

NEW CASTLE PRESBYTERY

Employment & Compensation

STANDARDS AND GUIDELINES

2019



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A GUIDE FOR COMPENSATION OF MINISTERS

A FAITHFUL VIEW OF COMPENSATION

There are broad scriptural allusions to compensation for church workers which at the very least indicate that this issue is an important one for the Church. We know that a special tithe was to be set aside for the care and support of the Levites and priests (Numbers 18:24-28). And we know that the Apostle Paul indicated that a minister should be adequately remunerated for ministerial service (I Corinthians 9:14, Galatians 6:6).

Nevertheless, such guidance as might be gleaned from either scripture or the theology of the Church is at best preliminary. Finally, Presbytery must determine for itself compensation guidelines which are fair and equitable both for its member churches and for those employed by them.

The ability and willingness to compensate a Minister is a sign of a congregation's health, vitality and intention to invest in its ministry and its future. It is an act of faithful stewardship. In addressing and evaluating compensation for ministers, COM will seek consistency as a matter of justice – treating both congregations and ministers fairly. And COM will see flexibility as a matter of compassion – realizing that not all congregations or ministers are the same, and that exceptions may need to be made for the sake of the health and ministry of one or both parties.

DISCLAIMERS AND EXPLANATION OF TERMS

While tax and employment law are discussed in this document, such discussion is not exhaustive and is not meant to substitute for advice from a competent tax adviser.

In this document:

1. SHALL signifies practice that is mandated.
2. SHOULD signifies practice that is strongly recommended.
3. MAY signifies practice that is permissible but not required.
4. COMPENSATION refers to any and all remuneration for services rendered including but not limited to cash salary, housing, benefits, reimbursements, vacation time and study leave.
5. COLA is Cost of Living Adjustment which is determined annually by the federal government.
6. FICA is the Federal Insurance Contributions Act. It refers to the Social Security tax for an employee half of which is paid by the employer and half by the employee. FICA is not paid on clergy.
7. SECA is the Self-Employment Contributions Act. It refers to the Self-Employment tax paid entirely by self-employed individuals as well as clergy who are considered self-employed for social security purposes.
8. WITHHOLDING refers to income tax deducted by the employer from employee income and paid to the IRS. The amount of withholding is based upon information on the employee's W-4 form.

PRINCIPLES OF COMPENSATION

Any compensation plan should be driven by certain principles or beliefs. What follows are the set of principles which guide this plan. They are taken from the Presbyterian Church U.S.A. Church-wide Compensation Policy Guidelines (200th General Assembly, 1988).

1. Effective, competent staffing...is essential to the fulfillment of its mission, an adequate compensation is necessary to the attainment and maintenance of such staff.
2. The system of compensation should be fair to all, should be compatible with the Presbyterian system of government, and should include mutual consultation between (local churches and Presbytery).
3. Compensation for a position should be based on the nature, purpose, scope and responsibility of the position; the experience, knowledge, and skill required; the challenge of the work to be done and its impact on the effectiveness with which the church achieves its mission.
4. Compensation should include cash salary and related payments and allowances; participation in the Benefits Plan of the Presbyterian Church U.S.A. which provides retirement, disability, health, survivor and death benefits coverage; paid holidays, leaves, vacation, and continuing education. All staff working at least thirty hours per week should receive proportional benefits contained in this principle.
5. A periodic compensation review should be conducted by each employer, and individual terms of compensation for all employees should be available to the membership of the church, the employing governing body, or the church-related organization, and also to the presbytery.
6. Salary changes should be based on an annual performance review. The level of salaries should be adjusted to recognize changes in living costs, especially as they impact lower paid employees. Employers should be alert to changes in the responsibilities of positions, of skills and knowledge of employees, of the technology of the work place, and should make appropriate changes in position titles, job descriptions, and compensation. Increases related to performance provide opportunity for financial recognition to employees over their career. Cost-of-living adjustments should not be confused with increases based on performance.
7. Church employees should never be paid salaries at a level below the state or federal minimum wage rate. No employee should be compensated at a rate below the applicable minimum terms of employment or call. Any exceptions from these minimum standards should be reviewed on an annual basis.

