

~~Presbytery of San Jose~~ ~~Policy~~
~~PS-1(PT-6) Effective Date: 05/03/2024~~

MINIMUM PASTOR TERMS OF CALL

Policy Statement

The Presbytery of San José requires that terms of call for all pastors (including transitional 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.

~~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. After congregation approval, When the terms of call have received the approval of the congregation, they shall be forwarded reported to the Committee on Ministry for review of compliance with this policy approval. All terms of call shall comply with the minimum requirements referenced in this policy for the entire calendar year at issue regardless of the church's fiscal year, budget cycle, or congregational meeting schedule.~~

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 and to enhance communication between the church and its pastor(s) concerning the issue of compensation and benefits.

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 terms of call salary negotiation.

~~COM shall review and approve terms of call for newly installed pastors.~~

~~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 review and approve terms of call for newly-installed pastors.

COM shall ensure that all terms are in writing and are clearly understood by the pastor and the session.

COM shall annually review terms of call for continuing pastors and follow up with churches that do not meet the minimum terms of call.

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) The minimum terms of call in this policy shall be automatically adjusted to reflect the COLA effective January 1st of the following calendar year without any formal action by COM or the Presbytery.

COM shall distribute annually to all pastors the appropriate form for reporting terms of call.

COM shall annually review terms of call for all pastors and follow up with churches that do not meet the minimum terms of call.

Minister Responsibilities

Ministers shall familiarize themselves with this policy.

Ministers shall report the approved terms of call annually to the Executive Presbyter or the Stated Clerk ~~Presbytery the approved terms of call~~ by January 31 of each year.

Should a minister desire an outside consultant to assist in compensation discussions, they/he/she shall request assistance from COM.

**~~Presbytery of San Jose~~ ~~Policy PS-~~
1(PT-6) Effective Date: 05/03/2024**

Session Responsibilities

The session shall recommend annually to the congregation a salary that recognizes with fairness the unique gifts the pastor(s) brings to the church, and shall recommend 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 that include, but are not limited to-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 assistance for pastoral compensation guidance and for 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.sanjosepb.org/policies)

See Board of Pensions (www.pensions.org)

See Policy PS-2 for policies applicable to Part-Time Pastors

~~Presbytery of San Jose~~ ~~Policy PS-~~
~~1(PT-6) Effective Date: 05/03/2024~~

~~APPENDIX~~ ~~ppendix~~ 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, will be automatically 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 ~~and 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 comprised of Salary and Housing. The Board of Pensions may call for inclusion of other compensation in 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 the pastor shall comply with the current Board of Pensions requirements. (www.pensions.org)
- **Spouse and Family Medical Coverage:** The pastor's spouse and immediate family shall have health insurance coverage through either the spouse's separate employment, the Board of Pensions, Covered California, Medicare, or another public or private insurance program. 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 calendar days per calendar year and \$1,000 (reimbursed expenses); 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 may 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 for full-time pastors, by county in which the church is located, shall be as follows for calendar year 2025:

Santa Clara County:	\$117,857
Santa Cruz County:	\$98,770
Monterey County:	\$72,324

See Policy PS-2 for policies applicable to Part-Time Pastors.

~~ANNUAL REVIEW OF PASTORAL COMPENSATION~~

Commented [LR1]: The substantive provisions of this policy have been incorporated into the amendments to PS-1, and this policy is recommended to be deleted.

~~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).~~

Presbytery of San José

Policy PS-4 (Rev. _____)

~~Presbytery of San José~~

~~Policy PS-2~~

~~Effective Date: 10/29/1994~~

- ~~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.~~

Presbytery of San José

Policy PS-4 (Rev. _____)

~~D. — Additional Responsibilities/Information~~

~~N/A~~

JOB DESCRIPTION/PERFORMANCE REVIEW FOR PASTORS

I. Policy Statement

The session personnel committee shall provide each pastor or associate pastor with a current (or updated) job description and reasonable performance standards/objectives to be mutually confirmed and reviewed with him/her annually.

II. Rationale

Pastors need the expectations of their sessions to be clearly defined and mutually agreed upon as to the nature and priority of their work of ministry. Session needs the expectations and priorities of their pastors to be clearly defined and evaluated annually.

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

COM shall: assure that each church has an active personnel committee provided with all necessary guidance; review and approve all job descriptions for pastors and associate pastors as submitted by their sessions or Pastor Nominating Committees; ~~and include in its triennial visits to each session counsel concerning pastor job descriptions and expectations.~~

B. Minister Responsibilities

Ministers should encourage sessions to form a personnel committee if one is not in existence; and should inform COM of any difficulties encountered in working with their personnel committees.

C. Session Responsibilities

Session shall establish and give oversight to an active personnel committee; advise COM of any alternate plan for this responsibility; ~~entertain a triennial visit of COM representatives;~~ and make available pastor job description(s) at this triennial visit.

D. Additional Responsibilities/Information

Personnel committees shall provide at a minimum an annually ~~updated review of the~~ job description for all pastors; meet annually with each pastor to review job description, expectations and performance; and establish an annual priority of tasks and agree on an equitable plan for measuring accomplishment.

