

**Presbytery of Southern New England  
Policies for Pastoral Compensation  
For the Year 2018**

The Presbytery of Southern New England (PSNE) annually reviews and establishes policies for compensation of Teaching Elders, including persons serving in this role from another denomination, serving a PSNE congregation in an installed or temporary position (see G-2.0504 for these terms). When considering a call to a non-PSNE church, PSNE members may use this policy as a guide. The intention of these policies is assist congregations and Teaching Elders in their discussion about the components of compensation and to ensure that there be fair pastoral compensation facilitating effective ministry with a particular community.

1. General Provisions:

- a. All calls shall conform to the requirements of the *Constitution* of the Presbyterian Church USA, be in writing and include all agreements between the Teaching Elders and the congregations. They shall be reported to the PSNE Committee on Ministry and when appropriate, recommended for approval by PSNE.
- b. Annual meetings with the Teaching Elder(s) and the Session or their personnel committee(s) shall review the adequacy of each element of the calls and modify these as may be advisable.
- c. Congregations shall comply with Equal Employment Opportunity provisions and shall adhere to fair employment practices without regard to race, ethnic origin, gender, age, disability, marital status or sexual orientation.
- d. PSNE and its Committee on Ministry exist to support mission and ministry and recognize that particular situations may not fit these compensation policies. Local churches may seek approval of such calls. When doing so they shall either submit a plan that brings them into compliance within three years or request an exception to the policy by documenting the particular circumstances that prevent compliance. Such exceptions, when granted, must be included in the written call.
- e. This compensation policy becomes effective January 1 of the year following approval. The compensation for both new and continuing Teaching Elders shall comply with these minimum standards.

2. Requirements:

- a. **Effective Salary:** Effective minimum salary for full-time service shall be \$50,000. PSNE uses the Board of Pensions (Board) definition of effective salary which is explained on the Board website and in the instructions for Board of Pensions form ENR-111. A copy of the Parish Clergy terms of call annual reporting form is attached for your information. (The Board of Pensions considers thirty-five hours per week to be full-time.)
- b. **Benefits Plan Dues:** Compensation shall include payment of the Board of Pensions' mandated dues for medical, death and disability insurance, and pension benefits, also called the Pastor's Participation plan. Dues are mandatory for all installed pastors regardless of hours served. Other teaching elders may be enrolled in either the Pastor's Participation plan or in menu options. For other teaching elders enrolled in the Pastor's Participation, there is a 20-hours per week minimum scheduled working-hour

requirement for participation. For other teaching elders enrolled in menu options, there is no minimum scheduled working-hour requirement for medical coverage but there is a 20-hour minimum scheduled weekly working-hour requirement for all other benefits. PSNE requires employing organizations to pay the Board healthcare and pension dues for the Pastor's Participation plan regardless of the pastor's family status and regardless of whether a minister member's spouse and dependents have healthcare coverage through an alternative source. The Committee on Ministry may grant exceptions in extenuating circumstances. The dues are specified by the Board each year as percentages of Effective Salary. The Board annually specifies flat dollar amounts for the minimum and maximum dues basis for the components of the benefit plan. The Board website provides a dues calculator at:

<http://www.pensions.org/AvailableResources/Calculators/Pages/Dues-Calculator.aspx>. Note that the Board has special provisions concerning clergy couples.

- c. Self care: Attention to self care is essential to the well-being of both Teaching Elders and congregations. The responsibilities of ministry often cannot be fully planned or scheduled, so it is important to establish norms and intentionally maintain them on average. Expectation of regular service beyond a typical full-time work week often leads to problems. The number of units or hours of service expected per week should be clearly laid out between the Teaching Elder and the congregation. At least two days off per week should be provided.
- d. Paid Holidays: Paid holidays shall be provided as is customary in the area in which the church is located.
- e. Annual Vacation: Four full weeks of vacation annually and five weeks after ten years of continuous service in a congregation shall be provided. The church is to provide coverage for all pastoral functions in the Teaching Elder's absence, including but not limited to conducting worship services.
- f. Annual Study Leave: Two weeks annually of paid study leave shall be provided. Unused portions may accumulate to not more than six weeks. The study leave shall be approved by the Session as far in advance as possible and normally should not immediately precede, follow, or be mixed with vacation time. As with vacation, the church is to provide coverage for all pastoral functions in the Teaching Elder's absence.
- g. Early Ministry Institute: Teaching Elders whose first parish ministry is in PSNE shall participate in the Early Ministry Institute of the Synod of the Northeast. The church shall provide appropriate time off for participation in this program.
- h. Sabbatical leave: A three-month sabbatical with salary and benefits shall be arranged between the Teaching Elder and session after each sixth year of continuous installed service.
- i. Accountable Reimbursement Plan:
  - i. Continuing Education allowance – A reimbursement budget of at least \$1,000 against paid receipts for expenses for books, continuing education, and study leave shall be provided. This allowance may be accumulated for up to three years.
  - ii. Automobile and Professional expenses – Terms of call shall include a reimbursement account to cover the cost of a Teaching Elder's driving to meetings and pastoral visits, and other appropriate travel as well as other professional expenses such as professional memberships, subscriptions, and so

- forth. Expenses for the use of the Teaching Elder's personal car preferably should be reimbursed at the mileage rate allowed by the Internal Revenue Service for business travel.
- iii. Moving costs where applicable shall be reimbursed against paid invoices or billed directly to the church. Provision for moving costs shall be included in the terms of call of the Teaching Elder.
  - j. Self-employment Contribution Act (SECA) Tax Allowance: A Social Security offset payment of one half of the Teaching Elder's self-employment tax is recommended to prepare for adequate retirement income.

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