LAY EMPLOYEE
PERFORMANCE REVIEW AND EVALUATION

It is most helpful to any church employee to receive an annual review and evaluation of work done. Such evaluations provide an opportunity for employer and employee to clarify work expectations, set goals and objectives for the coming year, and discuss compensation.

This section offers some suggestions for conducting such annual reviews and evaluations:

1. Before any evaluation and review can be done, a church should have in place job descriptions for each position which spell out qualifications necessary to accomplish the work, the kind of work the position requires i.e. a list of duties including a statement indicating that the duties listed are not meant to be exhaustive but indicative of the kind of work the job entails, to whom the employee is accountable, a work schedule, and the annual compensation.
2. In addition, there should be in place a Personnel Policy Manual which details policies regarding benefits such as vacation, leaves of absence, insurance, pension, and holidays. Distinctions between full-time and part-time, exempt and non-exempt employees; process of employment including probationary periods, equal opportunity employment statement (although a church can legally discriminate according to religious affiliation), grievance procedures, termination procedures, and annual performance and compensation review information.
3. It is suggested that the manual also contain a statement indicating that employment for non-ordained staff is subject to the At-Will Doctrine which means that either the employer or the employee can terminate employment at any time and for any reason with notice. Please be aware of any limitations the state may impose on this doctrine, however.
4. Establish standard evaluation forms which allow both employee and employer to evaluate job performance, comment on areas of strength and areas for improvement, and set job objectives for the coming year.
5. Determine who from the church will be involved in the evaluation of an employee's work, e.g. the pastor, Personnel committee member, chair of a committee to whom the employee is accountable, *etc.*
6. Determine and get approved by Session budgetary needs for staff compensation including but not limited to salaries with merit and COLA increases, benefits, and other costs associated with staff maintenance for the coming year.
7. Meet with each employee to review performance evaluations and determine what if any future employment will look like through reassessment of job description and mutually agreed upon employment goals.
8. Avoid making verbal agreements with employees. Employee duties should be stated only in the job description to the degree such duties are identifiable. Conditions of employment should be stated in the Personnel Policy Manual.
9. Be aware that if the church or the employee ever wish to invoke the At-Will Doctrine in terminating employment and both parties have entered into a signed contractual relationship, that signed contract may override the At-Will Doctrine in a court of law. An alternative to signed contracts would be to ask employees to sign a statement indicating that they have read and understand both the job description and the Personnel Policy Manual.

10. Don't use the performance evaluation as a tool to motivate better work by using only glowing language and avoiding issues of poor work performance. You wind up sending the wrong message.
11. Don't sit the employee in front of a committee for an evaluation. At most, only two people representing the church should be present.
12. Avoid entering into a debate with the employee during the evaluation. State the church's position and listen to the employee's response. If agreement cannot be reached regarding future employment, then begin a process for severing the employment relationship.

COMPENSATION GUIDELINES FOR LAY EMPLOYEES

The following are guidelines a church might wish to consider in determining fair compensation for non-ordained staff:

