

MINIMUM 2022 TERMS OF CALL FOR MINISTERS, PITTSBURGH PRESBYTERY

The Commission on Ministry, at its meeting held on June 8th, 2021 approved the following minimum terms of call for installed and non-installed (temporary) pastors, commissioned pastors, and certified Christian educators serving churches, effective January 1, 2022.

Notes and Significant Changes to Minimum Terms of Call for 2022

1. The Commission on Ministry, after keeping minimum terms of call flat in 2021, has increased minimum terms of call by 1% for 2022 and encourages a 3% increase to offset the lack of increase in 2021.
2. The Commission on Ministry encourages Sessions to temporarily permit Pastors to accrue up to eight weeks of study leave and accrue up to \$8000 in study leave allowance due to the COVID-19 pandemic which significantly limited study leave options in 2020 and 2021.
3. The total for cost for the Board of Pension's Pastors Participation Program will remain at the current level of 37% of effective cash salary.

For Full-Time Called/Installed Positions:

The minimum terms of call approved for calls *before* January 1st, 2020 to be either

- An Effective salary¹ of \$55,247 to be divided among cash salary and housing allowance as the minister requests. (*The Commission on Ministry has defined utilities as fuel, electric, sewer and water, trash collection, and home telecommunications services.*)
- Salary of \$38,673 + free use of the manse + cost of utilities.

The minimum terms of call approved for calls *after* January 1st, 2020¹ to be either

- An Effective salary¹ of \$52,364 to be divided among cash salary and housing allowance as the minister requests + SECA Offset of \$4,006 (*The Commission on Ministry has defined utilities as fuel, electric, sewer and water, trash collection, and home telecommunications services.*)
- Salary of \$36,655 and a SECA Offset² of \$4006 + free use of the manse + cost of utilities.

	Post 1/2020 Calls	Pre 1/2020 Calls	Post 1/2020 Calls (with manse)	Pre 1/2020 Calls (with manse)
Salary and Housing	\$52,364	\$55,247	\$36,655	\$38,673
Medical Reimbursement (2%)	\$1,047	\$1,105	\$1,047	\$1,105
Pension (8.5%)	\$4,451	\$4,696	\$4,451	\$4,696
Medical (27%)	\$14,138	\$14,917	\$14,138	\$14,917
D&D (1%)	\$524	\$552	\$524	\$552
Temporary Disability (0.5%)	\$262	\$276	\$262	\$276
SECA Offset (7.65% Salary)*	\$4,006	\$0	\$4,006	\$0
Study Leave Allowance	\$2,000	\$2,000	\$2,000	\$2,000
Expense Allowance	\$2,000	\$2,000	\$2,000	\$2,000
Study Leave Time	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Vacation Time	4 Weeks	4 Weeks	4 Weeks	4 Weeks
	\$80,792	\$80,793	\$65,083	\$64,219

¹ A minister in an existing call *may* choose to switch to the minimums that include SECA offset at their own discretion.

² SECA Offset - Because ministers are classified as self-employed, they are responsible for paying both the employer and employee portion of FICA (Social Security and Medicare taxes). SECA Offset pays the employer portion to the minister, which is considered taxable income by the IRS, but is not considered effective salary by the Board of Pensions.

Due to the unprecedented times we find ourselves living in the wake of the COVID-19 Pandemic, these minimums represent a 1% increase from the 2020 and 2021 minimums. ***Congregations are encouraged to consider an increase of 3% if feasible. An increase of 3% would be a salary of \$53,401 + SECA or \$56,341 without and a total cost to the church of \$82,314.***

In addition to salary, employing churches will:

- Full dues payment for the Pastor's Participation Plan of the Board of Pensions
- Provide payment for or reimbursement of the medical deductible or co-pays for health plan costs of the Benefits plan, up to 2% of effective salary through either a reimbursable account or a qualified Health Savings Account.
- Provide \$2000 for professional expenses and travel reimbursement at the rate allowable under I.R.S. regulations, subject to the organization's accountable reimbursement policy. (For more information about reimbursement policies, please contact the Presbytery's business office)
- Grant two weeks (two Sundays) study leave, cumulative to six weeks, and a study leave allowance of \$2000 per year cumulative to \$6000, regardless of hours worked per week. The Commission on Ministry encourages Sessions to temporarily permit Pastors to accrue up to eight weeks of study leave and accrue up to \$8000 in study leave allowance due to the COVID-19 pandemic which significantly limited study leave options in 2020 and 2021.
- Provide four weeks (four Sundays) of vacation time for all pastors, regardless of hours worked per week.
- Provide parental and family leave for all pastors, regardless of hours worked per week, per the Pittsburgh Presbytery Parental/Family Leave Policy adopted in 2016.

