

PASTORAL SEARCH FINANCIAL REALITY CHECKLIST

*This form is to assist the session of a church whose pastor has just left to determine the extent of the church's potential for supporting the services of a pastor. It should be completed and submitted to the Committee on Ministry Transitions Subcommittee before the election of a Pastor Nominating Committee. The Committee on Ministry will counsel with your session regarding the types of pastoral service available to you.*

I-Membership Trends

The following information may be found in the Annual Statistical Reports your session is required to approve and send to the Presbytery each year.

- 1. Total Membership 5 years ago \_\_\_\_\_
- 2. Total Membership 4 years ago \_\_\_\_\_
- 3. Total Membership 3 years ago \_\_\_\_\_
- 4. Total Membership 2 years ago \_\_\_\_\_
- 5. Total Membership 1 year ago \_\_\_\_\_

What do the five-year membership figures show?

If Line 5 is larger than Line 1, subtract Line 1 from Line 5. This will show your five-year net gain:\_\_\_\_\_. If the reverse is true, subtract Line 5 from Line 1 to find your five-year net loss:\_\_\_\_\_.

\* \* \* \* \*

*Please note that this is only a worksheet. Figures are based on the previous pastor's compensation which may now be below the Presbytery's minimum requirements. This will make actual figures vary slightly, as may other costs such as the prior year's medical deductible amount.*

II. Costs for Pastoral Services

A. From *Terms of Call* for your last minister:

- 1. Salary ..... \$ \_\_\_\_\_
- 2. Housing (actual amount or 30% of Line 1, whichever is higher, if a manse is provided **or** actual cash allowance for housing and utilities.. \$ \_\_\_\_\_
- 3. Furnishings allowance (optional)..... \$ \_\_\_\_\_
- 4. Tax-sheltered compensation ..... \$ \_\_\_\_\_
- 5. "Effective salary" (total of 1-4 above)..... \$ \_\_\_\_\_

B. Projecting five-year cost for new minister:

- 1. "Effective Salary" from A5 above multiplied by 1.1255 (This represents a modest 3% yearly increase) for four years ..... \$ \_\_\_\_\_
- 2. Required \$200 annual experience increase is \$800 for full time; \$400 for half time; \$250 for quarter time for four years..... \$ \_\_\_\_\_
- 3. Total of Lines 1 and 2 ..... \$ \_\_\_\_\_
- 4. Pension and benefits (current percentage set by Board of Pensions) ... \$ \_\_\_\_\_
- 5. Medical reimbursement (1% of Line B3) ..... \$ \_\_\_\_\_
- 6. Social Security offset (7.65% of Line B3)..... \$ \_\_\_\_\_
- 7. Continuing Education (minimum as set by Presbytery) ..... \$ \_\_\_\_\_
- 8. Travel and professional expense reimbursement (minimum as set by Presbytery) ..... \$ \_\_\_\_\_
- 9. Other reimbursable expenses ..... \$ \_\_\_\_\_
- 10. Total (add lines 3 through 9)..... \$ \_\_\_\_\_**

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III. Looking at Future Pastoral Services  
Financial Capability

- 1. What was your total budget five years ago? ..... \$ \_\_\_\_\_
- 2. What percentage supported the pastor? ..... \$ \_\_\_\_\_
- 3. What was your total budget during the last year of your pastor's service? ..... \$ \_\_\_\_\_
- 4. What percentage supported the pastor? ..... \$ \_\_\_\_\_
- 5. What percentage was given to mission causes?..... \$ \_\_\_\_\_
- 6. What percentage of your budget was supported by endowment or savings? ... \$ \_\_\_\_\_
- 7. Five years from now, based on membership and budget trends, will you realistically be able to devote that percentage of your budget to the support of a pastor? \_\_\_\_\_
- 8. Five years from now, what percentage of your budget will be given to mission? \_\_\_\_\_
- 9. Does this "reality check" suggest you need to look for:
  - A part-time pastor? \_\_\_\_\_ half time? \_\_\_\_\_ quarter time?
  - Sharing a minister with another church or churches? \_\_\_\_\_
  - The services of a lay pastor? \_\_\_\_\_

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