A booklet, "Guidelines for a Session Personnel Committee" is a resource for specific information and sample "position descriptions" and "performance reviews", available from Presbytery and denominational offices.

PART-TIME PASTORS

I. Policy Statement

Employment conditions and benefits for part-time pastors or associate pastors ~~shall~~ be consistent with those granted to their full-time counterparts. The only adjustments ~~shall~~ be based on the total working hours required for the part-time position.

The Presbytery of San Jose ~~requirement for all pastors, full and part-time~~ allows vacation and study leave to be prorated according to the percentage of the part-time call; ~~is one month paid vacation, two weeks paid study leave and \$1000 in study leave money. See PS-1 Pastor Terms of Call for salary, vacation and study leave requirements.~~ There is no reduction in any part of this required minimum for pastors working part-time.

II. Rationale

A congregation may choose to employ a part-time pastor or associate pastor and a pastor may desire to work part-time. In order to avoid frustration and disappointment for all parties, congregational and pastoral expectations need to be clearly defined, and congregations and pastors need to fully understand and agree upon the limitations of a part-time pastoral position. A combination of what the church needs, can afford, and the importance it places on the job, and the pastor's needs ~~of the employee are relevant factors in~~ determining the pastor's hour ~~compensation level~~.

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

1. Helps PNC, APNC or session define job and negotiate hours.
2. Provides information on compensation (See Presbytery ~~of San Jose Terms of Call for Pastors~~, Policy PS-21 (Pastor Terms of Call)).
3. Approves terms of call ~~for presentation to presbytery~~.

B. Part-Time Pastor Responsibilities

1. Understands congregation's expectation for position.
2. Works with ~~session-church's~~ personnel committee and session to develop ~~put in writing~~ a realistic written job description with measurable goals and limitations.
3. Communicates to congregation as often as needed the time constraints imposed by part-time status.

C. Session Responsibilities

1. Works with PNC or APNC to d ~~determines~~ terms of call, in compliance with this policy and specifying vacation and study leave time and funds after reviewing Presbytery of San Jose Policy on ~~Policy PS-1 (Pastor Terms of Call) for Pastors PS-12 and present the calls to the a congregation meeting for a vote on the candidate put forward by the PNC or APNC. Does the call need to be voted on by the congregation?~~

Presbytery of San José

Policy PS-4 (Rev. _____)

2. Clearly delineates lines of responsibility between pastor(s) and members of staff.

Page 1 of 2

3. Works with part-time pastor to create realistic job description with measurable goals.
4. Empowers church personnel committee to monitor adherence to job description/ hours.
5. Provides for an annual job performance review and evaluation of mutually determined goals.

USE OF STUDY LEAVE

I. Policy Statement

~~Study leave funds and time should be used annually, but annually but may be accrued up to three years when used to pursue an extended project. When a pastor leaves a call with accrued study leave funds, all such funds are forfeited.~~

~~The purpose of study leave is to provide for the ministers' professional and spiritual growth which benefits both the minister and the church. Failure to utilize study leave diminishes a minister's effectiveness and deprives the church of maturing leadership.~~

II. ~~Rationale~~

~~The purpose of Sstudy leave is for the purpose toof provide for the ministers' professional and spiritual growth which benefits both the minister and the church. Failure to utilize study leave diminishes a minister's effectiveness and deprives the church of maturing leadership.~~

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

~~COM shall annually survey the ministers of the presbytery regarding their use of study leave time for the previous year.~~

~~COM shall determine the minimum amount of study leave that a church shall provide its ministers pursuant to Policy PS-1. When a minister leaves a call with accrued study leave funds, all such are forfeited, should stay with the current church, but this may be negotiated as part of the dismissal agreement. COM shall encourage both the current church and the calling church to honor the transfer of these any funds. Transferred funds shall be held in trust by the calling church for approved study leave.~~

~~When receiving into membership a minister who brings accrued study leave funds from his or her previous call, COM shall require the calling church to hold these funds in trust for approved study leave. This arrangement shall be written into the terms of eall.~~

~~COM shall offer assistance in arbitrating study leave issues between church and minister.~~

B. Minister Responsibilities

Ministers shall submit annually study leave plans to their session for approval.
Ministers shall report use of study leave time when requested by the COM.

Ministers planning on accruing time and funds for advanced degree study or an extended study plan shall coordinate with their session well in advance to ensure that provisions are be made for uninterrupted pastoral care and leadership.

~~When a minister is contemplating the dissolution of a pastoral relationship, he or she shall reach agreement with the session as to the disposition of accrued study leave time and funds.~~

C. Session Responsibilities

The session shall encourage its minister(s) to utilize study leave on an annual basis. Study leave funds and time should be used annually but may be accrued up to three years by agreement between the pastor and session when used to pursue an extended project. When a pastor leaves a call with accrued study leave funds, all such funds are forfeited.

Page 1 of 2

~~Presbytery of San José~~

~~Policy~~

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~~Sessions are encouraged to be supportive of their ministers when plans are made for extended study leave utilizing accrued time and funds.~~

~~Upon dissolution of a pastoral relationship, the session shall reach agreement with the minister as to the disposition of accrued study leave time and funds.~~

~~D. Additional Responsibilities/Information~~

~~N/A~~

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