If you have questions regarding these new terms, you are welcome to direct them to the Commission on Ministry Office (412-697-9210) of Pittsburgh Presbytery.

Minimum Terms and Hourly Allocations for Non-Installed Positions and Part-Time Installed Positions initiated after January 1st, 2020:

	<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>	<u>Tier 3B</u>	<u>Tier 4</u>	<u>Tier 5</u>
Hours Range	Full-Time	32-36	24-27	20-22	16-18	10-12
Salary/Housing	\$52,364	\$39,722	\$25,886	\$25,886	\$25,660	\$13,091
SECA Offset	\$4,006	\$3,039	\$1,980	\$1,980	\$1,963	\$1,001
Benefits	\$20,422	\$15,767	\$14,106	\$7,053	\$0	\$0
Minister's Choice	\$5,236	\$3,972	\$2,589	\$2,589	\$0	\$0
Other	\$15,186	\$11,794	\$11,518	\$4,465	\$0	\$0
Expenses*	\$2,000	\$1,600	\$1,200	\$1,000	\$800	\$400
Study Leave	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total Cost	\$80,792	\$62,128	\$45,173	\$37,920	\$30,423	\$16,492

In addition to salary, employing churches will:

- Provide for professional expenses and travel reimbursement, up to the amount listed for the type of call, at the rate allowable under I.R.S. regulations, subject to the organization's accountable reimbursement policy. (For more information about reimbursement policies, please contact the Presbytery's business office)
- Grant two weeks (two Sundays) study leave, cumulative to six weeks, and a study leave allowance of \$2000 per year cumulative to \$6000, regardless of hours worked per week. The Commission on Ministry encourages Sessions to temporarily permit Pastors to accrue up to eight weeks of study leave and accrue up to \$8000 in study leave allowance due to the COVID-19 pandemic which significantly limited study leave options in 2020 and 2021.
- Provide four weeks (four Sundays) of vacation time for all pastors, regardless of hours worked per week.
- Provide parental and family leave for all pastors, regardless of hours worked per week, per the Pittsburgh Presbytery Parental/Family Leave Policy adopted in 2016.

Benefits Policy:

All non-installed ministers employed more than 20 hours per week are required to receive benefits of equal value to that of single-member pastor's participation in the Board of Pensions. However, the allocation of those benefits is at the sole discretion of the minister depending on their specific needs. The total cost of the Board of Pensions benefits plus any medical reimbursement provided must be at least equivalent to the amounts listed in benefits line above. Please see the case study on the next page for an example:

Case Study:

Pastor Sam is currently employed by First Presbyterian as a Tier 2 (32-36 hours/week) employee but does not need medical benefits due to his spouse. Therefore, he elects the following benefits arrangement:

Salary/Housing	\$39,722.00
SECA Offset	\$3,039
Expenses	\$1,600
Continuing Education	\$2,000
Benefits	\$16,647
Minister's Choice	\$3,972
403B Contribution	\$12,674
	\$63,007

Pastor Jane is employed by 2nd Presbyterian as Tier 2 (32-36 hours/week) employee but does need medical benefits. Therefore, she elects the following benefits arrangement:

Salary/Housing	\$39,722.00
SECA Offset	\$3,039
Expenses	\$1,600
Continuing Education	\$2,000
Benefits	\$16,647
Minister's Choice	\$3,972
Medical	\$11,880
Medical Reimbursement	\$794
	\$63,007

In both situations Pastor Sam and Pastor Jane effectively receive the same compensation for the same hours worked and the cost to the congregation remains the same but they come in forms that are useful to both of them.

Minimum Terms and Hourly Allocations for Certified Christian Educators and Commissioned Pastors:

	Certified Christian Educators and Commissioned Pastors
Salary and Housing	\$49722
Study Leave Allowance	\$2000
Expenses*	\$2000
Study Leave Time	2 Weeks
Vacation Time	4 Weeks
	\$51722

Due to the unprecedented times we find ourselves living in with the COVID-19 Pandemic, these minimums represent a 1% increase from 2020 and 2021. The Commission on Ministry encourages congregations to consider a 3% increase for 2022 to offset the lack of increase in 2021 in the minimum terms of call.

