

PRESBYTERY OF WEST VIRGINIA - PC(USA)

Pastoral Call

For Churches Providing Manses

The _____ Presbyterian Church of [City, State] _____, being well satisfied with your qualifications for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, _____ to undertake the office of pastor (associate pastor) of this congregation, beginning _____, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full time (part time) to the ministry of the Word and Sacrament among us, we promise and obligate ourselves to provide you the following annually:

- 1. Cash Salary \$ _____
Of the above salary, \$ _____ is designated as Internal Revenue Service Manse Allowance for furnishings, insurance, costs of providing a home.
 - 2. Free use of the Manse
[Tax-Deferred Manse Equity Fund – Minimum \$500/year REQUIRED]
 - 3. Utilities -- either:
 - a. Utilities paid directly by church (Est. amount:) \$ _____
 - or**
 - b. Utilities Allowance/Reimbursement of: \$ _____
 - 4. Supplement for Social Security Tax \$ _____
 - 5. Other compensation (specify) _____ \$ _____
- TOTAL COMPENSATION \$ _____

In addition we will provide:

- 6. A paid vacation of four weeks, including four Sundays
- 7. _____ (minimum of 12) paid days sick leave credited at the beginning of each year and _____ (minimum of two months) paid parental leave if applicable.
(see "leave policy" on website: wvpresbytery.org under documents/policies.)
- 8. Paid Sabbatical Leave of four months after seven years.
- 9. Study leave with pay of two weeks, the use of which is to be planned in consultation with the session
- 10. Moving expenses to the field, including moving company costs and WV use tax on one auto used for professional purposes
- 11. We will pay regularly in advance to the board responsible for benefits a sum equal to that requisite per cent of your compensation which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in the Benefits Plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly, during the time of your being and continuing in the pastoral relationship set forth in this call to this church, estimated cost: \$ _____.

We further promise and obligate ourselves to reimburse your professional expenses, subject to an accountable reimbursement policy adopted by the session of this church with all materials purchased under this policy becoming the property of the minister:

- 12. Auto expenses at the IRS rate, estimated to cost annually: \$ _____
- 13. Continuing Education Expenses, not to exceed annually _____
and any unused funds may be accumulated for up to 3 years \$ _____
- 14. Other (specify): _____ \$ _____
_____ \$ _____
- 15. Other Benefits or provisions:
- 16. We promise and obligate ourselves to review with you annually the adequacy of this compensation.
In testimony whereof we have subscribed our names this ____ day of _____ 20__.

Having moderated this congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

(Signed) _____, Moderator of the Congregational Meeting

CERTIFICATION

A. By the Presbytery of West Virginia

1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery approve this call.

Date of Action _____
Chairperson

2. ACTION BY THE PRESBYTERY

This call was approved by the Presbytery of West Virginia, through action taken by its Committee on Ministry as authorized by G-11.0502h.

Date of Action _____
Stated Clerk

B. By the Minister's/Candidate's Presbytery

1. ACTION OF THE COMMITTEE ON MINISTRY

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release _____ to accept this call.

Date of Action _____
Chairperson

2. ACTION BY THE PRESBYTERY

The Presbytery of _____ hereby finds it expedient (not expedient) to release _____ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands.

Date of Action _____
Stated Clerk

C. Acceptance of the Call

This is to certify that I have received and accepted the call.

_____ *I agree to complete the Presbytery sponsored, mandatory training as stipulated by Presbytery's Sexual Misconduct Prevention Policy and the policy of the Ministry Committee.*

Date of Acceptance _____
Signature