

**COMMISSION ON PASTORAL TRANSITIONS**  
**Coordinating Commission/Presbytery Report**  
**November 3, 2018**

The Commission is currently working with **22 churches in transition** – from those planning for the departure of a pastoral leader to those who have just installed a new leader:

**New pastoral leader is in place - continued follow-up during 1<sup>st</sup> year:**

- Harrodsburg – Karen Hartsfield, Temporary Supply Pastor (PT)
- Pisgah, Somerset – Mikkle Hampton, Non-Presbyterian Temporary Stated Supply (PT)
- Beaumont – Stephen Fearing – Pastor (FT) effective 6/15/18, installation 8/12/18
- Ezel – Greg Kubar, Temporary Supply Pastor (PT)

**New Pastoral Call:**

- Mt. Sterling – Pastor (FT) – Rob Warren (10/21/18) – installation 11/11/18
- First, Somerset – Pastor (FT) – Andrew Bowman (10/8/18) – ordination & installation 11/10/18
- Maxwell Street – Associate Pastor (FT) – Rachel VanKirk Mathews (9/11/18) – ordination & installation 11/4/18

**PNC elected, MIF (Ministry Information Form) active in the CLC (Church Leadership Connection) system:**

- Second, Lexington – Pastor/Head of Staff (FT)
- Maysville – Solo Pastor (FT)
- Troy – Solo Pastor (FT)
- Danville – Pastor/Head of Staff (FT)
- Pisgah, Versailles – Pastor (FT)
- Middlesboro, First – Pastor (PT)

**PNC elected, trained, working on self-study and MIF:**

- London – Solo Pastor
- Hunter – Solo Pastor

**Approved to form PNC:**

- Lexington First – Associate Pastor (FT)

**Entered/anticipate entering transition process/determining transitional leadership needs:**

- First, Pikeville
- Whites Memorial
- First, Hazard
- Faith, Morehead
- First, Ashland
- Frenchburg

This list includes only those churches where a public announcement of transition has been made. We also work with pastoral leaders and churches before a transition has been announced, and in some instances, in partnership with the Congregational Issues Commission.

**The Commission has taken the following actions since the last meeting of Transylvania Presbytery on August 11, 2018:**

- 1) **Welcomed new commission members:** Erin Rouse, Teaching Elder; Juanita Spangler, Ruling Elder, Graham Memorial; and Stephen Sanders, Teaching Elder
- 2) **Reviewed and updated the Pulpit Supply List** (Current list is available on the presbytery website)

**3) Received notice that the following Temporary/Stated Supply Covenants are ending/not being renewed:**

- a) Jack Robinson, Temporary Stated Supply, First, Mt. Sterling
- b) Burt McGlawn, Temporary Stated Supply, First Somerset
- c) Kerry Conlee, Non-Presbyterian Temporary Supply, Frenchburg

**4) Received the following teaching elders/ministers into membership:**

- a) Robert M. Warren from Mid-Kentucky Presbytery (7/18/18) – Validated Ministry
- b) Rose Taul (HR) from Wabash Valley Presbytery (8/23/18) – Honorably Retired
- c) Emily W. Miller from Mid-Kentucky Presbytery (10/17/18) – At-Large

**5) Appointed the following Moderators at the respective churches:**

- a) Julie Olt (TE), Sharon, Augusta
- b) Greg Kupar (TE), Ezel
- c) Stephen Sanders (TE), Community, Bellefonte
- d) Julie Olt (TE), Millersburg

**6) Approved the election of a PNC/APNC by the following churches:**

- a) Hunter
- b) Troy
- c) Maxwell Street
- d) Pisgah, Versailles
- e) Danville

**7) Conducted training for the following PNCs:**

- a) Pisgah, Versailles
- b) Danville
- c) Hunter

**8) Approved the MIF for the following churches:**

- a) Middlesboro

**9) Approved the following new/renewed calls/covenants**

- a) New: Robert Michael Warren (TE) as Pastor (FT) of First Presbyterian Church, Mt. Sterling, effective October 21, 2018.

