

Pastoral Call Form

(Pastor or Associate Pastor)

The (name of church) _____ of (City) _____, (State) _____, a member of the Presbyterian Church U.S.A. and the Presbytery of Southern New England (PIN _____) 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, (name) _____, to undertake the office of _____ of this congregation, beginning (date) _____, 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 (or part-time) to the ministry of the Word among us, we promise and obligate ourselves to pay you the following:

Please enter annual amounts or zero if not applicable.

Part A – aligns with Board of Pensions form enr-111

1.	Cash salary <small>Include all annual cash salary. Also include employee contributions to 403(b)(9) plans, tax-sheltered annuity plans, salary reduction contributions to flexible health spending accounts, and cafeteria plans.</small> <ul style="list-style-type: none"> • Salary _____ • Employee retirement contributions _____ 	1 \$ _____
2.	Housing allowance, utilities, and furnishings allowances _____	2 \$ _____
3.	Employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans and equity allowances <small>(Effective 1/1/08, matching contributions to the Board's Retirement Savings Plan should not be included.)</small>	3 \$ _____
4.	BONUS (see reporting instructions above) <ul style="list-style-type: none"> • All unvouchered allowances _____ • Gifts from employing organizations _____ • Manse equity allowances and grants _____ • Bonus (report year paid _____) _____ 	4 \$ _____
5.	SECA – Self Employment Contributions Act <small>(For reimbursement in excess of 50% of the minister's SECA tax obligation)</small>	5 \$ _____
6.	Other allowances <small>(including co-payment and medical expense reimbursement allowances) Do not include expenses reimbursed through vouchers or Benefits Plan dues.</small>	6 \$ _____
7.	Manse amount <small>(must be at least 30% of Lines 1-6 for members residing in a manse)</small>	7 \$ _____
8.	Total Annual Effective Salary (total of Lines 1-7)	8 \$ _____

Part B – additional information for Presbytery

9.	Benefits Plan Dues	9 \$ _____
10.	Accountable Reimbursements (vouchered) <ul style="list-style-type: none"> • Continuing Education Reimbursements (\$1,000 minimum) _____ • Automobile Expenses _____ • Professional Expenses _____ • Other vouchered _____ 	10 \$ _____
11.	SECA Allowance (up to 50% of estimated obligation)	11 \$ _____
12.	Optional group plan for medical deductibles, coinsurance and dental	12 \$ _____

Number of working units/hours per week _____
Weeks of annual vacation _____
Weeks of annual study leave _____
Number of paid holidays _____
Year sabbatical anticipated _____

And we will pay regularly in advance to the board responsible for pensions a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in its pension plan, during the time of your being and continuing in the pastoral relationship set forth in this call to this church. We further promise and obligate ourselves to review with you annually the adequacy of this compensation. In addition, we promise to provide:

Ministers in the Presbytery of Southern New England in their first parish ministry are required to participate in the Early Ministry Institute of the Synod of the Northeast. We promise to provide adequate time off for participation in this program.

Having moderated the congregational meeting which extended a call to _____ 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 the vote of the _____ Presbyterian Church (U.S.A.).

(Signed) _____
Moderator of the Meeting

If an allegation of sexual misconduct (D-10.0401) against this pastor is received, the Presbytery of Southern New England, through its Committee on Ministry, shall:

- a) arrange immediately for the supervision of the pastor to ensure that the pastor is not placed in any unsupervised settings of the type the allegations claim led to the purported misconduct;
- b) conduct an immediate investigation to determine whether the best interests of the congregation and of potential victims of abuse, considered in light of the nature and probable truth of the allegations, warrant a leave of absence or other restrictions upon the pastor's service, and
- c) after determining that a leave of absence, continued supervision, or other restriction upon the pastor's service is required, and, after the pastor is given the opportunity to be heard, and after consultation with the session, direct that the pastor be placed on such a leave of absence or other restriction of service. The pastor has the right to challenge any limitations imposed on his or her ministry (D-6.0202a).



CERTIFICATION OF THE CALL

A. BY THE CHURCH'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 approve (not approve) this call.

Date of Action _____

Chairperson

2. ACTION OF THE PRESBYTERY

This call has been reviewed by the Presbytery of

Date of Action _____

Stated Clerk

B. BY THE MINISTER'S/CANDIDATES DISMISSING 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 dismiss _____

to accept this call.

Date of Action _____

Chairperson

2. ACTION OF 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, Sexual Misconduct Policy, and EMI provisions noted above.

Date of Acceptance: _____

Signature: _____

When all signatures have been obtained, the form may be scanned and copies of the form are emailed/distributed as follows:

- Original to the pastor-elect;
- One copy to the calling church;
- One copy to the presbytery of call.

Revised for use beginning January 2012
Updated and approved by COM on October 12, 2016