

## FORMS OF CALL

To aid the work of our presbytery clerks, we have created a catch-all for helpful language and forms to be used when issuing a call.

**Below is the standard wording found in BCO 20-6 to be used when issuing a call:**

**20-6.** Form of call: The terms of the call shall be approved by the congregation in the following or like form:

The \_\_\_\_\_ Church being on sufficient grounds well satisfied of the ministerial qualifications of you, \_\_\_\_\_, and having good hopes from our knowledge of your labors that your ministrations in the Gospel will be profitable to our spiritual interests, do earnestly call you to undertake the pastoral office in said 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 cares and avocations, we hereby promise and oblige ourselves to pay you the sum of \$ \_\_\_\_\_ a year in regular monthly (or quarterly) payments, and other benefits, such as, manse, retirement, insurance, vacations, moving expenses etc., during the time of your being and continuing the regular pastor of this church.

In testimony whereof we have respectively subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

Attest: I, having moderated the congregational meeting which extended a call to \_\_\_\_\_ for his ministerial services, do certify that the call has been made in all respects according to the rules laid down in the *Book of Church Order*, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

\_\_\_\_\_  
Moderator of the Meeting

Also helpful when issuing a call is BCO Appendix J:

## 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.