

# COMPENSATION IN THE PRESBYTERY OF HUNTINGDON

## GENERAL

**Terms of service**, whether installed or temporary, must be approved by presbytery and will be reviewed annually. A report of terms of service shall be reported annually by the clerk of session to the presbytery prior to the spring meeting of presbytery. Ministers of Word and Sacrament in positions under the jurisdiction of the PCUSA other than pastoral relationships shall submit a report of terms of service to the presbytery annually prior to the spring meeting of presbytery.

**Length:** Contractual relationships will be approved for no more than twelve months at a time, but may be renewed at the discretion of the Committee on Ministry and presbytery.

## MINISTERS OF WORD AND SACRAMENT

The following rules shall apply to compensation for both called and temporary pastoral relationships under the jurisdiction of the PCUSA. In addition, when a member of this presbytery enters into a validatable ministry outside the jurisdiction of the PCUSA, the Committee on Ministry shall counsel with him or her regarding the terms.

Each year, ordinarily at the summer stated meeting, Committee on Ministry shall make recommendations for the presbytery's basic terms of compensation for calls and contracts. The terms, as adopted by presbytery, shall become effective on January 1 of the following year.

Calls and contracts for installed positions, full-time interims and full-time temporary supplies under the presbytery's jurisdiction shall meet or exceed the presbytery's approved basic terms of call and contract by January 1 of the year following presbytery action, unless an exception is granted to the congregation by presbytery on recommendation of the Committee on Ministry.

The terms of call or contract for pastors shall include, as a minimum, the following:

- a. Cash salary and housing (or cash salary and manse) meeting the presbytery-approved minimums for experience
- b. It is presbytery policy that all ministers have access to benefits as well as cash compensation. By the Book of Order, all installed pastors must participate in the full Board of Pensions or that of a Full Communion Partner. It is presbytery policy that all contractual pastors (non-installed) with half or more time contracts should have access to medical insurance, death and disability insurance, and pension benefits comparable to those of installed pastors. These should be either Board of Pensions or equivalent coverage with another provider. This may include using the Board of Pensions for some benefits, but not others.
- c. A grant of two weeks each year, cumulative to six weeks, and \$1000 per year expenses, cumulative to \$3,000 over three years, for continuing education. Content to be determined in consultation with the session and expenses to be reimbursed on submission of voucher.
- d. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
- e. A grant of at least one month vacation, including four Sundays.
- f. The obligation to release the pastor for one week per year, including Sunday, to be available for service in higher councils.

- g. Commitment to review the pastor's terms of call or contract annually and that the session shall propose for congregational action such changes as the session deems appropriate for installed pastors or the session itself shall approve for contractual pastors, provided that they meet the presbytery's minimum requirements.
- h. Contracts: Thirty days notice of dissolution of contract

Optional, but encouraged:

- a. SECA offset (an amount equivalent to an employer's share of the FICA tax or 7.65% of the Total Effective Salary).
- b. Book allowances or professional dues or expenses (vouchered)

## MANSES

In order to provide safe and adequate housing for pastors for whom pastoral compensation includes a manse:

1. **Annual inspection:** Congregations which provide a manse as part of pastoral compensation are required to have their trustees inspect the manse on an annual basis.
2. **Prior to call:** Before a pastoral call or contract which includes a manse can be extended, the congregation(s) shall have the manse inspected by a team including at least a church trustee and a representative from COPL or COM. The report of the inspection shall be provided to the potential pastor, the session, and the Committee on Ministry. The church shall have the manse cleaned just prior to move in.
3. **Dissolution of call:** In pastoral calls or contracts which include a manse, at the time of dissolution of a call or contract, the manse shall be jointly inspected by the pastor and representatives of the session or trustees.
4. **Renter's insurance:** In pastoral calls or contracts which include a manse, it is an expectation that the pastor will obtain renter's insurance on his or her personal property in the manse and personal liability coverage.
5. **Manse agreement:** In pastoral calls or contracts which include a manse, it is an expectation that the session has a written manse agreement with the pastor outlining the expectations and responsibilities of the pastor and the session. The fact of a manse agreement will be part of the terms of call or contract, but the specific agreement does not have to be reported to presbytery.