1. Employees hired locally should be paid within salary ranges related to the average salaries paid by employers in that location for comparable positions requiring similar skills and experience.
2. As a way of avoiding the problem of ever-increasing salaries for long-term employees, it is recommended that churches establish a graded salary system for each staff position which maintains a salary range with a lowest and highest wage figure. Each salary range would only be adjusted upward by cost-of-living considerations. The salary range for any position should be sufficiently broad to allow for consideration of annual merit increases, but the employee should expect no further increases beyond the highest wage figure for that position.
3. Serious consideration should be given to providing benefits for employees such as paid study leave, health insurance, and 403b plans, etc.
4. In lieu of monetary increases for employees during a tight budgetary year, a church might consider increased non-monetary compensation for good job performance such as extra vacation days, personal days, sick days, or other increased benefits. It should be noted, however, that in most cases such alternative compensation increases will still have financial consequences for the church.
5. Even with a graded salary system, all non-exempt employees are required by law to report hours worked to the church. For any hours worked beyond forty hours per week, the church is required by law to pay time and a half. Compensatory time will not substitute for this legal requirement.
6. Make sure W-4 forms are filed on every non-ordained staff member and withholding records are maintained.
7. Make sure FICA, Medicare, and Worker's Compensation are budgeted items.
8. The Immigration Reform and Control Act of 1986 requires that an I-9 (Immigration Status Form) be kept on file for each employee hired after 1986 for three years. There are fines for failure to abide by this law. Forms can be obtained from local INS offices.
9. Provide W-2 forms annually by January 31 for all employees who earn \$100.00 or more.
10. Provide 1099 Misc forms annually by Jan. 31 for all independent contractors who are paid \$600.00 or more.

CLERGY
PERFORMANCE AND REVIEW EVALUATION

It is most helpful to any member of the clergy to receive an annual review and evaluation of work done. Such evaluations provide an opportunity for the church or employing agency and clergy to clarify work expectations, set goals and objectives for the coming year, and discuss compensation.

All clergy of New Castle Presbytery shall receive such a review and evaluation from the employing church or agency annually and any compensation adjustments based on merit shall be tied to such evaluations.

While the performance and review guidelines for lay employees outlined above may also be useful in conducting clergy evaluations, the Book of Order shall take precedence over any other guidelines.

CATEGORIES FOR PURPOSES OF COMPENSATION

For the purpose of explaining and evaluating Teaching Elder compensation, the COM will use the following categories:

CALLED AND INSTALLED

This refers to a position filled as a result of a vacancy, or the creation of a new position. It may be Full-time or Part-time.

It is a position resulting from a process that generally includes the following:

1. A COM Liaison assigned to consult with the Session and then the Searching entity (PNC, APNC, etc.).
2. A Mission Study or other form of reflective process to evaluate the context and future hope for the ministry and position. Must be approved by the Session and by the COM.
3. A Ministry Information Form (MIF) – the searching tool for communicating to prospective candidates. Must be approved by the Session and by the COM.
4. Interviews with candidates.
5. Candidate selected is given a COM exam (on fit and Ordination questions) prior to any introduction to congregation/calling body. Statements of Faith and Faith Journey are required. Compensation package needs approval of COM Compensation Committee.
6. A Congregational Meeting is called, with proper notice, to act on the recommendation of the PNC/APNC/Search Committee.
7. Candidate is introduced to the calling body (preaches?) and a congregation/calling body votes to extend the call, and approve the terms of the call (compensation package).
8. The Presbytery receives notice of the call, the terms of call, and of the COM examination. The Presbytery appoints an Administrative Commission to install (and perhaps first ordain) the candidate to the called position.
9. A Service of Installation is held, typically planned by the candidate and held at the church/calling body. The Presbytery Moderator leads the Service of Installation (which

may also include Ordination) with the participation of the Administrative Commission, and others invited by the candidate.

10. Unless otherwise indicated, a Called and Installed position is not for a particular term of service. It is open-ended.
11. Terms of Call (compensation) are to be reviewed annually, and a congregational meeting held to approve any changes.

TEMPORARY PASTORAL RELATIONSHIP

This refers to a position filled as a result of a vacancy, or the creation of a new position and the Teaching Elder is not "Called and Installed."

It is the type of position typically used when an Interim Pastor or Interim Associate Pastor is needed.

It may be Full-time or Part-time.

