

PASTORAL TERMS of CALL
(For Pastor or Associate Pastor)

The \_\_\_\_\_ Presbyterian Church (U.S.A.)
PIN# \_\_\_\_\_ of \_\_\_\_\_, CA belonging to the Presbytery of Los
Ranchos (PIN 360-352), being well satisfied with your qualification 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 Kindom of our Lord, earnestly and solemnly calls you,

\_\_\_\_\_
(Name)

to undertake the office of

\_\_\_\_\_

of this congregation, promising you in the discharge of your duty all proper support,
encouragement, and allegiance in the Lord.

Effective Date of the Call (date work is to begin): \_\_\_\_\_

That you may be free to devote yourself full time (part time--specify terms: \_\_\_\_\_) to
the ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay you
the following: (Complete those agreed upon.)

ANNUAL SALARY: .....\$ \_\_\_\_\_
To be paid: Monthly: \_\_\_\_\_; Semi-Monthly: \_\_\_\_\_; Weekly: \_\_\_\_\_; Bi-Weekly \_\_\_\_\_

USE OF THE MANSE: ("Fair Market Value"/30% of Salary for Pension) ..... \_\_\_\_\_

ANNUAL HOUSING ALLOWANCE: .....\$ \_\_\_\_\_

ANNUAL UTILITIES ALLOWANCE: .....\$ \_\_\_\_\_

DEFERRED INCOME: (Annuity, Life Insurance, IRA, Retirement Savings, etc.) .....\$ \_\_\_\_\_

TAXABLE SOCIAL SECURITY OFFSET: .....\$ \_\_\_\_\_

Moving Costs: (check one) FULL: \_\_\_ or Clergy Policy \_\_\_ OTHER: \_\_\_ (Please specify) ....\$ \_\_\_\_\_

ANNUAL VACATION: (Minimum 30 working days, with 4 Sundays) ..... \_\_\_\_\_

ANNUAL STUDY LEAVE FOR CONTINUING EDUCATION: ..... \_\_\_\_\_
(Minimum 2 weeks per year cumulative to 6 weeks)

Annual Pastors' Retreat (3 days) ..... \_\_\_\_\_

SICK DAYS: (Minimum 12 working days) ..... \_\_\_\_\_

PAID FAMILY MEDICAL LEAVE
(Minimum of 12 weeks total, regardless of precipitating event or circumstance) \_\_\_\_\_

and we will pay regularly in advance to the board responsible for benefits a sum equal to that
requisite percent of your effective salary, which may be fixed by the General Assembly of the
Presbyterian Church (U.S.A.) for participation in the Benefits Plan of the Presbyterian Church
(U.S.A.), including both pension and medical coverage, or any successor plan approved by the
General Assembly, during the time of your being and continuing in the pastoral relationship set
forth in this call to this church.

\_\_\_\_\_ We further promise and obligate ourselves to reimburse your professional expenses,
subject to the terms of the Accountable Reimbursement Policy adopted by the session of the
congregation, up to the following limits:

PASTORAL TERMS OF CALL (cont'd)

AUTOMOBILE EXPENSES: (*minimum \$2,600--vouchered amount @ IRS rate must be paid*) ...\$ \_\_\_\_\_

STUDY LEAVE EDUCATION EXPENSES: (*cumulative to 6 weeks*) (*Minimum \$1,500*) .....\$ \_\_\_\_\_

ANNUAL PASTORS' RETREAT EXPENSES: .....\$ \_\_\_\_\_

BOOKS & JOURNALS: .....\$ \_\_\_\_\_

BUSINESS EXPENSES: .....\$ \_\_\_\_\_

MEDICAL SUPPLEMENT: (*"Flexible Spending Arrangement"/Cafeteria Plan*) .....\$ \_\_\_\_\_

OTHER: (*Please specify*) .....\$ \_\_\_\_\_

OR

\_\_\_\_\_ "We further obligate ourselves to reimburse you for business/professional expenses incurred in the conduct of your ministry, including expenses for continuing education, travel, etc., according to the Accountable Reimbursement Plan of this congregation and subject to the budget limits adopted from time to time by the Session--and which meet or exceed the current Presbytery minimums. PNC Moderator initial if this includes an IRS approved Medical Supplement: \_\_\_\_\_."

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We further promise and obligate ourselves to abide by the PLR Personnel Policies for Clergy and the PCUSA Book of Order.

We further promise and obligate ourselves to review with you annually the adequacy of this compensation and of the expense reimbursement limits shown above.

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In addition, we promise to provide:

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 202\_: [Signatures of persons elected by the congregation to sign the call]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Having moderated the congregation meeting, which extended a call to \_\_\_\_\_  
 \_\_\_\_\_ for ministerial services, I do certify that the call has been made in all respect according to the requirements of the Form of Government, and that the persons who signed the foregoing were authorized to do so by vote of the \_\_\_\_\_  
 Presbyterian Church (U.S.A.) of \_\_\_\_\_, California.

Date of Action: \_\_\_\_\_

\_\_\_\_\_  
Moderator of the Meeting

CERTIFICATION OF THE CALL

of the Rev. \_\_\_\_\_  
to \_\_\_\_\_ Presbyterian Church

A. BY THE CHURCH'S PRESBYTERY

1. ACTION OF THE COMMITTEE/COMMISSION ON MINISTRY

This Call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery approve (not approve) this call.

This is a Commission action: Yes \_\_\_ No \_\_\_.

Date of Action: \_\_\_\_\_  
Chairperson, Committee on Ministry

2. ACTION BY THE PRESBYTERY

This call was approved by the **Presbytery of Los Ranchos** (its Commission \_\_\_\_\_)

Date of Action: \_\_\_\_\_  
Stated Clerk

B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY

1. ACTION OF THE COMMITTEE/COMMISSION ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release \_\_\_\_\_ to accept this call. This is Commission action: Yes \_\_\_ No \_\_\_.

Date of Action: \_\_\_\_\_  
Chairperson, Committee on Ministry

2. ACTION BY THE PRESBYTERY

The Presbytery of \_\_\_\_\_ (or its Commission \_\_\_\_\_) hereby finds it expedient (not expedient) to release

\_\_\_\_\_ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands.

Date of Action: \_\_\_\_\_  
Stated Clerk

C. ACCEPTANCE OF THE CALL

This is to certify that I have received and accept this call.

Date of Acceptance: \_\_\_\_\_  
(Candidate Signature)