

POTOMAC PRESBYTERY
Proposed Amendment to Pastoral Call

Name of Church _____ Year _____

Teaching Elder _____

OPTION I: There is no proposed amendment to the Call this year.

OPTION II: The proposed amendment to the Call is as follows:

A. Salary Component	Present Year	Next Year
(1) Base Salary	_____	_____
(2) Housing Allowance	_____	_____
TOTAL SALARY	_____	_____
Percentage of total increase or decrease		_____
B. Benefit Component		
(1) Social Security Allowance	_____	_____
(2) Health Insurance	_____	_____
(3) Life Insurance	_____	_____
(4) Disability Insurance	_____	_____
(5) Retirement Contribution	_____	_____
TOTAL BENEFITS	_____	_____
C. Leave		
(1) Vacation	_____	_____
(2) Study Leave	_____	_____

If Pastor or Associate Pastor:

Date of Congregational meeting when amendment to Call approved _____

If Assistant Pastor or if Session empowered by Congregation to make certain adjustments in Pastor's Call:

Date of Session meeting when amendment to Call approved _____

Moderator or Clerk of meeting _____ Date _____
Signature Month/Day/Year

Telephone (hm/wk) _____

Recipient of Call _____ Date _____
Signature Month/Day/Year

Telephone (hm/wk) _____

Guidelines For Proposed Amendments to Call and Annual Reporting

1. All TEs will be asked to file the "Proposed Amendment to Pastoral Call" annually.

The purpose of this report is to alert the Committee on the Minister and the Ministry of the Word (CMMW) to situations where the Teaching Elder's income is either inadequate, inappropriate, or not in keeping with Cost of Living Adjustments.

Where such an inadequacy is discovered the CMMW will seek to be sensitive to whether it represents financial hardship, or negligence on the part of the church, or if it signals a possible dissatisfaction with the ministry of its pastor.

Where problems are evident the CMMW will remind the church of the vows it has taken toward its Teaching Elder (BCO 20-6; 21-6), and seek to avert serious problems before they are allowed to develop.

2. The CMMW will ask that the category specifications of its "Proposed Amendment to Pastoral Call" be followed by all congregations.

In particular, the CMMW will help churches keep from having an inflated impression of the Teaching Elder's remuneration, where such an impression is created either by failing to take responsibility for the employer's share of SECA, or by neglecting to separate Benefits from Compensation.

3. The CMMW will appoint one of its members to check in the forms and bring them to the Committee with recommendation.

The purpose of this assignment of responsibility is to make sure that the Committee is made aware of those TEs that fail to report, as well as facilitate Committee recommendations.

4. A letter from the CMMW will be sent to those TEs who have not filed an annual report. Failure to respond to the letter will be reported to Presbytery with recommended corrective action.
5. The CMMW will collect the data reported to give "anonymous" reports to churches that need help in determining compensation and benefits suitable to their size and situation. The Committee will also periodically distribute its "Suggested Guide to the Setting of a Pastor's Salary."
6. In reporting to Presbytery the CMMW will propose for Presbytery's approval only the percentage increase or decrease for each call. The breakdown of a Teaching Elder's compensation and benefits having been reported in detail and approved when a pastor was initially called, such breakdown will be repeated in detail only when there is a problem that requires Presbytery action.