

# Presbytery of San Jose

## **POLICY: TERMS OF CALL FOR PASTORS**

### **Policy Statement**

The Presbytery of San Jose requires that terms of call for all Pastors consist of the following categories: cash salary (The Presbytery recommends consideration of an annual cost-of-living adjustment as described under Additional Responsibilities/Information.), housing allowance or provision of manse, auto allowance, study leave (two weeks), Major Medical/Pension and vacation (one month). For all pastors receiving a call to a new congregation, the initial terms of call should include the requirement for a complete physical examination within 6 months of the start date.

### **Rationale**

In order to properly provide for the financial support of pastors, Presbytery recommends the annual minimum amount for salary. The requirement for a physical exam is to safeguard the health of the new pastor, uncovering potentially life-threatening conditions unknown to the individual.

### **Committee on Ministry Responsibilities**

COM makes yearly recommendations to the Presbytery for terms of call for pastors. At the request of any session, personnel committee or pastor, COM will provide a representative to be present for salary negotiation, or provide information. To request a representative, call the Chair of COM (telephone number available from Presbytery office, 408-279-0220).

### **Minister Responsibilities**

Pastors shall: make the information in this policy available to the session and personnel committee; seek the assistance of the COM as necessary in salary negotiations; and report terms of call annually to COM when requested.

### **Session Responsibilities**

The Session is responsible for encouraging a new pastor to obtain a complete physical exam within 6 months of the start date. A letter confirming that the physical has taken place should be sent by the Clerk of Session to the Presbytery office. The congregation is responsible for any portion of the cost not covered by insurance.

The Session is responsible to negotiate with their current pastor(s) the annual changes in the terms of call for recommendation to the congregation.

Further issues for consideration include the following-- Sessions and personnel committees are requested to consider several items when negotiating the pastor's salary package, in order to establish a higher than minimum salary when possible: length of overall ministry; length of service at the particular church; level of expertise or special abilities required for a specific job description; earned theological or ministerial degrees beyond the Master of Divinity; accomplished set of objectives or goals set by the session or personnel committee in consultation with the pastor.

Sessions and personnel committees are encouraged to consider other benefits and professional expenses, which might include: other retirement allowances such as annuities, IRAs or other pension supplements; travel and living expenses (e.g., attendance at General Assembly); hospitality expenses; book allowance; professional organizations and publications; continuing education expense for ministry-related courses other than those taken during study leave; medical insurance for costs over and above those provided by the Presbyterian Pension Plan for pastor and/or family (e.g., payment of the deductible); dental insurance; life insurance; salary continuation to supplement the disability benefits of the Pension Plan.

The Session is encouraged to interpret clearly to the congregation how all benefits are paid, including housing, social security and reimbursable expenses.

### **Additional Responsibilities/Information**

#### **For 2005**

- **Minimum Base Salary for 2005: \$22,000.00**
- **Recommended minimum cost of living adjustment for current positions is 2%. Any applicable merit increase should be in addition to cost of living adjustment.**
- **Board of Pensions will be 31% in 2005. (19% medical, 12% pension)**
- **To determine housing allowance, see Policy #14, Housing for Pastors**