## LOANS

The Committee on Ministry does not recommend that sessions loan church funds to pastors for down payments on personal residences or any other reason, but if they do so, the terms of the loan shall be made in written format, signed by both parties, notarized, and recorded in full in both session minutes and at the county courthouse. The outstanding debt to the church should be reported to COM annually with the report of current terms of call. The balance owing on any such loan will be immediately due upon the termination of the call or contract and the pastor cannot be released from this presbytery until the debt to the church has been satisfied.

## TRANSITIONAL COMPENSATION

**Times when applicable:** When a pastoral relationship is dissolved, except for honorable retirement, disciplinary process or vocational or academic pursuits, or when the pastor is receiving disability payments, and there is no new call or full-time employment for the minister, transitional compensation shall be considered by the Committee on Ministry and discussed with the session and the pastor involved in the dissolution of the call. This discussion shall be had with a view towards reaching consensus on what is fair and reasonable under the particular circumstances involved.

The reasonable needs of the pastor and his or her family, the financial situation of the church and the circumstances of the termination shall all be factors that may be considered, in reaching a consensus.

**Congregational right:** The Presbytery of Huntingdon and its Committee on Ministry are reminded that only the congregation can impose a financial obligation on the congregation.

**Items included:** Transitional compensation shall include salary, housing, utilities, and Benefits Plan coverage as provided in the terms of call at the date of termination of the call, except that Benefits Plan coverage extending into a new calendar year shall be not less than the presbytery minimum.

**Extension of coverage:** After the expiration of transitional compensation by the congregation, housing and utilities, Benefits Plan coverage, and any additional compensation shall be negotiated with presbytery through the Committee on Ministry.

**Discipline situations:** When a pastoral relationship is dissolved in a situation involving disciplinary process, any transitional compensation shall be negotiated with the congregation by presbytery through the Committee on Ministry.

**Application:** This policy applies to members of presbytery who serve in congregations specifically as installed pastors, associate pastors or co-pastors. Those parties entering into interim and temporary supply pastoral contracts should negotiate transitional compensation at the time the contract is initiated, for the event that the contract is terminated unexpectedly.

## COMMISSIONED LAY PASTORS

1. All contracts for commissioned lay pastors shall meet the presbytery minimum of at least ten hours per week time and \$150 per week compensation. Additional hours of service shall be reimbursed at a rate no less than \$15.00 per hour.  
And include at a minimum:
2. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
3. A grant of at least one month paid vacation, including four Sundays.
4. The obligation to release the pastor for one week per year, including Sunday, to be available for service in higher councils.
5. Thirty days notice of dissolution of contract
6. Commitment to review the pastor's terms of contract annually and make such changes as deemed prudent, provided that they meet the presbytery's minimum requirements.
7. Sessions are encouraged to make time and funding available for the commissioned lay pastor's continuing education.

### **CONTRACTUAL PASTORS (less than half-time)**

1. Approvals: Shall be approved by the pastor, the session of the pastor's church (if any), the session of the church without a pastor, and the presbytery through the Committee on Ministry.
2. Contract: Terms shall include compensation and a description of the services required.
3. Terms: All contracts shall include
  - a. Compensation at no less than \$15 per hour
  - b. Grant of at least one month vacation, including four Sundays.
  - c. Reimbursement of vouchered travel expenses at the presbytery-determined mileage rate, up to a maximum negotiated with session.
  - d. Thirty days notice of dissolution of contract
  - e. Commitment to review the pastor's terms of contract annually and make such changes as deemed prudent, provided that they meet the presbytery's minimum requirements.

### **CHRISTIAN EDUCATORS**

Certified Christian Educators and Associate Certified Christian Educators are those who have met the standards of the Association of Presbyterian Christian Educators and been certified by that organization.

In fulfillment of G-2.1103, contracts between a session and a Certified or Certified Associate Christian Educators shall include

1. Contract for a minimum of ten hours per week
2. Minimum cash salary: \$125 per week for Certified Associate Christian Educators and \$150 per week for Certified Christian Educators
3. One month vacation per year, including at least four Sundays
4. One week governing body service
5. Mileage at I.R.S. approved reimbursement for business mileage vouchered.
6. Employer's portion of FICA paid by employer
7. Thirty days notice of dissolution of contract

Optional, but encouraged

1. Continuing education time
2. Continuing education funding
3. Professional expenses
4. Contribution to health care and/or retirement

Associate Certified Christian Educators will be granted voice, but not vote, at all presbytery meetings while serving in an educational ministry under the jurisdiction of the presbytery.

