

**ANNUAL REVIEW OF PASTORAL COMPENSATION**

**I. Policy Statement**

It is the policy of the Presbytery of San Jose that each pastor's terms of call shall be reviewed annually by the session and approved by the congregation. When the terms of call have received the approval of the congregation, they shall be reported to presbytery for approval.

**II. Rationale**

The rationale of this policy is to enhance communication between the church and its pastor(s) concerning the issue of compensation, and to fulfill the congregation's promise to fairly provide for the pastor's welfare.

**III. Responsibilities**

**A. Committee on Ministry (COM) Responsibilities**

1. COM shall assist sessions and congregations by providing annually a list of items to consider regarding compensation as well as recommendations for Cost of Living adjustments.
2. COM shall recommend to presbytery changes in presbytery's minimum terms of call. (Refer to Presbytery Policy PS-1/PT-6, *Terms of Call for Pastors*.)
3. COM consultation will be available at the request of the session, pastor or associate pastor, or the personnel committee.
4. COM shall distribute annually to all pastors the appropriate form for reporting terms of call.
5. COM shall bring to presbytery for approval the report on annual terms of call of the pastors.

**B. Minister Responsibilities**

1. Each pastor shall submit to presbytery an annual review of his/her compensation.
2. Should a pastor desire an outside consultant to assist in compensation discussions, he/she shall request assistance from COM.

**C. Session Responsibilities**

1. Session (usually through the agency of its personnel committee) shall review annually the compensation of its pastor(s).

2. Session may request assistance from COM for pastoral compensation guidance.
3. The Clerk of Session shall complete and forward to presbytery the annual report on pastoral compensation.

**D. Additional Responsibilities/Information**

N/A