

## NEW CALLS WORKSHEET

*Note: Complete this form; then transfer the figures onto the corresponding sections of the Church's File Copy of the Pastoral Call Form. Use the Church's File Copy of the Pastoral Call Form to prepare the Pastoral Call Form that will be placed in the minister's hands.*

*Note: All specific printed numbers reflect 2006 figures.*

Church Name: \_\_\_\_\_

Minister's Name: \_\_\_\_\_

### I. Moving Costs

A. Check: Full Cost \_\_\_\_\_ or amount \$ \_\_\_\_\_

### II. Compensation

A. Annual Cash Salary II.A. \$ \_\_\_\_\_

#### B. Housing

1. Housing when Manse is provided. \*Check:

\_\_\_\_ a. Free use of Manse and Utilities paid by church OR

\_\_\_\_ b. Free use of Manse and Utilities Allowance paid by church.

Amount of allowance \$ \_\_\_\_\_

\*Enter on II.B. 30% of II.A. or \$8657, whichever is higher II.B. \$ \_\_\_\_\_  
for pastors in manses but not full-time

2. When housing allowance is provided:

a. Housing/utilities allowance (enter on line II.B.)

#### C. Optional Compensation

1. Furnishings allowance \$ \_\_\_\_\_

2. Deferred Compensation \$ \_\_\_\_\_

3. Other allowances \$ \_\_\_\_\_

4. Total II.C1 + II.C2 + II.C3. Enter on II.C. II.C. \$ \_\_\_\_\_

D. "Effective Salary" for Board of Pensions Dues Compensation II.D. \$ \_\_\_\_\_  
(Total of II.A. + II.B. + II.C.)

### III. Benefits

A. Pension and Major Medical payments (see 2006 chart) III.A. \$ \_\_\_\_\_

B. Medical Deductible reimbursement (1% of II.D.) OR III.B. \$ \_\_\_\_\_  
Supplemental Medical Plan

C. Social Security Offset (7.65% of Line II.D. minus C2 and C3) III.C. \$ \_\_\_\_\_

D. Vacation (30 days minimum; including at least four Sundays) \_\_\_\_\_

E. Study Leave (14 days minimum; no more than two Sundays) \_\_\_\_\_

**IV. Professional Reimbursable Expenses**

A. Continuing Education (\$942 minimum) IV.A. \$ \_\_\_\_\_

B. Travel and professional expense reimbursement (Amount according to chart with mileage reimbursement at current IRS rate) IV.B. \$ \_\_\_\_\_

C. Optional reimbursable expenses:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Total C.1 + C.2 + C.3 + C.4; enter on IV.C. IV.C. \$ \_\_\_\_\_

Note: All calls in Albany Presbytery must provide for the minister's participation in the Caring for Pastors: An Educational Leave Program.

**V. For Ministers in Their First Parish**

The Presbytery of Albany requires that newly ordained ministers participate in the "Early Ministry Institute" of the Synod of the Northeast. It is expected that the minister will use one week of continuing education time during the first three years of ministry to attend the institute and that \$\_\_\_\_\_ of continuing education funds will be used to support attendance each year. (Please refer to the EMI policy in the Pastors and Sessions section of the COM handbook.)

**VI. All Ministers Transferring to Albany Presbytery**

A. Ministers who have received Sexual Misconduct Prevention Training in seminary or in a former governing body, should seek verification of training from the entity that provided the training. The required verification form is available from the Committee on Ministry or the Stated Clerk's office. The Committee on Ministry reserves the right to require additional training if said training is deemed insufficient.

B. Ministers who cannot furnish verification will be required by the Committee on Ministry to complete training during the first twelve months of service.

**VII. Additional Benefits to Ministers of Albany Presbytery  
(see attached appendices)**

- A. Maternity/Paternity Leave
- B. Medical Reimbursement Policy

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COM 9.1.05