It is a position resulting from a process that must include the following:

1. A COM Liaison is assigned to consult with the Session.
2. A position description is developed and candidates interviewed.
3. The candidate is approved by the COM.
4. A contract for up to 12 months is negotiated between the Session and the candidate. A candidate coming from beyond the bounds/membership of New Castle Presbytery will be examined by COM for membership in the Presbytery following guidelines in Appendix F of the NCP Manual.
5. The contract and compensation package are approved by COM.
6. A Temporary Pastoral Position is a contract between the Session and the candidate. There is no vote by the congregation. The contract is for a limited designated time – no more than 12 months, with the possibility of renewal.
7. "A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.

Exception

A presbytery may determine that its mission strategy permits a teaching elder currently called as an Associate Pastor to be eligible to serve as the next installed pastor or co-pastor, or a teaching elder employed in a temporary pastoral relationship to be eligible to serve as the next installed pastor, co-pastor, or associate pastor. Presbyteries that permit this eligibility shall establish such relationships only by a three-fourths vote of the members of presbytery present and voting. "

(G2.0504 b & c)

VALIDATED (SPECIALIZED) MINISTRIES

These positions refer to those of Ministers who are not serving in pastoral positions related to a particular congregation in the presbytery, or are not members of Presbytery Staff.

Examples include, but are not limited to: chaplains, pastoral counselors, campus ministries, evangelists, missionaries, spiritual directors, etc.

Appendix E of the NCP Manual addresses the requirements for validating these ministries.

In addition to meeting these criteria for the position, there is the expectation that the teaching elder will participate in the life of the Presbytery, and in the life of a congregation (perhaps as Parish Associate)

COM is the body responsible for validating and reviewing the ministry of such ministers.

LIMITED PASTORAL SERVICES

This includes a spectrum of services provided on a one-time or ongoing basis, but with neither a formal call nor contract. Examples include, but are not limited to: pulpit supply/worship leadership, moderating a Session or Congregational Meeting, hospital visitation, Bible study, etc.

COMPENSATION

CALLED AND INSTALLED

Full-time positions are considered 48 hours/week.

Because of the complexity of their tax liability, ministers are encouraged to seek professional tax advice and/or refer to the IRS Publication 517, "Tax Guide for Clergy" and read the "Clergy Housing Allowance Act of 2002."

All full-time called and installed ministers shall receive the following forms of compensation:

1. An Effective Salary.

The minister's total effective salary must meet or exceed this presbytery's minimum salary of **\$52,343.00** for ministers entering positions in the presbytery in 2019. All ministers continuing in their positions should receive the previous year's salary plus any appropriate increase.

2. Housing:

- A minister's housing allowance (sometimes called a parsonage allowance or a rental allowance) is excludable from gross income for income tax purposes but not for self-employment tax purposes.

- If you receive as part of your salary (for services as a minister) an amount officially designated as a housing allowance, you can exclude from gross income **the lesser** of the following amounts:
 1. The fair rental value of your primary residence, furnished, including appurtenances such as a garage, plus the actual annual cost of utilities
 2. The amount designated in advance by your church or session
 3. The amount you actually spent
 - Include any amount of the allowance that you cannot exclude with your wages on line 7 of [Form 1040](#), *U.S. Individual Income Tax Return*.
1. If your congregation furnishes housing **in kind** (manse) as pay for your services as a minister instead of a housing allowance, you may exclude the value of the housing from income, but you must include the fair market rental value of the housing in net earnings from self-employment for self-employment tax purposes. If your congregation furnishes housing, all utilities are paid or reimbursed by the church. (Value is computed on the Effective Salary Form, Line 7.)
 2. The payments must be used in the year received.
 - Include any amount of the allowance that you cannot exclude with your wages on line 7 of [Form 1040](#), *U.S. Individual Income Tax Return*.
 - For more information on a minister's housing allowance, refer to [Publication 517](#), *Social Security and Other Information for Members of the Clergy and Religious Workers*.
 3. A Professional Expense Reimbursement Plan including automobile expenses and other business and professional expenses with a minimum annual budgeted amount of \$2,000. Reimbursement plans are not considered to be reportable income by the IRS as long as such expenses are reported to the church within 60 days of being reimbursed, and any unused reimbursement is returned to the church within 120 days. Advances can be made to the pastor as much as 30 days prior to the actual expense according to the IRS. Each element of the plan need not be identified separately with dollar amounts. By combining them under one plan, there is flexibility for under spending in one category and overspending in another. Keeping track of reimbursable expenses from year to year will allow church and pastor to determine what amount beyond presbytery minimum is actually needed to annually fund the plan. All such expenses must be substantiated to the church in writing with date, time, place, business purpose and business relationship of every expense claimed, along with the amount of the expense and any receipts. (Lines 11a and 11b of Effective Salary Form.)
 4. Benefits shall include but not be limited to:
 - a) PCUSA Benefits Plan which amounts to 36.5% (Member) and 35% (Member Only) of effective salary as defined by the Pension Board. (Lines 9a, 9b and 9c of Effective Salary Form)
 - b) Medical Wrap-a-Around which amounts to 2.0% of effective salary (Line 9d of Effective Salary Form).

