

APPENDIX J

SAMPLE FORM FOR TERMS OF CALL

Subject to the approval of the _____ Presbytery, the _____ (*Session, or Congregation, or Session on behalf of the congregation*) of _____ Church in _____ earnestly calls you, _____, to undertake the office of _____ in our congregation, promising you, in the discharge of your duty, all proper support, encouragement and obedience in the Lord. That you may be free from worldly care and avocations, we hereby promise and oblige ourselves to provide you with the following:

Annual Cash Salary & Housing Allowance, paid _____ (*semi-monthly, etc.*) \$ _____

The amount/portion dedicated to housing allowance will be determined by the Minister and approved by the Session before employment with the church in this new position and shall be reviewed prior to each fiscal year.

Primary Benefits

Social Security/Medicare Allowance: _____ % of salary + housing \$ _____
Medical Insurance &/or Medicare Supplement Insurance (specific \$ amount) \$ _____
Retirement Savings: _____ % of salary + housing \$ _____
Long Term Disability Insurance: enough to replace _____% of salary + housing \$ _____
Life Insurance: amount equal to _____ x (salary + housing) \$ _____
Equity Allowance if Minister living in a manse \$ _____
Other _____ \$ _____

Secondary Benefits

Dental Insurance \$ _____
Vision Insurance \$ _____
Long Term Care Insurance \$ _____

Temporary Benefits

Relocation expenses reimbursed up to a maximum of: \$ _____
Other _____ \$ _____

Miscellaneous Paid Leaves per year. (Any specific church policies are described in a separate document.)

Vacation _____ days Sick Leave _____ days
Educational Leave _____ days Paternity Leave _____ days
Sabbatical Leave accrual _____ days Funeral Leave _____ days

Any reimbursement of reasonable and necessary business expenses shall be in accord with a Session-adopted Accountable Reimbursement Plan, with a maximum amount specified in the annual church budget.

I, having moderated the _____ (*Session or Congregational*) meeting which extended a call to _____ for his ministerial services, do certify the call has been made in all respects according to the rules in the PCA *Book of Church Order* and the persons who signed the call were authorized to do so by vote of the _____ (*Session or Congregation*).

(*Check if applicable*) _____ Authority to approve these Terms was delegated by the Congregation to the Session at a congregational meeting on _____ (date).

Meeting Moderator (sign) _____ Print name _____

Position _____ Phone or e-mail _____

Date of Meeting _____ Vote: # Yes = _____ # No = _____

Minister-Elect (sign) _____ Print name _____

Send a copy to the Presbytery Clerk.