

***Minimum Terms of Call for 2021***  
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>\$30,621</b>	<b>\$43,292</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>	

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.

***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.