In addition to salary, employing churches will:

- Provide four weeks of vacation time for all regardless of hours worked per week.
- Grant two weeks (two Sundays) study leave, cumulative to six weeks, and a study leave allowance of \$2000 per year cumulative to \$6000, regardless of hours worked per week. The Commission on Ministry encourages Sessions to temporarily permit Pastors to accrue up to eight weeks of study leave and accrue up to \$8000 in study leave allowance due to the COVID-19 pandemic which significantly limited study leave options in 2020 and 2021.
- * - For Commissioned Pastors, provide for professional expenses and travel reimbursement, up to the amount listed for the type of call as detailed on Pg. 4 of this document, at the rate allowable under I.R.S. regulations, subject to the organization's accountable reimbursement policy. (For more information about reimbursement policies, please contact the Presbytery's business office)

Although not required, congregations are encouraged to offer health care coverage, as well as death/disability/pension benefits through the Board of Pensions plans or other qualified providers.

If you have questions regarding these new terms, you are welcome to direct them to the Commission on Ministry Office (412-697-9210) of Pittsburgh Presbytery.

PLEASE NOTE: The following pages pertain to **non-installed (temporary) positions** that were initiated *prior to January 1st, 2020*. All congregations and pastors are encouraged to use the current minimum terms of call for non-installed positions as they better reflect current options for salary and benefits.

**Minimum Terms and Hourly Allocations for Full-Time Temporary
and All Part-Time Positions initiated before January 1st, 2020:**

	Full-Time	¾ Time	½ Time	¼ Time
Hours	35+	25-34	15-24	Less than 15
Salary/Housing	\$55247	\$41435	\$27624	\$13812
Professional Expenses	\$2000.00	\$1600	\$800	\$400
Study Leave	\$2000.00	\$2000	\$2000	\$2000
Vacation	4 Weeks	4 Weeks	4 Weeks	4 Weeks
Study Leave	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Total Cost	\$59,247 + benefits (see below)	\$45,035 + benefits (see below)	\$30,424 + benefits if hrs per week is more than 20.	\$16,212

In addition to salary, employing churches will:

- Provide for professional expenses and travel reimbursement, up to the amount listed for the type of call, at the rate allowable under I.R.S. regulations, subject to the organization's accountable reimbursement policy. (For more information about reimbursement policies, please contact the Presbytery's business office)
- Grant two weeks (two Sundays) study leave, cumulative to six weeks, and a study leave allowance of \$2000 per year cumulative to \$6000, regardless of hours worked per week. *The Commission on Ministry encourages Sessions to temporarily permit Pastors to accrue up to eight weeks of study leave and accrue up to \$8000 in study leave allowance due to the COVID-19 pandemic which significantly limited study leave options in 2020 and 2021.*
- Provide four weeks (four Sundays) of vacation time for all pastors, regardless of hours worked per week.
- Provide parental and family leave for all pastors, regardless of hours worked per week, per the Pittsburgh Presbytery Parental/Family Leave Policy adopted in 2016.

Benefits Policy:

- **All non-installed teaching elders employed before January 1, 2017 for 20 or more hours per week** are to be offered the Pastor's Participation plan. The costs are the same as noted above for installed, full-time teaching elders. Please note that the costs for health insurance will be calculated based upon a \$44,000 minimum effective salary. Pension is calculated at 11 % of effective salary and Death & Disability is calculated at 1%. Pastors may elect instead to choose coverage through the menu-based member-only option, according to the policy for pastors who begin service after January 1, 2017 (below).
- **All non-installed teaching elders employed 20 or more hours per week, and who began service after January 1, 2017** are to be offered single person health coverage with the

EPO* from the Board of Pension, with the employing church covering 99% of the premium. If the teaching elder wishes to elect coverage for a spouse, for children only, or for a spouse and children, the additional premium for that coverage may be paid, in whole or in part, by the congregation or the teaching elder.

- **Non-installed teaching elders working 20 or more hours per week are eligible to participate in the Pastor's Participation plan.** Any non-installed teaching elder who has been offered the EPO plan may opt out of the Board of Pensions health plan if he or she is covered by an outside plan, for instance through a spouse or parent. However, it is the policy of COM that all pastors (installed or non-installed) serving congregations at 20 hours or more per week must be covered by health insurance, either through the Board of Pensions or an outside plan. For those who opt out, 5% of effective salary will be available for allocation to a retirement plan or an optional insurance plan offered through the Board of Pensions.
- **All non-installed teaching elders employed less than 20 hours per week** have the option to participate in the Board of Pensions medical and retirement savings plans only. The employing church may or may not elect to cover all or part of the costs for this coverage.
- **For pastors enrolled in the Pastor's Participation plan,** congregations will provide reimbursement of the medical deductible or of co-pays of the Benefits Plan up to 2% of effective salary.