

GUIDELINES FOR TERMS OF CALL FORMS

Four copies of the Call Form are to be filled out, signed at the congregational meeting at which the call is approved, and returned to Lana Dumrauf at Pittsburgh Presbytery, 901 Allegheny Ave., Pittsburgh, PA 15233.

The title of the office is **Pastor** or **Associate Pastor**, not minister of youth or senior pastor. The agreed upon starting date is the **effective date of the call**.

The **minimum effective salary** (salary, housing, and deferred compensation) must total at least **\$ 47,049**. That amount can be divided any way the minister and church agree as long as the minister can support the housing allowance amount to the IRS. If a manse is provided, the sum of salary, and deferred compensation must total at least **\$ 34,104**. Free use of the manse and actual cost of utilities are also provided by the congregation.

Automobile allowance, expense allowance, and book allowance ought to be reimbursed by voucher to avoid making the amounts taxable. Reimbursement rate and maximum amount of reimbursement should be indicated.

On the line for **medical expenses**, write “2% Medical Deductible” instead of indicating an actual dollar amount.

Moving costs are generally indicated as “full.”

Study Leave Allowance should be the amount agreed upon for one year, although the allowance may be accumulated for up to three years.

Other is for anything not included above. A social security supplement or deferred compensation, if provided, may be included here.

There is no need to write the dollar amount of **dues for the Benefits Plan**. The dues are calculated on the effective salary, which includes **salary, housing, and deferred compensation**. If a manse is provided, it should be valued at an amount equivalent to 30% of the total of salary, deferred compensation, and social security offset for calculation of Benefits Plan dues. The Benefits Plan dues rate for 2011 is 31.5% of effective salary.

The **minimum vacation time** is four weeks. At least two weeks **study leave** must be allowed, which is cumulative to six weeks in negotiation with the Session.

The **date of the congregational meeting** should be entered on the line which begins “in testimony whereof we have subscribed our names....” **Three or four signatures** of people authorized at the meeting to sign on behalf of the congregation should be included in the space below. They may include the Chair of the PNC, Clerk of Session, and President of the corporation.

The **name of the minister/candidate and the name of the church** should be entered in the last paragraph, and the moderator of the congregational meeting should sign the Call form on the front. The **minister/candidate** signs Section C, **Acceptance of the Call** on the back. **Four copies** are sent to the Presbytery for the signature of the Chair of the Committee on Ministry and then given to the Stated Clerk who will sign after the Presbytery meeting and return two copies to the church or send to the candidate’s presbytery.