

PRESBYTERY OF NORTHERN KANSAS  
 REPORT OF ANNUAL REVIEW OF COMMISSIONED RULING ELDER  
 COMPENSATION FOR 2018

Name of Church or Employing Agency \_\_\_\_\_

Address \_\_\_\_\_

Name of Commissioned Ruling Elder \_\_\_\_\_

*Even if the compensation and benefit package is the same as last year, please complete the form. Be sure the clerk of session and the commissioned ruling elder sign the form.*

**SERVICE:** \_\_\_ Full-time \_\_\_ 3/4 Time \_\_\_ 1/2 Time \_\_\_ 1/4 Time \_\_\_ Other %  
 (Please see: *Expectations for Full Time and Part Time Pastors: Guidelines for Negotiating Agreements for examples of what each level of service could include.*)

<b>COMPENSATION</b>	(Yearly Total)
1. Annual Cash Salary	1. \$ _____
2. Utilities and furnishing and appurtenances allowance	2. \$ _____
3. Deferred Compensation	3. \$ _____
4. Bonuses, unvouchered allowances, gifts from employer	4. \$ _____
5. Other Allowances (e.g. medical, flexible spending plan, SECA allowances in excess of 50%)	5. \$ _____
6. Total of Lines #1-5	6. \$ _____
7. Housing: Cash /or Manse value (Must equal at least 30% of total of line 6.)	7a. \$ _____ 7b. \$ _____
<b>8. EFFECTIVE SALARY</b> (lines 6 + 7a or 7b and must be at <i>Least \$39,292.44 for full-time position or pro-rated for a part-time position.</i> )	8. \$ _____
9. SECA Tax Allowance	9. \$ _____
<b>10. TOTAL COMPENSATION</b> (lines 8 + 9)	10. \$ _____

**OTHER COSTS TO THE CHURCH**

11. BENEFITS PLAN DUES 11. \$ \_\_\_\_\_

*(Churches shall provide health insurance, retirement benefits, and death and disability through the Board of Pensions Menu Plan for Commissioned Ruling Elders and their families if they are contracted for 20 hours a week or more. See the Presbytery of Northern Kansas 2018 Minimum Salary Policy for more information. PLEASE ENTER THE ANNUAL BENEFITS PLAN DUES from your 2018 BOP Agreement OR the first 2018 BOP Invoice on Line 11)*

12. Vouchered business expenses:

a. Continuing Education Reimbursements 12a. \$ \_\_\_\_\_  
*(Must be at least \$1,000 for full-time. Part-time contracts will be prorated as a percentage of full-time).*

b. Automobile Expenses (vouchered at *Current IRS rate*) 12b. \$ \_\_\_\_\_

c. Other Business and Professional Expenses 12c. \$ \_\_\_\_\_

13. Group Medical Deductible, Coinsurance and Dental Premiums 13. \$ \_\_\_\_\_

14. TOTAL OTHER COSTS (Sum of #11-13) 14. \$ \_\_\_\_\_

15. TOTAL PACKAGE (Sum of #10 + #14) 15. \$ \_\_\_\_\_

16. Vacation leave is for four weeks including four Sundays. (*Additional vacation time may be negotiated.*)

17. Continuing Education or Study Leave is for two weeks including two Sundays. (*Time made available for Continuing Education is in addition to the vacation time included in this agreement.*)

Continuing Education or Study Leave time allowed \_\_\_\_\_ weeks.  
Last year's continuing education was used to: \_\_\_\_\_

Was there any unused study leave or allowance at the end of the year? \_\_\_yes \_\_\_no  
If yes, was the time and money: \_\_\_\_\_ recorded in the Session Minutes as  
accumulated for a future year or \_\_\_\_\_ forfeited?

The Personnel Committee and Session have reviewed the Presbytery Sabbatical Policy and the Continuing Education Policy. \_\_\_yes \_\_\_no

The Commissioned Ruling Elder will be eligible for a sabbatical on \_\_\_\_\_(date).  
(*Only Commissioned Ruling Elders serving in full time positions are eligible for a sabbatical under the presbytery's policy.*)

\_\_\_\_\_ The annual performance review was conducted by the Session with the Commissioned Ruling Elder on \_\_\_\_\_ (date). (*Please check*)

\_\_\_\_\_ The annual compensation review was conducted by the Session with the CRE on \_\_\_\_\_ (date). (*Please check*)

\_\_\_\_\_ These terms meet minimum salary guidelines for the Presbytery of Northern Kansas. (*Please check*)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Clerk of Session)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Commissioned Ruling Elder)

