

***Presbytery of Utica
Minimum Salary Guidelines for Teaching Elders
Recommended to Presbytery for the Year 2014***

These guidelines are intended to provide congregations with assistance and guidance in both calling new pastors and in the annual review of the terms of call. The categories used in these terms are in use generally throughout the Presbyterian Church (USA). They are intended to provide a uniform set of items to be considered by ministers and congregations in their discussions and negotiations. They are also intended to assist Presbytery in taking seriously its responsibility to support and nourish pastors and congregations.

Minimum Effective Salary	\$45,813 – Effective Salary is all cash compensation (salary, housing allowance and deferred compensation); see Board of Pensions guidelines
Housing Allowance	This amount must be voted on by congregation as part of call, and recorded in Session minutes. Housing allowance may not exceed fair rental value of the house (furnished) plus utilities
If a Manse is provided	Effective Salary is cash compensation plus the fair rental value of the house provided, plus any deferred compensation. Church may provide utility & housing expense allowance.
Social Security	Employer's portion (50%) of Social Security. Amount equals 7.65% of Salary, Housing, Utilities, and other cash income provided by the church. (Ministers file as self-employed persons and pay their own Social Security taxes.)
Pension and Medical	(Paid to Board of Pensions at current rate on effective salaries as defined by Board of Pensions.)
Continuing Education	\$1,000 recommended minimum (includes books, other resources and professional expenses)
Travel	Reimbursed at current IRS rate to cover the cost of business travel. Church may elect to provide a travel allowance instead. However, an allowance is subject to taxes and BOP dues
Vacation	4 weeks
Continuing Ed Leave	2 weeks (may accrue up to 6 weeks over 3 years)
Moving Expenses	Reasonable moving expenses approved in advance.

**For more information, consult *Benefits Administrative Handbook*
(Board of Pensions publication sent to Clerks of Session)**

***These guidelines apply to Commissioned Lay Pastors at 70% of above figures.**

Presbytery of Utica
Terms of Call Guidelines for Ministers of Word and Sacrament

1. The minimum for cash salary and continuing education will be proposed by Committee on Ministry and set by Presbytery each year at the September meeting for the next calendar year.
2. Ministers who live in church-provided manses may receive a utilities/housing allowance to the extent necessary to cover these expenses, thus allowing them to take advantage of current IRS rulings.
3. Ministers may wish to participate in the 403-b Retirement Savings Plan (the Board of Pensions/Fidelity 403-b); or in a Health Savings Account (guidance available through BOP). Participation in these plans does change effective salary or cost to church.
4. Churches without a manse provide a housing allowance sufficient to cover rent or mortgage payments, insurance, taxes, utilities, furnishings, and maintenance.
5. Churches reimburse their ministers for one-half of their IRS Schedule SE self-employed social security with this amount to be paid on a schedule as the minister and church decide.
6. Churches pay the entire pension/medical payment for their pastors.
7. Churches reimburse pastors for the actual expense incurred in their professional work, including mileage, food and lodging and books and magazines.
8. Churches pay at least the minimum set by Presbytery for continuing education. This amount may accumulate over a period of three years. The content of this continuing education will be negotiated with the session. (SEE NEXT PAGE)
9. Ministers receive 4 weeks of paid vacation annually.
10. Ministers receive 2 weeks of continuing education leave annually. This time may accumulate up to six weeks over a three-year period.
11. COM proposes the Presbytery sick leave and continuing education guidelines be adopted by congregations as part of the terms of call. (SEE NEXT PAGE)
12. Minimum terms of call apply to “part-time” ministers, with the minister receiving a percentage of salary and benefits equivalent to the percentage of “full-time” pastoral work which he or she does (“Use of a manse” and “vacation time” would be on a full-time basis).

Continuing Education Guidelines for Ministers in Utica Presbytery

The purpose of providing ministers with time and money for continuing education is to allow them to improve their effectiveness as ministers. Study leave gives them the resources to study particular topics in depth, learn new skills, and grow as ministers.

Churches in Utica Presbytery shall provide their ministers with funds for continuing education and a minimum of two weeks annual study leave. Upon negotiation with the Session, continuing education time and money can accumulate for up to three years to provide for an extended study period.

Both the topic and the schedule for continuing education should be negotiated with and approved by the Session. The minister should report back to the Session about the continuing education experience upon its completion.

Leave Policy for Utica Presbytery

Sick Leave/Personal Leave

The purpose of this leave is to allow the church staff members (ordained and lay) to take time off with pay for sickness and other needs. Such need might include childbirth, illness, injury, or death in one's immediate family, and jury duty or other responsibilities. Sick leave/personal leave shall normally be calculated at one (1) day per month of service or employment. This leave may accumulate up to sixty (60) days. There is no compensation for unused sick leave.

Extended Sick Leave/Personal Leave

In cases where more extended leave of absence is indicated, negotiations shall be made between the staff member (or his/her surrogate in case of incapacity) and the Session, with the advice and approval of Presbyter's Committee on Ministry, to determine appropriate and humane terms of leave extension. Such extended leave may be with or without pay, as negotiated and approved. It includes, but is not limited to maternity/paternity leave, major illnesses, surgeries, accidental injuries, or critical family situation. In the case of long-term illness or disability, the Session, Pastor and Committee on Ministry may consult with the Board of Pensions about when application for disability status with the BOP may be appropriate.

Involuntary Dissolution Policy

Although the *Book of Order* clearly outlines the basic process for the dissolution of pastoral relationships (G-2.09), it does not fully address the implications of a situation in which the pastor does not concur with that action (G-2.0903), a situation commonly described as an “involuntary dissolution.”

The dissolution of a pastoral relationship is quite often a time of great turmoil and distress for both the congregation and the departing pastor, and this is especially true in the case of an involuntary dissolution.

It is the responsibility of all parties involved (the pastor, the congregation, and the presbytery’s Committee on Ministry) to work together in the case of an involuntary dissolution to address the sometimes conflicting needs and competing concerns of the congregation and the departing pastor.

Pastors do not receive unemployment benefits from the state, and our denomination cannot guarantee that a departing pastor will receive a new call within any specified period of time. Therefore, in the case of an involuntary dissolution, fair and adequate terms of severance are necessary to protect the departing pastor during the search for a new call.

While such provisions may present a degree of financial hardship for the congregation, the lack of such provisions would almost certainly present an even greater degree of financial hardship for the departing pastor and his or her family.

In order to address the concerns outlined above, the committee on ministry recommends that, effective May 28, 2013, the following provisions be added to Utica Presbytery’s standard form for terms of call.

In the event of an involuntary dissolution of your pastoral relationship with this congregation, for any cause other than criminal activity, sexual misconduct, financial malfeasance, or a finding of guilt in a disciplinary case resulting in either temporary exclusion from the exercise of ordained office or removal from ordained office, you shall be afforded as severance benefits a continuation of your then current salary and benefits for a negotiated period of time which shall take into account your tenure among us — but not less than three months. Such compensation will cease when full-time employment is secured. Such payments shall be made monthly, not as a lump sum settlement. During the severance period, it shall remain the congregation’s responsibility to continue all benefit payments to the Board of Pensions.