5. A minimum of four weeks paid vacation.
6. Two weeks study leave with a budgeted minimum, accountable continuing education reimbursement of \$500. Both unused time and money shall be accrued up to three years and set aside by the church in a church account. (Line 10 of Effective Salary Form.)
7. Parental Leave: Full-time pastors with six (6) months of service are eligible for leave immediately preceding and following the birth, adoption, or guardianship of a child. Application for, and extent of leave must be submitted through the Session to COM at least 3 months prior to the arrival of the child, to the extent that it is possible. The leave may be up to two (2) months at 75% pay or three (3) months at 50% pay at the employee's discretion.

All part-time called and installed ministers shall receive:

1. A percentage of the salary, housing and Professional Expense Reimbursement (1, 2, 3 in fulltime compensation listed above) equal to the percentage of service given, e.g., $\frac{3}{4}$ -time clergy shall receive $\frac{3}{4}$ of the salary, housing and professional expense reimbursement package;
2. Benefits outlined in 4, 5, 6 and 7 remain as above.

NOTE: For purposes of calculating percentages, full-time service in NCP is considered to be 48 hours per week. Review the Board of Pensions calculator tool on the following link:

<http://www.pensions.org/AvailableResources/Calculators/Pages/Dues-Calculator.aspx>

The Book of Order (G-2.0804) **mandates that ministers who serve in Called and Installed PC(USA) positions** (whether as pastor, co-pastor, associate pastor, or designated pastor) **participate in the Benefits Plan** and receive pension, medical, death, and disability coverage. This means they must be enrolled in the Traditional Program **regardless of the number of hours worked**. Traditional coverage is non-contributory for members and their eligible family members (with the possible exception of medical dues).

The compensation package will be reported on the NCP "Effective Salary Form" (ESF)

Reporting Terms of Call:

Each year the terms of call shall be **approved by the congregation by the end of January**, and recorded in the Session Minutes. They must also be reported to the Stated Clerk of the Presbytery or to the Committee on Ministers & Congregations Representative. They must be reported on the EFFECTIVE SALARY FORM by the Clerk of Session, and submitted to the Presbytery for review, **no later than the second week of February**. Any discrepancies or unresolved compensation issues shall be addressed by the Committee on Ministers & Congregations in consultation with the pastor and session involved.

Additional Tax Considerations:

1. A W-4 is not required for clergy since they are not subject to federal or FICA withholding. However, a minister can voluntarily request their employing church or agency to withhold for income taxes and in such cases a W-4 must be completed. A minister cannot request withholding of SECA (self-employment) tax.
 1. Most clergy will be considered employees for income tax purposes. However, clergy who think they might be self-employed are advised to file an SS-8 with the District Director of the IRS in the district where the church or agency is located.
 2. All clergy are considered to be self-employed for Social Security purposes, and all income including wedding and funeral honoraria as well as housing and utilities are added together minus any un-reimbursed employee expenses in determining the SECA tax.
 3. Generally speaking, reimbursements and benefits are not subject to either income tax or social security tax.
 4. Clergy must make timely quarterly tax payments to the IRS.
 5. Worker's Compensation is paid on behalf of clergy.
 6. Be aware that the IRS has ruled that the death benefits in the PCUSA pension plan are taxable income if \$50,000 or more. Information can be secured from the Board of Pension about how to determine taxable income to be reported on the W-2.