Cash Salary	\$29,890.00
Housing	19,110.00
Total	\$49,000.00
SECA	3,748.50
Board of Pensions (full participation)	
Auto Allowance	4,000.00
Family Dental through BOP	paid by the church
Vacation – 4 weeks annually	
Continuing Education Leave – 2 weeks annually	
Consideration of 12 weeks of sabbatical leave after 6 years of service	
Moving Expenses – reasonable and approved in advance	
Continuing Education Reimbursement.	750.00
Professional Expense	2,000.00

- b) New: Andrew Bowman (Candidate for Ordination) as Pastor (Full-time) of First Presbyterian Church, Somerset effective October 8, 2018

Cash Salary	\$31,000.00
Housing	14,000.00
Total	\$45,000.00
SECA	3,442.50

- Board of Pensions (full participation)
- |                                |                |          |
|--------------------------------|----------------|----------|
| Auto Allowance                 | IRS rate up to | 3,000.00 |
| Continuing Education Allowance |                | 1,500.00 |
- Moving Expenses – reasonable and approved in advance, plus \$1,000.00 relocation bonus.  
 Vacation – 4 weeks annually  
 Continuing Education Leave – 2 weeks annually  
 Consideration of 10 weeks of sabbatical leave after 6 years of service
- c) New: Rachel VanKirk Mathews (Candidate for Ordination) as Associate Pastor (Full-time) of Maxwell Street Presbyterian Church, Lexington, KY effective September 11, 2018:
- |   |             |
|---|-------------|
| Total effective salary (Salary & Housing) | \$45,000.00 |
| Full Board of Pensions Participation      | 16,650.00   |
| SECA                                      | 3,443.00    |
- Reimbursable Allowances:
- |                             |          |
|-----------------------------|----------|
| Travel expenses at IRS rate | 1,000.00 |
| Continuing Education        | 1,000.00 |
| Professional expenses       | 1,000.00 |
| Moving expenses up          | 5,000.00 |
- Vacation – 4 weeks annually  
 Continuing education leave – 2 weeks annually (cumulative up to 6 weeks)  
 In seventh year of service, 3-month sabbatical for the purpose of clergy renewal.
- d) New: Greg Kupar (TE) as Temporary Supply (12-15 hours per week) of Ezel Presbyterian Church, effective September 1 – December 31, 2018
- |   |                   |
|---|-------------------|
| Salary  | \$300.00 per week |
| Additional worship services                               | 200.00            |
| Session meetings  | 100.00            |
| Travel expenses at IRS rate & professional expenses up to | 2,000.00          |
- Overnight accommodations upon request
- e) Change: Linda Maconochie (TE) as Pastor (Full-time) of First Presbyterian Church, Paris, KY (upon moving into manse)
- |                                      |             |
|--------------------------------------|-------------|
| Salary                               | \$40,000.00 |
| Manse escrow (403(b) contribution)   | 1,000.00    |
| Utilities allowance                  | 9,060.00    |
| Full Board of Pensions               |             |
| SECA                                 | 3,829.59    |
| Medical expense reimbursement        | 800.00      |
| Continuing education reimbursement   | 1,000.00    |
| Mileage reimbursement at IRS rate    |             |
| Vacation – 4 weeks                   |             |
| Continuing education leave – 2 weeks |             |

**10) Recommend that Coordinating Commission call a presbytery meeting for the purpose of examining candidates the following candidates for ordination to the office of Teaching Elder:**

- a) Andrew Bowman, under care of the Presbytery of Western North Carolina
- b) Rachel VanKirk Mathews, under care of the Presbytery of Sheppards & Lapsley

