

MINIMUM 2023 TERMS OF CALL FOR MINISTERS, PITTSBURGH PRESBYTERY

The Commission on Ministry, at its meeting held on June 14th, 2022 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, 2023.

Notes and Significant Changes to Minimum Terms of Call for 2023

1. The Commission on Ministry, after keeping minimum terms of call flat in 2021 and increasing them 1% for 2022, has increased minimum terms of call by 3% for 2023 and encourages a 6% increase in light of the rising cost of living.
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. Due to rising costs, the Board of Pensions has increased total dues to 39% of effective salary. The figures in this document account for this increase.

Full-Time Called/Installed Positions:

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

- An Effective salary of \$56,904 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 \$39,833 + free use of the manse + cost of utilities.
- Considering the rising cost of living and limited increases in 2021 and 2022, the Commission on Ministry is recommending a salary of \$58,561 to be divided among cash salary and housing allowance or \$40,993 with use of a manse.

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

- An Effective salary² of \$53,976 to be divided among cash salary and housing allowance as the minister requests + SECA Offset of \$4,129. *(The Commission on Ministry has defined utilities as fuel, electric, sewer and water, trash collection, and home telecommunications services.)*
- Salary of \$37,783 and a SECA Offset² of \$4129 + free use of the manse + cost of utilities.
- Considering the rising cost of living and limited increases in 2021 and 2022, the Commission on Ministry is recommending a 6% increase for a salary of \$55,584 to be divided among cash salary and housing allowance or \$38,884 with use of a manse.

Housing Allowance	Pre 1/2020 Calls		Post 1/2021 Calls	
	Required	Recommended	Required	Recommended
Salary and Housing	\$56,904	\$58,561	\$53,976	\$55,548
Medical Reimbursement (2%)	\$1,138	\$1,171	\$1,080	\$1,111
Pension (8.5%)	\$4,837	\$4,978	\$4,588	\$4,722
Medical (29%)	\$16,502	\$16,983	\$15,653	\$16,109
D&D (1%)	\$569	\$586	\$540	\$555
Temporary Disability (0.5%)	\$285	\$293	\$270	\$278
SECA Offset (7.65% Salary) ²	\$0	\$0	\$4,129	\$4,249
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
	\$84,235	\$86,572	\$84,235	\$86,572

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.

Manse	Pre 1/2020 Calls		Post 1/2021 Calls	
	Required	<i>Recommended</i>	Required	<i>Recommended</i>
Salary	\$39,833	\$40,993	\$37,783	\$38,884
Medical Reimbursement (2%)	\$1,138	\$1,171	\$1,080	\$1,111
Pension (8.5%)	\$4,837	\$4,978	\$4,588	\$4,722
Medical (29%)	\$16,502	\$16,983	\$15,653	\$16,109
D&D (1%)	\$569	\$586	\$540	\$555
Temporary Disability (0.5%)	\$285	\$293	\$270	\$278
SECA Offset (7.65% Salary) ²	\$0	\$0	\$4,129	\$4,249
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
	\$67,163	\$69,003	\$68,043	\$69,908

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.

**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	\$53,976	\$41,022	\$26,448	\$26,448	\$26,448	\$13,494
SECA Offset	\$4,129	\$3,138	\$2,023	\$2,023	\$2,023	\$1,032
Benefits	\$22,130	\$16,423	\$14,674	\$7,337	\$0	\$0
Minister's Choice	\$5,398	\$4,102	\$2,645	\$2,645	\$0	\$0
Other	\$16,733	\$12,320	\$12,029	\$4,692	\$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	\$84,235	\$64,183	\$46,345	\$38,808	\$31,272	\$16,926

Recommended:

Considering the rising cost of living and limited increases in 2021 and 2022, the Commission on Ministry is recommending a 6% increase for housing/salary:

	<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	\$55,584	\$42,244	\$27,236	\$27,236	\$27,236	\$13,896
SECA Offset	\$4,252	\$3,232	\$2,084	\$2,084	\$2,084	\$1,063
Benefits	\$22,789	\$16,569	\$14,768	\$7,384	\$0	\$0
Minister's Choice	\$5,558	\$4,224	\$2,724	\$2,724	\$0	\$0
Other	\$17,231	\$12,345	\$12,045	\$4,661	\$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	\$86,626	\$65,645	\$47,288	\$39,704	\$32,120	\$17,359

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:

Long-term Pulpit Supply Plan

Should the session of a congregation determine that their ministry is best served by not calling a Pastor, the Session shall request that the Commission on Ministry place them on the Long-Term Pulpit Supply Plan (LTPSP)

Budget Considerations

Weekly Pulpit Supply Honorariums	\$150 per week
Monthly Moderator Fee	\$60 per month
Special Worship Services	\$150 per service
Special Occasions (Weddings/Funerals)	Varies
Pastoral Care (Visits, Calling)	Varies

Some congregations have arranged for whoever is serving as their Moderator to also cover their Pastoral Care responsibilities (visits, funerals, and calls) for anywhere between \$200-\$500 per month. This provides continuity for the congregation and assurance that pastoral emergencies will be handled in a timely and appropriate manner.

Sample Long-Term Pulpit Supply Plan Budget

Weekly Pulpit Supply Honorariums	\$7800
Moderator/Pastoral Care Pastor	\$3600
Special Worship Services	\$450
Total	\$11850

Certified Christian Educators and Commissioned Pastors:

	Tier 1 Full-Time	Tier 2 32-36 Hrs/Wk	Tier 3 24-27 Hrs/Wk	Tier 3B 20-22 Hrs/Wk	Tier 4 16-18 Hrs/Wk	Tier 5 10-12 Hrs/Wk
Salary and Housing	\$51214	\$40971	\$30728	\$25605	\$20486	\$12804
Study Leave Allowance	\$2000	\$2000	\$2000	\$2000	\$2000	\$2000
Expenses*	\$2000	\$1600	\$1200	\$1000	\$800	\$400
Study Leave Time	2 Weeks	2 Weeks	2 Weeks	2 Weeks	2 Weeks	2 Weeks
Vacation Time	4 Weeks	4 Weeks	4 Weeks	4 Weeks	4 Weeks	4 Weeks
	\$54214	\$44571	\$33528	\$28605	\$23286	\$15204

These terms represent a 3% increase over 2022's minimum terms of call. Similar to other categories, COM is recommending a 6% increase in light of cost of living.

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	\$56904	\$42768	\$28452	\$14226
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	\$60,904 + benefits (see below)	\$46,368 + benefits (see below)	\$31,252 + benefits if hrs per week is more than 20.	\$16626

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.