**PLEASE RETURN THIS FORM BY FEBRUARY 1, 2018 TO:**

Presbytery of Northern Kansas  
PO Box 3287  
Salina, KS 67402-3287

**OR BY EMAIL TO [office@pnks.org](mailto:office@pnks.org)**

**OR BY FAX TO 785-825-5071**

**DEFINITIONS**  
**COMPENSATION INCLUDED IN EFFECTIVE SALARY**

**NOTE: Be SURE to review the Presbytery of Northern Kansas Minimum Salary Guidelines for important information.**

**Line 1: Annual Cash Salary** is the compensation paid directly to the commissioned ruling elder on an annual basis.

**Line 2:** *Utility and Furnishing and Appurtenances Allowances paid to commissioned ruling elders should be included on this line. If the manse utilities are in the name of the Church and paid directly by the Church they are NOT included in a commissioned ruling elder's Effective Salary.*

**Line3: Deferred Compensation** includes tax sheltered annuities, 403(b) plans, other qualified retirement savings plans, housing equity allowances, and other forms of funded or unfunded deferred compensation arrangements.

**Line 4: Bonuses, Unvouchered Allowances, Gifts, etc.** are the year-end and other bonuses, unvouchered allowances (such as expenses that are not paid through an Accountable Reimbursement Plan), down payment grants for the purchase of a home, savings from interest-free or interest-reduced loans (not loan principal) and gifts paid by the employing organization. (Gifts from private donors or honoraria are NOT included.)

**Line 5: Other Allowances** includes all other forms of compensation not otherwise covered on lines 1-4, including medical deductible and expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included), salary reduction contributions to flexible health spending accounts and cafeteria plans, etc. If an allowance is provided to reimburse for Self-Employment Contribution Act (SECA) tax obligations, any amount in excess of 50% of the commissioned ruling elder's SECA tax obligation should be included on this line (see line 9 below).

**Line 6:** This is the total of Lines 1-5 and is used to figure a manse computation for pension dues.

**Line 7: Housing** is the amount paid to the commissioned ruling elder for housing expense or the value of the manse. Manse Computation for Pension dues: the Board of Pensions requires that "Manse Allowance" must equal at least 30% of line 6.

**Line 8: Effective Salary** is the total of line 6 Plus line 7a or 7b. It is the basis on which the Board of Pensions calculates dues. (See line 11 below.)

**Line 9: Self-employment Contribution Act (SECA) Tax Allowance** may be paid to offset the SECA tax obligation of clergy. (Commissioned Ruling Elders are required to pay Social Security taxes on income received for services performed in the exercise of their ministry on a "self-employed" basis even though they are employees for IRS and W-2 purposes.) If the allowance

exceeds 50% of the commissioned ruling elder's projected SECA tax obligation, the allowance in excess of the 50% is subject to Benefits Plan dues and must be reported on line 5 as other allowances.

## **REIMBURSEMENT & COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY**

### **Line 11: Benefits Plan Dues**

The easiest way to review the options and/or figure Board of Pension's dues for Pensions/Medical benefits is to go to the Board of Pensions website, [www.pensions.org](http://www.pensions.org) and click on Benefits Connect.

### **Line 12: Vouchered Business Expenses**

**a. Continuing Education Allowance** is the amount the church or employing organization agrees to reimburse for money actually spent or to be spent for job-related continuing education purposes. Payment must be vouchered under an Accountable Reimbursement Plan or paid under a Section 127 Plan. All other allowances should be included on line 4. This allowance must be at least \$1,000 for full-time. Part-time contracts will be prorated as a percentage of full-time.

**b. Automobile Expenses** must either (a) reimbursed at the per mile rate (Current IRS rate), or (b) a car with full expenses provided. Record on line 11b the amount budgeted to reimburse the commissioned ruling elder or to pay the expenses of operating a church-owned vehicle. All payments must be vouchered. Allowances for which no substantiation is required should be included on line 3.

**c. Business and Professional Expenses** include such items as books, subscriptions to magazines, supplies, business meals, etc., and should be reimbursed as spent and vouchered by the commissioned ruling elder.

**Line 13: Group Medical Deductibles, Coinsurance, Dental Premiums** refers to a supplemental medical plan offered by the church or employing organization to cover its employees' additional medical expenses. If offered as a group plan, qualifying expenses can be paid by the employer and excluded from the employee's gross wages for Federal income and Social Security tax purposes. IRS regulations govern these plans. If these expenses are reimbursed by the employing organization through a means other than a third party, the expenses constitute an allowance that would be subject to income and Social Security taxes and would be included in Effective Salary (report such amounts on line 5).