**11) Approved as a Validated Ministry**

- a) Erin Rouse (TE), Ministry of Writing & Evangelism

**12) Appointed the following Administrative Commissions:**

- a) Commission to Ordain and Install Rachel VanKirk Mathews as Associate Pastor of Maxwell Street Presbyterian Church on Sunday, November 4, 2018 at 3:00 pm  
Ruling Elders: David Hoskins, Corbin – Moderator; Allison Weitkamp-Maxwell Street; Candace Purdom-Perryville  
Teaching Elders: Matt Falco, Jim Gilbert, Sarah Benedetti  
Corresponding Members: Geogre VanKirk (RE) Southminister Presbyterian Church, Birmingham, AL, Sheppards & Lapsley Presbytery; Dr. William Yoo (TE) Cherokee Presbytery; Rev. Brandon Maxwell
  - b) Commission to Ordain and Install Andrew Bowman as Pastor of First Presbyterian Church, Somerset on Saturday, November 10 at 2:00 pm  
Ruling Elders: Brenda Wesley, Somerset; Zono Howard, London  
Teaching Elders: Mike Ward – Moderator; Lisa Eye; Jack Wilhelm  
Corresponding Members: Bob Tuttle (TE), Presbytery of Western North Carolina; Kerra English (TE), Presbytery of the James
  - c) Commission to Install the Rev. Robert M. Warren as Pastor of First Presbyterian Church, Mt. Sterling on Sunday, November 11 at 4:00 pm; Mike Ward – Moderator
- 13) Approved the request from Ray Mendenhall (TE) to celebrate the Sacrament of the Lord’s Supper at the Legacy Reserve at the Fritz Retirement Community one Sunday per month and with some seriously ill former members of Chapel Hill Presbyterian Church (now closed) as part of previously agreed-upon pastoral care visitation; with the provision that a report be made to the Commission.
- 14) Approved Sarah Wilson to serve communion at Faith Presbyterian Church, Morehead on September 2; and at Carlisle Presbyterian Church on October 7, 2018.

**RECOMMENDATIONS:**

- 1) In order to maintain pace with median salaries across the country and provide a fair, unbiased annual examination of our Presbytery minimums for pastoral compensation, the Pastoral Transitions Commission recommends: **The Presbytery of Transylvania Minimum Terms of Call, beginning with 2019, be tied to the percentage increase in the Board of Pensions Churchwide Median Effective Salary.**

**Background:**

The Manual of Operations of the Presbytery of Transylvania Presbytery states that the Pastoral Transitions Commission “recommends Presbytery minimum terms of call each year after a thorough evaluation of national and local salary trends.” The Commission, through the work of a task group, conducted such an evaluation before making recommendations for 2018. The evaluation also revealed the need to utilize a broad, unbiased and readily available tool to evaluate salary trends in making future recommendations. The Commission has found the Board of Pensions Annual Churchwide Median Salary, as described below to be such a tool.

Effective salary includes various types of compensation and/or reimbursements paid by congregations and employers to ministers of the Word and Sacrament and employees. Unique to the Board of Pensions, effective salary is not the same as the taxable income reported to the IRS or the Social Security Administration.

Employers must report the annual effective salary for each Benefits Plan member to the Board of Pensions. Effective salary is used in calculating employer dues and member benefits.

The Board uses salary information reported to it as of May 1 of each year to set *median effective salaries* for the next year. When a member's annual effective salary is less than the median, pension credits, disability benefits, and death benefits are calculated based on the applicable median salary.

Classification	Median Effective Salaries		% Change
	<i>for 2019</i>	<i>for 2018</i>	<b>2019 vs. 2018</b>
Ministers	\$59,100	\$58,000	1.9%
Employees	\$42,600	\$41,000	3.9%

The Board sets a median effective salary based on salary information for minister members of the Benefits Plan who are serving PC(USA) congregations. The congregational ministers' median effective salary applies to *all* minister members, whether they serve congregations or not, for purposes of calculating pension credits and benefits.

The Board also sets a median effective salary based on salary information for non-minister members enrolled for pension and/or death and disability coverage.

Median effective salaries are prorated for work schedules of less than 35 hours a week.

Effective salary determines

- pension dues and pension credit accrual;
- death and disability dues and benefits;
- medical dues under Pastor's Participation; and
- deductibles and copayment limits under the medical PPO option.