Certified Christian Educators who are ruling elders will be given both voice and vote at all presbytery meetings while serving in an educational ministry under the jurisdiction of the presbytery.

Both Associate and Certified Christian Educators shall at all times have access to the Committee on Ministry. Their terms of service shall be reported annually in January and must meet any minimum terms of call for Christian Educators established by presbytery.

On behalf of the presbytery, the stated clerk shall maintain a register of all Certified and Associate Certified Christian Educators under its jurisdiction.

## **GUIDELINES FOR CHURCHES WITHOUT PASTORS**

**Calls to Contracted Pastors:** The basic understanding of this presbytery is that interim pastoral relationships and designated pastoral relationships are temporary positions and that persons serving in these relationships should not anticipate becoming the next called and installed pastor of the church(es) served.

### **MODERATORS**

The pastor of a congregation shall be the moderator of the session of that congregation. If it is impractical for the pastor to moderate, he or she shall invite another minister who is a member of this presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or if the pastor or commissioned lay pastor appointed as moderator of the session is unable to invite another moderator, the presbytery shall make provision for a moderator.

Because we are a connectional body, it is the judgment of this presbytery that those who moderate its sessions should be persons under the authority of the presbytery. A moderator shall normally be a minister member of presbytery. If it is impractical for a minister member of presbytery to moderate, the following may moderate sessions when appointed by presbytery: ministers of Full Communion Partner denominations to the sessions they are serving as pastor; commissioned lay pastors to the sessions to which they are commissioned; ruling elders currently or formerly serving on the Committee on Ministry; and the Stated Clerk or General Presbyter when a ruling elder.

#### **Moderator Compensation:**

1. When someone other than the pastor or commissioned lay pastor moderates the session or congregational meeting, compensation will be paid by the session to the moderator according to time spent, including preparation time, travel time, meeting time, and follow up time, if any.
2. Compensation will be paid upon receipt of time sheet according to the following formula: \$20 for up to two hours; \$30 for 121 minutes up to four hours; \$40 anything over four hours.

### **PNC LIAISONS**

1. When the Committee on Ministry appoints a liaison to a Pastoral Nominating Committee, compensation will be paid by the session of the church(es) involved to the liaison according to time spent, including preparation time, travel time, meeting time, and follow up time, if any.
2. Compensation will be paid upon receipt of time sheet according to the following formula: \$20 for up to two hours; \$30 for 121 minutes up to four hours; \$40 anything over four hours.

### **PULPIT SUPPLIES**

The Committee on Ministry shall provide and maintain an Approved Pulpit Supply list of ministers of Word and Sacrament, Certified Lay Preachers, and ministers of other denominations who have been approved to provide worship leadership.

When a pastor cannot be present to lead worship or when a church is without a pastor, the session may seek worship leadership from the Approved Pulpit Supply.

1. When churches are without a pastor, the sessions shall use the Approved Pulpit Supply list when filling the pulpit. Exceptions to this policy shall be cleared with the Committee on Ministry through the presbytery-appointed moderator of the session. This provision shall not apply to members or staff of the particular churches and officers of presbytery, synod, and General Assembly.
2. When a session wishes to engage any person not on the Approved Pulpit Supply more than four times a year, Session shall contact Committee on Ministry to enable the Committee on Ministry to interview the candidate for suitability to preach. The individual must have theology acceptable to the Committee on Ministry and submit all required background checks and certifications.
3. **Temporary Supply:** The Committee on Ministry shall consider any person who has preached more than three times in a month for three consecutive months at the same church to be a temporary supply. The Committee shall consult with the session about drafting a specific temporary supply agreement.
4. **Pulpit Supply Compensation: Pulpit Supply Compensation:** Remuneration for all pulpit supplies shall be a minimum of \$75.00 honorarium for one service, and \$25.00 for each additional service requested, plus mileage at the current rate approved by presbytery for terms of call.