

MINIMUM TERMS OF CALL

Policy Statement

The Presbytery of San José requires that terms of call for all pastors include the following categories: salary and housing, auto allowance, study leave, Board of Pensions dues, and vacation. It is the responsibility of each church to make it possible for all ordained staff to find and afford decent and appropriate housing reasonably close to the church. Additionally, the Presbytery requires that each church comply with federal, state and local government tax, vacation and salary requirements.

Rationale

The Presbytery of San José provides this information in order to guide congregations in fulfilling their commitment to pay fairly the ministers who serve them.

Responsibilities

Committee on Ministry (COM) Responsibilities

At the request of any session, personnel committee or pastor, COM shall provide a representative to be present for salary negotiation.

COM shall insure that all arrangements with an incoming pastor are in writing, and are clearly understood by the pastor and the session.

COM shall consider a particular church's request for exemption from this policy.

COM shall report to Presbytery the annual cost of living (COLA) figures as reported by the Social Security Administration, with the annual salary component adjustments reflecting these figures (See Appendix A for Methodology)

Minister Responsibilities

Ministers shall familiarize themselves with this policy.

Ministers shall report annually to Presbytery the approved terms of call.

Session Responsibilities

The session shall recommend annually to the congregation a salary that recognizes with fairness the unique gifts the pastor brings to the church, and in any event shall recommend to the congregation Terms of Call that meet or exceed the minimum terms of call set forth in Appendix A. The congregation shall vote whether to approve the Terms of Call.

The session may allocate as reimbursable such professional expenses as:

- a. travel and living expenses for activities associated with performance of duties (e.g., attendance at General Assembly);
- b. hospitality expenses;
- c. book allowance;
- d. professional organizations and publications;
- e. continuing education expense for ministry-related courses other than those taken during study leave.

The session shall explain the components of the terms of call to the congregation.

The session may request COM to grant an exemption from this policy, stating reasons for the request.

Stated Clerk and Executive Presbyter Responsibilities

The Executive Presbyter and/or the Stated Clerk shall maintain records of terms of call for each minister.

Additional Responsibilities/Information

Congregations and ministers may agree to allocate the Salary and Housing components of the minimum Terms of Call in a manner that meets both of their needs as they see fit, consistent with requirements of local, county, state, and federal taxing authorities

See other Presbytery policies (www.sanjosepby.org/policies)

See Board of Pensions (www.pensions.org)

Appendix A

Components for the Minimum Terms of Call

The minimum Terms of Call consist of the following components:

- **Minimum Salary and Housing:** For a given year, the amount in Appendix B from the preceding year, indexed by the Social Security Administration Cost of Living Adjustment (COLA). See <https://www.ssa.gov/cola/>. The actual housing provided shall take into account the particular minister's reasonable needs but shall, at a minimum, provide a two bedroom residence within a reasonable driving distance of the church or an equivalent cash allowance.
- **Effective Salary:** Typically Salary and Housing. The Board of Pensions may call for inclusion of other compensation as Effective Salary. Refer to The Board of Pensions publication "Understanding Effective Salary." See <https://www.pensions.org/file/what-we-offer/benefits-guidance/forms-documents/Documents/pln-103.pdf/>.
- **Board of Pensions:** The yearly designated dues (medical, pension, and death and disability) for Member + Family. (If a covered partner has access to qualified healthcare coverage, a waiver may be granted for the eligible family members.) (www.pensions.org)
- **Auto Allowance**
- **Study Leave:** Minimum requirements are 14 days per calendar year and \$1000 (reimbursed expense); refer to PS-6, *Use of Study Leave*, for additional requirements.
- **Vacation** –30 calendar days. The 30 days includes weekends but not federal government holidays. A pastor accrues vacation at a rate of 2.5 days per month as of the first day of each month unless a church session approves a different vacation accrual schedule. With session approval, a pastor can take vacation days before having sufficient accrued days. Session shall have a mechanism to track accrued and taken vacation days and report them to the pastor.
The maximum amount of accrued vacation is 45 days unless a church session approves a different maximum amount (but not less than 30 days). At dissolution of a pastoral relationship, reimbursement for unused but accrued vacation is calculated by multiplying the effective salary by the number of unused accrued vacation days and dividing by 365.

APPENDIX B

Minimum effective salary, by county in which the church is located, shall be as follows for calendar year 2024:

Santa Clara County:	\$114,982
Santa Cruz County:	\$\$96,361
Monterey County:	\$\$70,560