



ANNUAL CHANGES IN TERMS OF CALL

This worksheet is for your use before you provide this information via the survey on-line found on the NPS Presbytery website (www.npspresbyterians.net - click on "Year End Reports"). Please complete the survey by January 31, 2012. If your congregational meeting to discuss terms of call is being held after this date, please provide the date of your meeting to Dean Strong, Stated Clerk.

Please note NPS Presbytery Committee on Ministry has recommended a 2.7% Cost of Living Adjustment (COLA) for salaries in 2012.

Minister: _____ Congregation/Employer: _____
Phone: _____ Completed by: _____ Phone: _____

- 1. \$ _____ Cash Salary
The portion paid as base salary, normally reported as W-2 wages
2. \$ _____ Housing Allowance
The amounts prospectively designated by church, normally not income taxable (assuming IRS rules are met) but subject to self employment tax
3. \$ _____ Utility Allowance
Amounts for utilities stated separately from rest of housing allowance or in addition to use of Manse for utilities
4. \$ _____ Use of Manse
The fair rental value of the use, normally not income taxable but subject to self employment tax (NOTE: must be at least 30% of Effective Salary for BOP)
5. \$ _____ SECA Tax - Reimburse / Allowance
Churches sometimes elect to help with Clergy's Self Employment tax. This amount would be added on the W-2
6. \$ _____ Deferred Income / Plan Contributions
Direct contributions by the church to any form of deferred compensation arrangement (other than Board of Pensions Standard Pension Dues).
7. \$ _____ Bonuses, other compensation
Other compensation or personal allowances not within professional expense category (such as entertaining and hospitality allowances, help with house-cleaning, etc.)
8. \$ _____ Other Applicable Income
Any taxable or individual benefit not listed elsewhere on this form
9. \$ _____ Group Insurance/Medical Expense Accounts
Other benefits (including optional Board of Pensions benefits) normally not taxable if an official plan.

Professional Expenses Paid by Church

Reimbursement made for accountable (vouchered) expenses or allowances provided
Check appropriate item

- 10. \$ _____ Travel..... voucher ___ allowance ___
11. \$ _____ Study Leave/Cont Ed..... voucher ___ allowance ___
12. \$ _____ Books/Prof. Expenses..... voucher ___ allowance ___
13. \$ _____ Other..... voucher ___ allowance ___
14. \$ _____ Total Remuneration

(Total remuneration is the sum of items 1-13. This figure does not include PCUSA Board of Pensions dues for pension, medical, and other coverage.)

- 15. Vacation (1 month minimum)..... Days ___
16. Study Leave (3 Yr. Limit)..... Days ___ \$ amount: _____
17. Sabbatical Days after ___ years

- Did the congregation "review the adequacy of the compensation of the Pastor(s) upon report of the prior review by the Session?" (Book of Order G-7.0302) Yes ___ No ___
• Have significant changes been made in the pastor/assoc. pastor's position description? Yes ___ No ___
• If so, have the changes been approved by the session? Yes ___ No ___
• Does the congregation and pastor have a sabbatical policy in place? Yes ___ No ___
• Would you like resources to develop and implement a Sabbatical Policy? Yes ___ No ___