NEW CASTLE PRESBYTERY
EFFECTIVE SALARY FORM — YEAR 2019

*Instructions for electronic (MS Word®) form: Click in spaces to enter data; click in boxes to check.
Save file as "ESF-Church-Minister.doc" (for example, ESF-Limestone-BGillette.doc)*

Church _____ Minister _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Pastor | <input type="checkbox"/> Stated Supply | <input type="checkbox"/> Designated Pastor |
| <input type="checkbox"/> Co-Pastor | <input type="checkbox"/> Interim Pastor | <input type="checkbox"/> Commissioned Ruling Elder (RECFPS)* |
| <input type="checkbox"/> Associate Pastor | | <input type="checkbox"/> Interim Associate Pastor |

Check one: Full time Part time (20 hours minimum/week) * see note below

Active church members as of year-end (December 31, 2018) _____

COMPENSATION INCLUDED IN EFFECTIVE SALARY (Please round all numbers to nearest dollar)

1. _____ Annual cash salary
2. _____ Housing allowance
3. _____ Utility and furnishing allowances
4. _____ Deferred compensation
5. _____ Bonuses, un-vouchered allowances, gifts from employer
6. _____ Other allowances (e.g. medical deductibles, Social Security allowance in excess of 50% of estimated obligation, etc.)
7. _____ Manse amount (if applicable; must be at least 30% of lines 1-6)
8. _____ **TOTAL** Effective Salary (TES, Sum of lines 1-7).
Presbytery minimum for 2019 is **\$52,343.00** (full-time ordained pastors*).

BENEFITS (Please round all numbers to nearest dollar. See www.pensions.org for more information)

- a. _____ Dues: medical coverage **25%** of TES (Board of Pensions)**
- b. _____ Dues: pension **11.0%** of TES (or Board of Pensions)**
- c. _____ Dues: death & disability **1.0%** of TES (Board of Pensions)**
- d. _____ Medical Wrap-around **2.0%** of TES (New Castle Presbytery).
9. _____ **TOTAL** Benefits (Sum of lines a-d above).

REIMBURSEMENTS NOT INCLUDED IN EFFECTIVE SALARY (Please round all numbers to nearest dollar)

10. _____ Continuing education for full or part-time (minimum* \$500)
- 11a. _____ Automobile expenses @IRS Rate
- 11b. _____ Business and professional
12. _____ Social Security allowance (up to 50% of estimated obligation)
13. _____ Group plan for medical deductible, co-insurance and dental premiums
14. _____ Other vouchered allowances _____
15. _____ **TOTAL** costs to budget (Sum of lines 8, 9, and 10-14)

Vacation: ___ weeks Study Leave: ___ weeks Other Leave: ___ weeks _____

Clerk of Session: _____ Date: _____

Disposition: Email (dscully@ncpresbytery.org), fax (302-366-0714), or mail the form to:
New Castle Presbytery, 1102 W Church Rd, Newark, DE 19711 by **February 15, 2019 or ASAP.**

* **Minimum TES and other compensation minimums do not apply to CREs (RECFPSs)**

****Board of Pensions minimum basis is \$44,000 for Medical, and \$14,775 for Pension and Death & Disability.**

Other Forms of Compensation

Because a church or employing agency may desire to further compensate a member of the clergy under their employ beyond presbytery requirements, the following suggestions are offered:

1. Local congregations may add the equivalent of the employer's Social Security contribution to assist with the amount which the Teaching Elder must pay.
2. Dependent Care Benefit (up to the limit set by the IRS).
3. Medical/Dental Benefit (beyond Major medical and wrap-around to cover deductibles and uncovered care such as eyeglasses)
4. Equity Fund (when clergy are living in church-provided housing and do not own their own home, this fund is managed by the church and held for the minister until such time as the minister asks for it. It is then taxable income to the minister.)

