

*PRESBYTERY OF WHITEWATER VALLEY*  
INSTRUCTIONS FOR THE PASTORAL CALL FORM

1. Prior to the congregational meeting to call a pastor or associate pastor, four originals of the Pastoral Call form should be completed. Type the information if possible. Specify all and only those allowances and amounts which are undertaken as part of the Call. If the Call is for less than full-time, the precise terms of the contract should be indicated. Normally the Chair of the Pastor Nominating Committee or the Clerk of Session prepares these forms.

If the person called is already a minister member of, or candidate under care of this Presbytery, only **three** originals are required.

2. Four signatures are required on each original the day of the congregational meeting:
  - two congregational members present at the congregational meeting (normally the PNC chair and a PNC member) – page one
  - the congregational meeting moderator – page one
  - the pastor – page 3, Section C

3. **All the originals** shall be sent to.  
Attn: Stated Clerk  
Presbytery of Whitewater Valley  
1100 W. 42<sup>nd</sup> St., Ste 210  
Indianapolis IN 46208-3300

**Do make a copy for your files** in case the originals are lost in the mail.

The stated clerks of both presbyteries will secure all other necessary signatures and insure that all originals are properly distributed. This may take up to three months, allowing for necessary meeting dates and mailing.

5. A minister is not enrolled until both presbyteries have properly acted and the stated clerks have filed all forms with the Presbyterian Church (U.S.A.).

Other Notes:

- a. If the call is not approved by one or both presbyteries, or if the person rejects the call, all originals should be returned to the stated clerk in the church's presbytery.
- b. If a joint call is issued by more than one church, an additional **original** must be executed for each calling church.

PASTORAL CALL FORM  
The Presbyterian Church (U.S.A.) Pastoral Call – for Pastor or Associate Pastor

The \_\_\_\_\_ (name of church) Presbyterian Church (U.S.A.) of \_\_\_\_\_ (city/state) belonging to Whitewater Valley Presbytery (PIN 100-776) being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, \_\_\_\_\_ (pastor's name), to undertake the office of \_\_\_\_\_ of this congregation, promising you in discharge of your duty all proper support, encouragement and allegiance in the Lord.

Effective date of the call (date work is to begin): \_\_\_\_\_

That you may be free to devote full-time (or if part-time, specify hours \_\_\_\_\_) to the ministry of the Word among us, we promise and obligate ourselves to pay the following:

ANNUAL SALARY	\$ _____	Paid (circle):	monthly	semi-monthly	weekly	other
USE OF THE MANSE	_____	YES	_____	NO	_____	_____
ANNUAL HOUSING ALLOWANCE	\$ _____					
ANNUAL UTILITIES ALLOWANCE	\$ _____					
BOARD OF PENSIONS	\$ _____					
DEFERRED INCOME	\$ _____	(annuity, IRA, retirement savings, etc.)				
TAXABLE SOCIAL SECURITY OFFSET	\$ _____					
MOVING COST REIMBURSEMENT	Full <b>OR</b> up to \$ _____					

We further promise and obligate ourselves to reimburse your professional expense, subject to the terms of the Accountable Reimbursement Policy adopted by the Session of the congregation, up to the following limits:

AUTOMOBILE EXPENSES	\$ _____	
CONTINUING EDUCATION EXPENSES	\$ _____	(cumulative to 8 weeks)
BOOKS & JOURNALS	\$ _____	
BUSINESS EXPENSES	\$ _____	
MEDICAL SUPPLEMENT	\$ _____	
Other (specify)	\$ _____	

We further promise and obligate ourselves to review with you annually the adequacy of this compensation and of the expense reimbursements limits shown above.

VACATION \_\_\_\_\_  
required by Presbytery: four weeks to include four Sunday; five weeks to include five Sundays if ordained over 15+ years

STUDY LEAVE \_\_\_\_\_  
required by Presbytery: two weeks accumulative to eight weeks

OTHER \_\_\_\_\_

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
(congregational representative) (congregational representative)

Having moderated the congregation meeting which extended a call to \_\_\_\_\_  
For ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing were authorized to do so by vote of the \_\_\_\_\_ Presbyterian Church (U.S.A.)

**Signed:** \_\_\_\_\_ (Moderator of the Meeting)

CERTIFICATION OF THE CALL

**A. BY THE CHURCH'S PRESBYTERY – Whitewater Valley**

**1. ACTION BY THE COMMITTEE ON MINISTRY**

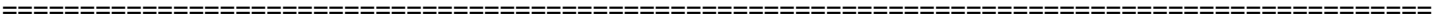
This call has been reviewed by the Committee on Ministry. The Committee on Ministry recommends that the Presbytery **APPROVE / NOT APPROVE** this call.

Signature - COM Chair \_\_\_\_\_ Date \_\_\_\_\_

**2. ACTION BY THE PRESBYTERY**

This call has been reviewed by the Presbytery of \_\_\_\_\_

Signature – Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_



**B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY - \_\_\_\_\_**

**1. ACTION BY THE COMMITTEE ON MINISTRY**

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release \_\_\_\_\_ to accept this call.

Signature - COM Chair \_\_\_\_\_ Date \_\_\_\_\_

**2. ACTION BY THE PRESBYTERY**

This Presbytery of \_\_\_\_\_ hereby finds it expedient (not expedient) to release \_\_\_\_\_ to accept this call and therefore has place (has not placed) this call in the minister's/candidate's hands.

Signature – Stated Clerk \_\_\_\_\_ Date \_\_\_\_\_



**C. ACCEPTANCE OF THE CALL**

This is to certify that I have received and accepted the call.

Signature of Pastor \_\_\_\_\_ Date \_\_\_\_\_