

A Sample Agreement For Designated Associate Pastor

The following covenant is between the _____ Church of _____ and _____. It is for the purpose of providing full time service as a Designated Associate Pastor to serve for a period of _____.

The Rev. _____ will become a member of the Presbytery of Northern Kansas upon release from his/her present presbytery and acceptance by the Committee on Ministry of this presbytery.

He/she shall serve this congregation as Designated Associate Pastor beginning on _____.

The Designated Associate Pastor will have the following responsibilities:

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It is understood that the designated associate pastor is accountable to the presbytery through the Committee on Ministry and will provide quarterly written reports about his or her ministry and participate with this Committee and the Session in an evaluation of this ministry in _____ months.

Goals for this ministry are:

- _____
- _____
- _____
- _____

The compensation for this agreement shall be that in the attached Terms of Call. It is understood that following the _____ month review, the Designated Associate Pastor may be extended for up to _____ or, after _____ years will be eligible to be called as the installed associate pastor.

There shall be consideration of providing salary and related terms, as per contract, for a designated period of _____ to provide buffer protection for this kind of ministry. However, if the Designated Associate Pastor departs at his/her initiation, salary and related terms of call will discontinue on the last day of service to the church.

Terms of Call

The _____ *Presbyterian Church* of _____ Kansas, belonging to the Presbytery of Northern Kansas, being well satisfied with _____ qualifications for ministry and confident that we have been led to him/her by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful to the Kingdom of our Lord, earnestly and solemnly call you, _____ to undertake the office of Designated Associate Pastor of this congregation, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That _____ may be free to devote him/herself full time to the ministry of the word and sacrament among us, we promise and obligate ourselves to pay _____ the sum of \$ _____ a year in regular monthly payments. Further, we promise to provide him/her the terms of agreement as printed on the attached Report of Annual Review of Teaching Elder Compensation.

We shall pay regularly in advance to the Board of Pensions a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (USA) for participation in its Benefits Plan, during the time of your being in the pastoral relationship set forth in this call to this church. We further promise and obligate ourselves to review with you annually beginning (*Date*) _____ the adequacy of this compensation.

In testimony whereof we have subscribed our names this _____ day of _____ A.D. (*Year*).

_____ for the congregation of _____ *Church*,
duly elected and authorized to execute this agreement.

_____ Designated Associate Pastor

_____ For the Committee on Ministry

_____ Moderator of congregational meeting _____ (date)

PRESBYTERY OF NORTHERN KANSAS (REVISED)
REPORT OF ANNUAL REVIEW OF TEACHING ELDER COMPENSATION FOR 2018

Name of Church or Employing Agency _____

Address _____

Name of Teaching 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 teaching 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.)

COMPENSATION	(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 (<i>e.g. medical, flexible spending plan, SECA allowances in excess of 50%</i>)	5. \$ _____
6. Total of Lines #1-5	6. \$ _____
7. Housing: Cash or	7.a \$ _____
Manse value (Must equal at least 30% of total of line 6.)	or 7.b \$ _____
8. EFFECTIVE SALARY (<i>lines 6 + 7a or 7b and must be at least \$46,226.40 for a full-time position or pro-rated for a part-time position</i>)	8. \$ _____
9. SECA Tax Allowance <i>(Only up to 50% of estimated obligation)</i>	9. \$ _____
10. TOTAL COMPENSATION (<i>lines 8 + 9</i>)	10. \$ _____

OTHER COSTS TO THE CHURCH

11. BENEFITS PLAN DUES 11. \$ _____
Churches shall provide the Board of Pensions Pastor's Participation Plan (medical, pension, death and disability) for all Installed Teaching Elders serving congregations and their spouse/dependents. For all other Teaching Elders (Interim Pastors, Designated Pastors, Stated Supplies, etc.) churches shall provide the Board of Pensions Pastor's Participation Plan OR shall provide health insurance, retirement benefits, and death and disability through the Board of Pensions Menu Plan for the pastor 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 important information. PLEASE ENTER THE ANNUAL BENEFITS PLAN DUES from your 2018 BOP Agreement or a 2018 BOP Invoice on Line 11.

12. Vouchered business expenses:

a. Continuing Education Reimbursements	12a. \$ _____
<i>(Must be at least \$1,000 for full-time. Part-time contracts will be prorated as a percentage of full-time).</i>	
b. Automobile Expenses (vouchered at <i>Current IRS rate</i>)	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 Teaching Elder will be eligible for a sabbatical on _____ (*date*).

(*The terms of call of every teaching elder includes participation in the Presbytery's Sabbatical Policy whether it is specifically stated or not.*)

_____ The annual performance review was conducted by the Session with the pastor on _____ (*date*). (*Please check*)

_____ The annual compensation review was conducted by the Session with the pastor on _____ (*date*). (*Please check*)

_____ These terms were approved by the Congregation (for Called and Installed Pastors) or Session (for other calls) on _____ (*date*) and meet minimum salary guidelines for the Presbytery of Northern Kansas. (*Please check*)

Signed _____ Date _____
(Clerk of Session)

Signed _____ Date _____
(Teaching Elder)

PLEASE RETURN THIS FORM TO:

Presbytery of Northern Kansas

PO Box 3287

Salina, KS 67402-3287

OR BY EMAIL TO 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 teaching elder on an annual basis.

Line 2: *Utility and Furnishing and Appurtenances Allowances paid to teaching 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 teaching 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 teaching 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 teaching 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. (Teaching 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 teaching 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 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) be 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 teaching 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 teaching 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).