See Understanding Effective Salary published by the Board of Pensions PCUSA for further compensation suggestions.

Care must be taken because some forms of additional compensation such as the Dependent Care Benefit and the Medical/Dental benefit must be offered to all church employees if they are offered to one church employee, even if that employee is the minister.

Salary adjustments:

1. Cost of Living Adjustments shall take into account the annual national inflation percentage as published in the October edition of Social Security Changes (<http://www.socialsecurity.gov/cola>); the new minimum total effective salary in section A.1 above reflects this adjustment.
2. Clergy serving under new terms of call issued between September and December, should not expect a compensation increase for the next year.
3. Annual salary adjustments excepting the COLA shall be based upon annual reviews of ministry performed. The following is recommended as a merit grading system:

Exceeds expectations: 1% of Presbytery minimum

Exceptional: 2-3% of Presbytery minimum

4. An Experience Apportionment may be considered only when the minister is first called to the position. It is suggested that 1% of Presbytery's minimum salary for each year of ministry or comparable work experience is an **appropriate Experience Apportionment**.

TEMPORARY PASTORAL RELATIONSHIPS

Ministers in temporary pastoral positions shall be compensated on the same basis as called and installed positions – fulltime and part time – with the exception of the mandate to enroll in medical and pension through the Board of Pensions. While this is strongly encouraged, and may attract a broader range of candidates, it is not required. However, be aware that congregations using a temporary Pastor in the Interim Pastor capacity, between installed pastor positions, will be required to pay the BOP “vacancy dues” if they are not enrolling their Interim/Temporary Pastor in the BOP plan.

Please Note: The BOP Policy Regarding Non-Installed Ministers and Lay Employees

Ministers who are in non-installed positions or who serve in temporary pastoral positions or in another validated ministry (specialized ministry), and lay employees in eligible church or church-related service, **may also be enrolled for coverage in the Benefits Plan.** The presbytery must validate specialized ministries in order for the ministers who fill them to participate in the plan.

Benefits for Tentmakers and other Part-Time Ministers of the Presbyterian Church (U.S.A.)

When a part-time minister of the Word and Sacrament is employed for 20 hours a week or more, the church and minister **may structure the call in such a way as to enroll him or her** for one of two types of coverage under the Benefits Plan of the Presbyterian Church (U.S.A.):

- Traditional Program
- Affiliated Benefits Program

Both programs, and the benefit and cost implications for a hypothetical part-time minister and the church employing him, are described in the Board of Pensions guidelines.

Churches employing the services of non-called and installed pastors in part-time positions are not required to provide benefits through the Benefits Plan.

VALIDATED MINISTRIES (aka Specialized Ministries)

As per Appendix E of the NCP Manual:

Specialized Ministers are not required to be enrolled in the pension plan of the Board of Pensions of the PC(USA). A Specialized Minister who wishes to be so enrolled must be employed at least 20 hours per week and have the Presbytery’s approval of the ministry. This information must be conveyed to the Board of Pensions in writing so that coverage can be obtained. (See E.3001)

A Specialized Minister’s compensation is not subject to approval by the COM unless the minister is a staff member of a presbytery, a synod, or the General Assembly. Otherwise, a

Specialized Minister not so engaged will be considered to be in a validated ministry beyond the jurisdiction of the church (G.2.0503(a)). Either the Specialized Minister or his/her employer may submit to the COM a request for a portion of compensation as a housing allowance so that this portion may be considered for exclusion from income taxes.

