

Pastor Nominating Committee Request to COM to Call Pastor/Associate Pastor
[to be submitted prior to interview with COM]

Church: _____ Position: _____

Name of person being called: _____

Nominee's presbytery: _____

Date of proposed congregational meeting: _____

Moderator of congregational meeting: _____

The Call to be effective (date): _____

For DESIGNATED PASTORS

Will serve for a period of _____ years with the term beginning _____ and ending _____

Terms:	Annual (cash) salary:	\$ _____
	Housing:	\$ _____
	Utilities:	\$ _____
	Value of manse (if provided)	\$ _____
	Deferred Income (e.g. 403b, annuity, etc.)	\$ _____

Total of above lines ("**EFFECTIVE SALARY**"/pension base) \$ _____

Moving costs: Full: _____ Up to Limit of: \$ _____

Taxable Social security offset (if any) \$ _____
(7.65% if provided)

Vacation (time period)
(Minimum is four weeks with 4 Sundays; five weeks with 5 Sundays if Ordained 15 or more years)

Professional Development Leave: _____
(Minimum is two weeks annually; unused study leave may accumulate to eight weeks)

Full pension \$ _____

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

AUTOMOBILE EXPENSES: (Vouchered @ IRS rates) \$ _____
[Total of actual business miles must be reimbursed]

PROFESSIONAL DEVELOPMENT ALLOWANCE: \$ _____ [Accruable to 8 weeks]

BOOKS AND JOURNALS: \$ _____

BUSINESS EXPENSES: \$ _____

MEDICAL SUPPLEMENT: \$ _____
(Flexible Spending Arrangement/Cafeteria Plan)

OTHER (specify): \$ _____

Have the AA/EEO requirements been met? \$ _____

January 2018