



Please return to the Presbytery Office no later than March 15, 2024.

2024 ANNUAL PASTOR SALARY REPORT

(For Ministers in Parish Ministry)

MINISTER: _____ Church Membership (12/31/23): _____

CHURCH EMPLOYER: _____

POSITION: Pastor _____ Full Time _____
Associate _____ Part Time _____ (what %: _____)
Other Validated Ministry _____

A. PERSONAL COMPENSATION For the year: **2024**

1. Effective Salary (see worksheet below) \$ _____

B. COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY

1. **PENSION/MAJOR MEDICAL**
Dues to Board of Pensions Benefits Plan (39% of Effective Salary) \$ _____
*see instructions

2. **REIMBURSABLE PROFESSIONAL EXPENSES**
- a. Auto/Travel Expenses (vouchered/reimbursable @ IRS rate) \$ _____
((\$2,600 minimum)
 - b. Continuing Education Expenses (cumulative to 3 years) \$ _____
((\$1000 minimum)
 - c. PLR Annual Pastors' Retreat Expenses \$ _____
 - d. SECA Tax allowance below 50 % \$ _____
(Social Security reimbursement is subject to income tax)
 - e. Medical Costs Supplement (FSA, HSA/ Cafeteria plan) \$ _____
 - f. Other Professional Expenses \$ _____
(such as books, personal business expenses, entertainment)

TOTAL REIMBURSABLE PROFESSIONAL EXPENSES \$ _____

C. TOTAL COST TO THE CONGREGATION \$ _____

Vacation Time _____ (30 work days is minimum with a minimum of 4 Sundays off a year)

Continuing Education Time _____ (14 work days is minimum, cumulative to 6 weeks)

Sick Days: _____ (12 work days minimum, cumulative to 120 work days)

PLR Annual Pastor Retreat: _____ (3 work days is suggested)

Paid Family Medical Leave _____ (Up to 12 weeks total, refer to PLR Clergy Policy)

If changes in Terms of Call, have you submitted to the Board of Pensions your Salary Change Form (ENR-111) for 2024? yes no no changes to report

Treasurer's Signature _____ Date _____

Pastor's Signature _____ Date _____

INSTRUCTIONS

The Presbytery minimum effective salary for 2024 is \$66,415. This effective salary will be the entry on Line "A.1." and is defined and determined below. Please try to follow this guideline for full-time pastors.

Questions regarding Board of Pension Dues can be answered by the Benefits Administration Handbook which is sent to your church every year by the Board of Pensions or call the Board of Pensions at 800-773-7752 OR visit their website at www.pensions.org

This report form is designed to help your church be aware of the total cost of a pastoral position.

Line A.1. Effective Salary: can be calculated by adding together lines one (1) through seven (7) from the worksheet below.

For IRS purposes, the amount considered housing/utility allowance must be designated by the Session in advance of payment. You must keep strict accounts and backup records to show it was all used for housing. It is therefore to your tax advantage to estimate realistically but slightly high. You **must** declare the excess as taxable income on the income tax report as required.

Total Effective Salary (line 8 below) is the amount on which the Board of Pensions Benefit Plan dues are computed. Payments to the Board of Pensions Benefits Plan of the PCUSA are 39% in 2024.

EFFECTIVE SALARY WORKSHEET Compensation **INCLUDED** in Effective Salary

1. \$ _____ Annual Cash Salary
2. \$ _____ Housing Allowance or Manse Fair Rental Value
3. \$ _____ Deferred Income (Annuity, Life Ins., IRA, Retirement Savings, 403b, etc.)
4. \$ _____ Utilities, furnishings and maintenance costs
5. \$ _____ Bonuses, unvouchered allowances, gifts from employer
6. \$ _____ Other allowances (e.g., medical deductibles, SECA allowance in excess of 50% of estimated obligation, etc.)
7. \$ _____ Optional Insurance (includes Life, Dental, and Disability)
8. \$ _____ **TOTAL EFFECTIVE SALARY**

Dues to Board of Pensions Benefit Plan For the year 2024 it is 39% of the total effective salary from line 8 above. This breaks down to 8.5% for pension, 1% death & disability, and .5% temporary disability and 29% for medical coverage. If you are calculating for a part-time or retired pastor, check with the Board of Pensions for applicable rates and the maximum salary for calculating medical.

Line B Professional Expenses should be reimbursed as spent by the pastor, as required by IRS. They should not be paid in regular monthly amounts. They are not part of the pastor's income; they are part of the congregation's cost of ministry and should not be listed under "Pastor's Compensation" in the budget.

Any questions about how to fill out this report please contact Carol Bridgeman at (714) 956-3691, ext. 125