



# The Presbytery of Carlisle

2601 N. Front Street, Ste. 107, Harrisburg, PA 17110  
Phone: 717-737-6821 | Fax: 717-730-9137 | Web: [www.carlislepby.org](http://www.carlislepby.org)

## 2021 ANNUAL REPORT ON TERMS OF CALL

**Return by Friday, February 5, 2021**

Send completed hard copy to the address above, attention Stated Clerk or email to [sclerk@carlislepby.org](mailto:sclerk@carlislepby.org).

Minister Name \_\_\_\_\_ Church/Organization \_\_\_\_\_

Occupation \_\_\_\_\_ Terms Effective Date \_\_\_\_\_

The aforementioned church/organization promises and obliges to pay the following compensation. Pastors and churches may vary how the totals of items 1-5 are distributed.

### SEE MINIMUM TERMS OF CALL ON SEPARATE DOCUMENT

#### Effective Salary

- 1. Annual Cash Salary \$ \_\_\_\_\_
- 2. Housing, utility and furnishings allowances \$ \_\_\_\_\_
- 3. Employing organization contributions to 403(b) plans, tax-sheltered annuity plans.\* \$ \_\_\_\_\_
- \*3a. Employer Matching Contributions: if any part or all of the Employing Organization contribution shown on line 3 is a "match" of an elective contribution by a Pastor, the matching amount must be shown on Line 3a \$ \_\_\_\_\_
- 4. Bonuses, overtime pay, unvouchered professional expenses allowance, gifts from employing organizations \$ \_\_\_\_\_
- 5. Other allowances (for example medical deductible, SECA *in excess* of 7.65% of Effective Salary) \$ \_\_\_\_\_
- 6. Manse Value- (**where applicable**) **Do not Include Utilities paid by the church** \$ \_\_\_\_\_  
(Must be at least 30% of Lines 1-5 (**do not include line 3a**) for members residing in employer-provided housing)
- 7. **Total Effective Salary (Lines 1-6 (do not include line 3a))** \$ \_\_\_\_\_
- 7a. **Board of Pensions Effective Salary (Line 7. minus Line 3a. Employer Matching Contributions)** \$ \_\_\_\_\_
- 8. **Board of Pensions Dues (37% of Line 7a.)** \$ \_\_\_\_\_
- 8a. Group Plan Coverage Premiums (e.g., Dental Insurance; this is an optional benefit) \$ \_\_\_\_\_

#### Reimbursable Amounts and Allowances

- 9. Travel Reimbursement (vouchered reimbursable at current IRS rate) \$ \_\_\_\_\_
- 10. Continuing Education Allowance (vouchered) \$ \_\_\_\_\_
- 11. Books /Other Professional Expenses (vouchered reimbursable) \$ \_\_\_\_\_
- 12. SECA (Social Security Offset) - typically 7.65% of Effective Salary (Line 7a) \$ \_\_\_\_\_

**TOTAL TERMS OF CALL (lines 7a-12)** \$ \_\_\_\_\_

**Vacation** \_\_\_\_\_ (Time Period of at least 30 days, including 4 Sundays. Part-time also receive 30 Days)

**Continuing Education Leave** \_\_\_\_\_ (Time Period of at least 14 days, including 2 Sundays)

**Spiritual Renewal** \_\_\_\_\_ (At least one day off per quarter, not including a Sunday)

Minister Signature \_\_\_\_\_

Clerk of Session Signature \_\_\_\_\_