**If this is recommendation is approved, the minimum effective salary for the Presbytery of Transylvania will increase from \$41,000 to \$41,779 for pastors serving full-time when no manse is provided, and from \$29,000 + \$1,000 for manse escrow to \$29,551 + manse escrow, an increase of 1.9%.**

**2) That the Presbytery of Transylvania approve the *Proposed Minimum Terms of Call for 2019*:**

***Minimum Terms of Call for 2019***  
 Presbytery of Transylvania

These requirements are intended to provide congregations with assistance and guidance in both calling new pastors and in the annual review of the terms of call. The categories used in these terms are in use generally throughout the Presbyterian Church (USA). They are intended to provide a uniform set of items to be considered by ministers and congregations in their discussions and negotiations. They are also intended to assist Presbytery in taking seriously its responsibility to support and nourish pastors and congregations.

For full-time (40 hours/week) positions, whether installed or temporary:

	<b>If a manse is provided for the minister's residence</b>	<b>If no manse is provided</b>
<b>Cash Salary</b>	<b>\$29,551</b>	<b>\$41,779</b>
<b>Housing Allowance</b>	<b>Manse escrow of \$1,000 per year paid into a 403(b) account</b>	<b>Approval of declared housing allowance sufficient to cover rent or mortgage, insurance, tax, utilities and maintenance</b>
<b>Social Security</b>	<b>Actual cost paid by church or an allowance of 50% of Social Security=.0765 of Salary, Housing, Utilities, and other cash income from the church. (Ministers have to file as Self-employed persons and pay Social Security taxes themselves.)</b>	
<b>Pension and Medical</b>	<b>Pension, medical coverage, and disability premiums shall be paid to Board of Pensions as defined by the Board of Pensions.</b>	
<b>Continuing Education</b>	<b>\$750 (includes books, other resources and professional expenses)</b>	
<b>Travel</b>	<b>Reimbursed at current IRS business mileage rate, or the church may elect to provide a travel allowance instead.</b>	
<b>Vacation</b>	<b>4 weeks</b>	
<b>Continuing Ed Leave</b>	<b>2 weeks</b>	
<b>Moving Expenses</b>	<b>Reasonable moving expenses approved in advance.</b>	

Effective January 1, 2017 the Board of Pensions elected to restore call neutrality. For 2019 the Board of Pensions offers one Pastoral Participation Rate billed at 25% of effective salary for medical coverage, 11% of effective salary for pension dues, and 1% of effective salary for death & disability coverage. This provides full medical coverage for spouses and all family members.

In the opinion of the Pastoral Transitions Commission (PTC), the minimum salary for a pastor should be comparable to the starting salary of a new master's level public school teacher. While we believe that the salary listed above is consistent with those teacher salaries, it is true that they vary from county to county. Should a church find that the new public school teacher salary is lower in their county, said church may petition the PTC for a lower minimum salary. Appropriate documentation should accompany such a request. The PTC will give such a request serious consideration.

**Provisions relating to pastors whose contracts provide for between than 20 hours per week and 40 hours per week.**

For those pastors who enter into a contract to work an amount of time that is between full time and half time, there should be an attempt to estimate the number of hours that will be required to perform the duties specified in the contract. The minimum to be paid should be equal to the percentage of 40 hours that the contract requires. For example, someone working 30 hours per week should be paid at least (3/4) 75% of the full time minimum. However, be advised that BOP benefits are required and the BOP currently requires a minimum amount of \$10,800 per year for full medical coverage (25% of \$44,000) and 12% of the salary for pension, death and disability benefits. Also note that the standard levels of vacation (4 weeks) and study leave (2 weeks) apply. In the case of a 30 hour per week contract one week of vacation or study leave is one 30 hour week. Travel should be reimbursed at the prevailing IRS rate.

**Provisions relating to pastors whose contracts provide for less than 20 hours per week.**

Many smaller churches will want to secure pastoral leadership on a very part time basis. It is also possible that larger churches would need part time pastoral services to augment their other staff. When the time commitment for such a position is less than 20 hours per week, no pension or medical dues are required. Pension contributions would be available on a minimum participation basis. Such a person would not be eligible for medical coverage.