LIMITED PASTORAL SERVICES

This includes a spectrum of services provided on a one-time or ongoing basis, but with neither a formal call nor contract. Examples include, but are not limited to: pulpit supply/worship leadership, moderating a Session or Congregational Meeting, hospital visitation, Bible study, etc. NCP has established a “Fee for Service” schedule which shall apply. These fees are determined and approved by the COM.

Per Appendix L of the New Castle Presbytery Manual, the Committee on Ministers & Congregations provides the following schedule of FEES FOR SERVICE FOR 2019.

<i>Preaching and Worship Leadership</i>	<i>\$150 (\$250 if two services)</i>
<i>Worship Participation (Communion or Baptism)</i>	<i>\$75</i>
<i>Special worship services (Weddings, Funerals, etc.)</i>	<i>\$150</i>
<i>Office Hours</i>	<i>\$50/morning or afternoon</i>
<i>Weekly On-Call</i>	<i>\$160</i>
<i>Hospital or Home Visitation</i>	<i>\$25/visit</i>
<i>Bible Study, Confirmation, New Member Classes, Pre-marital Counseling</i>	<i>\$50/per session (up to 90 min)</i>
<i>Committee Meetings</i>	<i>\$50/meeting</i>
<i>Moderate Session or Congregational Meeting</i>	<i>\$50/meeting</i>

*Updated 1/4/19
As approved by the COMC 12/13/18*

ADDENDUM – Sabbatical Leave Policy

(as approved in The Manual of New Castle Presbytery, 9/18/2018)

O.1000--DEFINITIONS

“Sabbatical Leave” for Ministers of Word and Sacrament serving as pastors and for church educators is a planned time of intensive enhancement for ministry and mission. Sabbatical Leave follows precedents in the academic community and among a growing number of private sector groups. This “extended time” is qualitatively different from “vacation” or “days off.” It is an opportunity for the individual to disengage strategically from regular and normal tasks so that ministry and mission may be viewed from a new perspective as a result of a planned time focus.

Sabbatical Leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

Sabbatical Leave is recommended for all full-time pastors and educators who serve churches in New Castle Presbytery (THE PRESBYTERY or the Presbytery) and have been in their current positions for six (6) continuous years. The recommended length of the Sabbatical Leave is three (3) months. Accrued vacation time and study leave may be attached to the Sabbatical Leave. It is further recommended that this Sabbatical Leave be built into the Presbytery’s call process. Upon completion of the Sabbatical Leave, the incumbent pastor/educator normally is expected to continue serving the same congregation for a period of at least four times the length of the Sabbatical Leave. In addition, in multiple staff situations, congregations may limit Sabbatical Leave to one staff person per year.

O.2000--FUNDING

For those on Sabbatical Leave, the employing church will continue the salary, the pension and major medical benefits, the book allowance and, at the discretion of the session, the travel and continuing education allowances at the same level as those in effect at the beginning of the Leave. The employing church will also contract for substitute pastor or educator services during the period of the Sabbatical Leave.

O.3000--ELIGIBLE PROGRAM FUNDING AND REVIEW

To be eligible for a Sabbatical Leave, the pastor or educator shall present, in writing, to the session for its approval, a program (“The Plan”) of activity for the Sabbatical Leave at least six (6) months prior to the proposed beginning of the Sabbatical Leave. This program of activity and meditation shall include a detailed description of “The Plan”, the goals to be achieved and the expected end-product(s), together with a personal statement as to why this Sabbatical Leave would be valuable for both the pastor or educator and the church.

Upon approval by the session, “The Plan” shall be forwarded to the Committee on Ministers and Congregations for its review and recommendation. Included in “The Plan” will be the church’s plan to provide for pastoral or educator services during the period of the Sabbatical Leave.

At the completion of the Sabbatical Leave, the pastor or educator should present to the next regular meeting of the session a written report of her/his activities and findings. This report is to be forwarded to the COMC immediately following the session meeting at which it is presented.