

MINISTERIAL COMPENSATION

Addendum C

To assure that the financial needs of its pastors, assistant pastors and associate pastors are met, the Presbytery of Geneva will not approve a call which does not provide for free use of the manse plus utilities (heat, light, water, basic phone and other necessary services) or equivalent in housing allowance, pension payments, one month vacation with pay, all Church related travel will be reimbursed at current Internal Revenue Service Rate, the continuing education provisions of Addendum E, and an annual minimum cash salary of \$29,468 for entering pastors, and full moving costs. Moving costs include movement of normal personal goods to the place of residency and professional items to the designated office based on the least of three or more written bids from commercial firms (e.g. Mayflower, Allied, United, North American, or local moving firms). Value protection insurance and packing fees are to be included. Candidates should submit written estimates to the PNC chairperson. If there are questions, the matter shall be referred to the Committee on Ministry.

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NB: The PNC(USA) has a special agreement with Nationwide Moving and Storage Co., based in Atlanta, GA and it is highly recommended that a prospective candidate include their estimate among the three submitted. This agreement offers up to 50% reduction in moving costs for interstate moves.

Additional allowance for appurtenances, care expense, etc. may be determined by the pastor and the session.

All new calls shall state that the congregation or parish will at least maintain the minimum compensation standards which are set by the Presbytery.

When a Federated Church or an interdenominational yoked field larger parish is served by a minister whose primary membership is in the Presbytery of Geneva, the minimum salary regulations shall apply to the membership of the Federated parish.

When a Federated Church or an interdenominational yoked field or a larger parish is served by a minister whose primary membership is in another denomination, these regulations shall be recommended but shall defer to the regulations of the denomination of primary jurisdiction.

The Presbytery encourages local sessions to establish regular personnel committees for the pastoral and other employees of the congregation. It is always helpful for a congregation to have an established personnel policy that spells out consistently and clearly such matters as holidays, vacations, sick leave, work schedules, etc.

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(Continued)

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Pastors assuming a new pastorate should encourage sessions to settle upon such a supportive committee for personnel matters and to establish a set of personnel policies for the local congregation. Some congregations rely on the Presbytery Personnel Policy (see Standing Rules, Addendum B) as their guidelines.

However, more and more congregations are adopting a brief personnel policy specifically for their own congregation. The Presbytery and church-related Personnel Committee has published a sample of such a policy.

Whenever a pastor is in the process of terminating and moving to another pastorate, there is the danger of misunderstanding as to what terminal benefits are appropriate. The following guidelines are suggested:

1. The session is responsible to see that the congregation fulfills all obligations due to the minister, including unused vacation time or payment of salary in lieu of unused vacation, payment of all regular salary, and payment of all pension dues.
 - a. Vacations. Most churches calculate vacation accruals on a calendar year basis. By the terms of their call, ministers are entitled to one full month's vacation (26 working days) with pay, which should include at least four vacation Sundays. Depending upon the time of year in which a pastor may be leaving a parish, the appropriate portion of unused vacation entitlement should be calculated. This unused vacation pay to which the pastor is entitled should be added as a separate part of the termination payments to the pastor. This should be separate from regular salary or from any gift from the congregation itself.
 - b. Pension payments should be made in the denomination's pastoral pension account up to the date the pastor's call is terminated with the congregation and the presbytery.
 - c. Study Leave funds terminate with the effective date of the dissolution of the pastoral relationship and may not be applied for after that date, nor transferred to another presbytery (See Addendum E, Standing Rules). It is unlikely that any more than the two weeks' allowance of the current year will be involved in these termination negotiations.
2. The termination date should normally be within a week following the last Sunday the pastor is in the pulpit. Vacation pay may be given as a part of a terminal payment. Due to the quarterly remittance of pension dues, it would be helpful to set a termination date at the end of a quarter, or at least the end of the month, to avoid confusion of credit amount in the pension accounts (see also, Addendum D and Addendum E).

3. Church must conscientiously recognize that pastors are professionals and are on call for emergencies at all times. In addition they frequently work longer periods of time than is suggested. HOWEVER in order to define full time and part time service, the following shall be considered as a base:
- a. Work may be measured by segments which consist of labor done in either morning, afternoon, or evening. A segment will ordinarily be considered 3-1/2 to 4 hours.
 - b. Full time ministerial service will normally consist of at least 13 time segments per week. The minister should be allowed and expected to take six segments of time each week for personal time, of which 3 segments should be consecutive and free of church obligations.
 - c. Half-time ministerial service will normally consist of at least 7 time segments per week.
 - d. At least 3 segments shall be applied to preparation and conduct of public worship in full and part-time positions.
 - e. Fringe benefits (housing, pension, study leave, vacation, travel) shall be included in all calls of 7 or more time segments per week, with study leave and travel being pro-rated according to the proportion of time worked.
 - f. Contract services on a regular basis shall include appropriate pension, study leave, vacation and travel allowance.
4. When a pastor is employed part time, remunerative portions of the terms of call are prorated; vacation and study leave time are not affected. For part time positions, vacation shall be one month and study leave shall be two weeks.

SABBATICAL LEAVE

“The Committee on Ministry, recognizing we have many long term pastorates in Geneva Presbytery, encourages pastors and sessions to consider sabbatical leaves for pastors and their congregations”.

“When planning for such leaves, the pastor and the session should keep in mind that the term sabbatical is not synonymous with the terms study leave and/or vacation. The term sabbatical is meaningful when used to mean such things as ‘professional and vocational renewal’ or ‘renewing vision and hope’. The Sabbatical can and should be a time when perspective and Holy Spirit come together for the pastor and the congregation.”

“The Committee recommends that both pastor and congregation make contact with the Committee on Ministry before beginning the planning process. Current resources for planning will be suggested.”