There will, of course, be a wide variety of tasks that a church might ask a part time person to perform. The required tasks and time commitment should be negotiated between the church and the teaching or ruling elder, then put in writing. Compensation should be at least \$25 per hour plus mileage at the prevailing IRS rate plus a modest sum for continuing education.

It is hoped that these "slightly less than 20 per week" jobs are just that and not 2/3 or 3/4 time jobs masquerading at less than half time in order to avoid Board of Pension dues. It is possible that in certain situations a church might owe vacancy dues to the BOP.

***Presbytery of Transylvania***  
***Terms of Call Requirement for Pastoral Positions in the Presbytery***

1. The minimum for cash salary, housing equity, and continuing education be proposed by the Commission on Pastoral Transitions and set by Presbytery each year at the last meeting before the next calendar year.
2. Ministers who live in church-provided manses receive a utilities/housing allowance to the extent necessary to cover these expenses, thus allowing them to take advantage of current IRS rulings.
3. Churches with a manse for their ministers pay at least the minimum set by Presbytery into a housing equity account to accrue for the benefit of the minister at the time of the termination of the call. These monies should be deposited in a 403-b Retirement Savings Plan (i.e. the Board of Pensions 403-b).
4. Churches without a manse provide a housing allowance sufficient to cover rent or mortgage payments, insurance, taxes, utilities, furnishings, and maintenance.
5. Churches reimburse their ministers for one-half of their IRS Schedule SE self-employed social security with this amount to be paid monthly, quarterly, or annually, as the minister and church decide.
6. Churches pay the entire pension and medical payment for their pastors (the pastor and eligible family members are covered under the medical plan).
7. Churches reimburse pastors for the actual expense incurred in their professional work, including mileage, food and lodging and books and magazines.
8. Churches pay at least the minimum set by Presbytery for continuing education. This amount may accumulate over a period of three years. The content of this continuing education will be negotiated with the session. (SEE the policy on Continuing Education.)
9. Ministers receive 4 weeks of paid vacation annually.
10. Ministers receive 2 weeks of continuing education leave annually. This time may accumulate up to six weeks over a three-year period.
11. The Presbytery sick leave, parental leave and continuing education policies be adopted by congregations as part of the terms of call. (SEE the policies on Continuing Education, Parental Leave and Sick Leave.)
12. The PNC, session and congregation should be strongly encouraged to offer sabbaticals to pastors and certified educators after 6 years of continuous service to the congregation.



## ***Continuing Education Requirements for Ministers in Transylvania Presbytery***

The purpose of providing ministers with time and money for continuing education is to allow them to improve their effectiveness as ministers. Study leave gives them the resources to study particular topics in depth, learn new skills, and grow as ministers.

Churches in Transylvania Presbytery shall provide their ministers with funds for continuing education and a minimum of two weeks annual study leave. Upon negotiation with the Session, continuing education time and money can accumulate for up to three years to provide for an extended study period.

Both the topic and the schedule for continuing education should be negotiated with and approved by the Session. The minister should report back to the Session about the continuing education experience upon its completion.

## ***Sick Leave Policy for Transylvania Presbytery***

### Sick Leave/Personal Leave

The purpose of this leave is to allow the church staff members (ordained and lay) to take time off with pay for sickness and other needs. Such need might include childbirth, illness, injury, or death in one's immediate family, and jury duty or other responsibilities. Sick leave/personal leave shall normally be calculated at one (1) day per month of service or employment. This leave may accumulate up to sixty (60) days.

### Extended Sick Leave/Personal Leave

In cases where more extended leave of absence is indicated, negotiations shall be made between the staff member (or his/her surrogate in case of incapacity) and the Session, with the advice and approval of the Pastoral Transitions Commission, to determine appropriate and humane terms of leave extension. Such extended leave may be with or without pay, as negotiated and approved. It includes, but is not limited to maternity/paternity leave, major illnesses, surgeries, accidental injuries, or critical family situation.

## ***Involuntary Dissolution Policy***

Although the *Book of Order* clearly outlines the basic process for the dissolution of pastoral relationships (G-14.0600), it does not fully address the implications of a situation in which the pastor does not concur with that action (G-14.0603), a situation commonly described as an "involuntary dissolution."

