



Presbytery of Des Moines



MINISTERIAL CALL CHANGE FORM

Church Name: _____

City / State / Zip+4: _____

Pastor's Name: _____

Title: _____ Pastor
 _____ Associate
 _____ Interim
 _____ Stated Supply

Status: _____ Full-time
 _____ Part-time

Hours per week: _____

Percentage of full-time: _____

CALL PACKAGE:

(Cash salary, housing, utilities, and all lump sum allowances which are not direct reimbursements)

Current Year

Next Year

Cash salary:

Housing:

_____ Allowance

_____ Manse

Utilities:

Full Pension/Medical:

(37% w/family or member only – Cash Salary, Housing & Utilities)

For part-time and below minimum pastors, the following calculations are to be used:

- 11% of effective salary for Pension
- 26% of effective salary (whichever is highest) for Major Medical and Death & Disability Benefits

Continuing Education: (\$1,500.00)

Automobile Allowance:

Options:

- Reimbursement for actual car expenses
- Mileage reimbursement at a minimum of \$.575 per mile or the current level set by the IRS.

Insurance Premiums:

Social Security:

Report of Changes in Ministerial Call continued...

Other Compensation:

	<u>Current Year</u>	<u>Next Year</u>
_____ In Lieu of Salary	_____	_____

Explain: _____

_____ Deferred Compensation

Explain: _____

OTHER INFORMATION

Personnel Matters:

- _____ Church has an active Personnel Committee.
- _____ Adequacy of pastor's compensation was reviewed for him/her using the attached form.
- _____ Annual performance review was conducted.

Professional Issues:

- _____ Pastor used study leave/continuing education.

List courses that were taken:

<u>DATE</u>	<u>COURSE TITLE</u>	<u>COURSE DESCRIPTION</u>
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COMPENSATION ADEQUACY REVIEW FORM

1. Is the pastor's salary below, same as, or above the Presbytery's minimum requirements?
2. Does the pastor's salary take into account the following factors: membership size, the church's mission, the life experience and/or ministry experience the pastor brings, and the pastor's job performance?
3. Is the pastor's housing allowance sufficient in securing and maintaining a residence in the church's particular economic locale?
4. If a manse is provided, has the Session's building and property representatives inspected the manse and made the necessary repairs/improvements to maintain adequate housing for the pastor?
5. Does the utilities allowance cover the cost of utilities?
6. Does the car allowance cover the costs of the mileage of the pastor in her/his work?
7. Is the continuing education allowance adequate in covering the costs of the pastor's continuing education and is the study leave adequate to meet the goals of the pastor and the congregation?
8. What other allowances and/or items of compensation need to be reviewed?
9. Does the Session need help in answering these questions from the Presbytery's Church Professional Task Force before the Session makes its recommendations to the congregation?

Pastor

Personnel Chair or Clerk of Session