

II – Committee on Ministry (COM) On Calling a Pastor: Installed
Presbytery of Susquehanna Valley

Form: Pastoral Call Form (for Pastor, Co-Pastor, Associate Pastor)

_____ Presbyterian Church of

_____, _____ (City, State), PIN# _____,

has called _____ (name)

as _____ (position) beginning on _____

(for pastors with a designated term) ending on _____

to be responsible for a quality of life and relationships that commends the gospel to all persons and communicates its joy and justice. *Book of Order G-2.0504*

We promise to support and encourage you so that you may be free to devote full time (*part-time*) to the ministry of the Word and Sacrament among us.

We promise and obligate ourselves to provide you the following annually:

Annual Cash Salary \$ _____

Housing \$ _____
(*manse value and/or amt. of housing allowance*)

Utilities Allowance \$ _____

Furnishings or other allowance \$ _____

Other Items to be included* \$ _____
(*see Board of Pensions effective salary guidelines*) \$ _____

Total Effective Salary \$ _____

Full medical, pension, disability, and death coverage
under the Board of Pensions (dues at ___%) \$ _____

Social Security Offset (list here or above*) \$ _____

Medical/Dental reimbursement allowance \$ _____

Paid vacation leave of _____ weeks annually (*including _____ Sundays*)

Paid study leave of _____ weeks annually (*cumulative up to _____ weeks / years*)

Moving expenses up to \$ _____

It is understood that the following expenses of ministry will be reimbursed through an accountable plan:

Travel Expenses \$ _____
(IRS allowable rate)

Continuing education reimbursement allowance \$ _____

Other: _____ \$ _____

For newly or recently ordained ministers:

We grant you additional leave to attend the Early Ministry Institute of the Synod of the Northeast for each of your first three (3) years of ministry.

We promise to review with you annually the adequacy of this compensation.

We attest this _____ day of _____, 20____

Members elected by the congregation (signatures)

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to PC(USA) and Presbytery guidelines, and that the persons who signed the foregoing Call were authorized to do so by vote of the congregation.

Moderator of the Congregational Meeting (signature)

PC(USA) guidelines were followed by the Pastor Nominating Committee during the interview and selection process for this call.

Moderator of the Pastor Nominating Committee (signature)

Certification of Pastoral Call for an Installed Pastor
Presbytery of Susquehanna Valley

_____ Presbyterian Church of
_____, _____ (City, State), PIN# _____,
has called _____ (name)
as _____ (position) beginning on _____
(for pastors with a designated term) ending on _____

Presbytery of Call: Presbytery of Susquehanna Valley

This Call has been reviewed and approved by the **Committee on Ministry** on behalf of Presbytery.

Date of action _____ (signed) _____
COM Moderator

This Call to serve in the Presbytery of Susquehanna Valley is valid.

Date of action _____ (signed) _____
Stated Clerk

Candidate

This is to certify that I have received and accepted this Call.

Date of acceptance _____ (signed) _____

Presbytery of Care or Current Membership

is requested to place this Call in the minister's hands and transfer membership to the Presbytery of Susquehanna Valley.

Presbytery (care or present membership) of _____

has reviewed the Call and approves releasing _____

to accept this Call.

Date of action _____ (signed) _____
Stated Clerk

Installed: Instructions for the Pastoral Call Form
Presbytery of Susquehanna Valley

The Moderator of the Congregational Meeting to call the pastor ensures that four (4) copies of the Pastoral Call Form, having stated the Terms of Call in detail, are completed.

All four (4) copies **MUST** be signed by:

Representatives of the congregation

Moderator of the congregational meeting

Return ALL copies to the Stated Clerk of the Presbytery of Susquehanna Valley (PSV).

The PSV Stated Clerk ensures that the COM reviews the Pastoral Call Form and signs the Certification form. The Stated Clerk and the pastor-elect sign the form.

The PSV Stated Clerk transmits ALL signed copies of the Pastoral Call and Certification forms to the Stated Clerk of the pastor-elect's presbytery of membership, who upon approval signs and:

Presents one (1) Call form to the pastor-elect

Retains one (1) copy for their own presbytery files

Sends two (2) copies to back to the PSV Stated Clerk

The PSV Stated Clerk **SHALL**:

Forward one (1) copy to the Clerk of Session of the calling congregation

Retain one (1) copy for Presbytery files

Resulting in a final distribution of one (1) signed copy of the Terms of Call to each:

Pastor-elect

Presbytery of Membership

Presbytery of Call (PSV)

Congregation of Call

NOTE: If the Call is not executed, ALL copies are to be returned to the congregation of Call through the PSV Stated Clerk.