The dissolution of a pastoral relationship is quite often a time of great turmoil and distress for both the congregation and the departing pastor, and this is especially true in the case of an involuntary dissolution.

It is the responsibility of all parties involved (the pastor, the congregation, and the presbytery's Commissions on Pastoral Transitions and Congregational Issues) to work together in the case of an involuntary dissolution to address the sometimes conflicting needs and competing concerns of the congregation and the departing pastor.

Pastors do not receive unemployment benefits from the state, and our denomination cannot guarantee that a departing pastor will receive a new call within any specified period of time. Therefore, in the case of an involuntary dissolution, fair and adequate terms of severance are necessary to protect the departing pastor during the search for a new call.

While such provisions may present a degree of financial hardship for the congregation, the lack of such provisions would almost certainly present an even greater degree of financial hardship for the departing pastor and his or her family.

In order to address the concerns outlined above, the Commission on Ministry recommends that, effective January 1, 2006, the following provisions be added to Transylvania Presbytery's standard form for terms of call (See *Book of Order* G-14.0507e).

In the event of an involuntary dissolution of your pastoral relationship with this congregation, for any cause other than criminal activity, sexual misconduct, financial malfeasance, or a finding of guilt in a disciplinary case resulting in either temporary exclusion from the exercise of ordained office or removal from ordained office, you shall be afforded as severance benefits a continuation of your then current salary and benefits being provided for a negotiated period of time which shall take into account your tenure...among us—but not less than three months. Such compensation will cease when full-time employment is secured. Such payments shall be made monthly, not as a lump sum settlement. During the severance period, it shall remain the congregation's responsibility to continue all benefit payments to the Board of Pensions.

In the case of criminal activity, sexual misconduct, financial malfeasance, or a finding of guilt in a disciplinary case resulting in either temporary exclusion from the exercise of ordained office or removal from ordained office, in an effort to be redemptive and in consideration of your family and with respect for your past ministry to this congregation, you shall be afforded as severance benefits a continuation of your then current salary and benefits being provided for a period of one month.

PARENTAL  
LEAVE POLICY  
Presbytery of  
Transylvania

Theological  
Grounding

God created us to be in relationship with one another, to care for one another, and to participate in families. We are required to honor our father and mother, and to care for our children. As congregational leaders, we are to encourage healthy families and healthy priorities. Parental leave gives the mother or father a chance to establish a healthy connection with her or his child and model good family life for the congregation.

As part of the minimum compensation requirements of the Presbytery of Transylvania, every call to a Presbyterian minister, a Commissioned Ruling Elder, or a Certified Christian Educator in the Presbytery of Transylvania shall provide for the following Parental Leave provisions for childbirth and/or adoption as a minimum.

1. Maternity leave: Two (2) months of maternity leave with full pay and benefits, excluding travel expenses or allowances, shall be included in the terms of each call.
2. Paternity leave: Three (3) weeks of paternity leave with full pay and benefits, excluding travel expenses or allowances, shall be included in the terms of each call.
3. A Minister, Commissioned Ruling Elder, or Certified Christian Educator, desiring parental leave, must submit a written request to her Session, ordinarily thirty (30) days prior to the start of the leave.
4. Parental leave ordinarily begins at the time of delivery or when appropriate in the adoption procedure. Complications related to a pregnancy will be considered medical leave.
5. In the event of a miscarriage or stillbirth, the pastor shall be granted the same parental leave she/he would have received had the pregnancy been carried to term with no complications.
6. The pastor should be relieved of all pastoral responsibilities for the duration of the parental leave. The Session is responsible for the ongoing work of the congregation during this time. Session should be ready to arrange and pay for pulpit supply, a Session moderator, coverage for hospital and emergency visitation and continuation of teaching and programming for which the pastor was responsible.

Vacation time may be added to Maternity or Paternity Leave Time with full pay and benefits. Requests for additional Maternity or Paternity Leave Time due to the individual circumstances of each birth or adoption may be negotiated with the Session and with the assistance of the Pastoral Transition Commission.