through action taken by its Committee as authorized by G-3.0301a.

\_\_\_\_\_  
Date of action

\_\_\_\_\_  
Stated Clerk

**By Presbytery of Care or Present Call**

This call has been reviewed by the Committee on [Ministry or Preparation for Ministry] . The Committee recommends that the presbytery find it expedient to release \_\_\_\_\_ to accept this call.

\_\_\_\_\_  
Date of action

\_\_\_\_\_  
Committee Chair

The Presbytery of \_\_\_\_\_ hereby finds it expedient to release \_\_\_\_\_ to accept this call and therefore has placed this call in the minister's/candidate's hands

\_\_\_\_\_  
Date of action

\_\_\_\_\_  
Stated Clerk

**By Candidate**

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

\_\_\_\_\_  
Date of action

\_\_\_\_\_  
Signature

*Sign each of four original copies. When completed one copy goes to the minister, one to the church, one to the Presbytery of call and one to the previous Presbytery of membership/care.*