

PRESBYTERIAN CHURCH (U.S.A.)

2025 ANNUAL PASTOR TERMS OF CALL

The _____ Presbyterian Church of _____, Florida,
 (City)
 (Church PIN _____), being well satisfied with your ministry among us, earnestly and solemnly desires you,

 (Name)

to continue your pastoral services in the office of _____ for this congregation, promising you, in the discharge of your duty, all proper support, encouragement, and allegiance in the Lord. That you may be free to devote yourself to full-time ministry of the Word and Sacrament among us, we promise and obligate ourselves to pay the following:

A. Personal Compensation	Amount
1. Annual Cash Salary *	_____
2. Housing *	_____
a. Personally-owned housing	_____
OR	
b. Use of Manse (Fair Rental Value – IRS Purposes)	_____
c. Utilities, furnishings, appurtenances allowance	_____
3. Other _____	_____
4. Additional SECA (above required 50%)	_____
5. Deferred Income (paid by church)	_____
6. Use of manse (Pensions: 30% of lines 1, 2c, 3, 4, and 5)	_____
7. Total Effective Salary (add lines 1, 2a or 2c, and 3–6)	_____

B. REQUIRED Benefits	
8. Major Medical	
<i>Pastor's Participation Plan</i>	
a. Pastor Only (16% of Line 7) or	_____
b. Pastor Plus Children (16% of Line 7 + \$8,950)* or	_____
c. Pastor Plus Spouse (16% of Line 7 + \$11,000)* or	_____
d. Full Family (16% of Line 7 + \$20,600)	_____
* May be paid by Eligible Employer, employee, or shared	
<i>Transitional Pastor's Plan*</i>	
e. Medical (33% of Line 7)	_____
* In Plan Years 2025 through 2027, an Eligible Employer may continue to enroll a Minister Member in Transitional Pastor's Participation, provided that such Minister Member was enrolled by that Eligible Employer in Pastor's Participation in Plan Year 2024.	
9. Pension 10% of Line 7 (Retirement/Disability/ and Short-term Disability)	_____
10. SECA (7.65% of lines 1 and 2a or lines 1, 2b and c)	_____
11. Total Required Benefits (add lines 8–10)	_____

C. Professional Reimbursement

- 12. Automobile Expense _____
- 13. Continuing Ed _____
- 14. Books and subscriptions _____
- 15. Other _____
- 16. **Total Professional Reimbursement** (add lines 12-15) _____

Total Cost to the Church (add lines 7, 11, and 16) _____

D. Additional Provisions:

Vacation (4 weeks minimum) _____

Continuing Education (2 weeks minimum) _____

Paid Family Medical Leave: 12 Weeks (minimum) _____

APPROVED AND ACCEPTED:

Minister of Word and Sacrament	Date
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Clerk of Session	Date
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Moderator, Ministry of Congregational Health	Date
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Please return pages 1 and 2 of this form NO LATER THAN MARCH 31 to:

Ministry of Congregational Health
 Presbytery of Florida
 PO Box 7
 Chipley, FL 32438
 Email: office@presbyteryofflorida.com

*** The Presbytery minimum effective salary for 2025 is \$42,708.42. When added together, Line 1 (Annual Cash Salary) and Line 2 (Housing) must meet or exceed that amount.**

CALLED AND INSTALLED PASTOR
2025 ANNUAL COMPENSATION WORKSHEET
PRESBYTERY OF FLORIDA

Note: This worksheet is provided to Ministers of Word and Sacrament and Clerks of Session as a guide for calculating the annual terms of call. It is not intended to provide Social Security or income tax advice. For income tax information, please refer to Internal Revenue Service publications or seek the advice of a competent tax advisor.

Personal Compensation

_____ **Line 1: Annual Cash Salary**

This is the actual cash amount of compensation paid to the Minister annually. It does not include any reimbursement for expenses or compensation for housing. This is part of the Board of Pensions total effective salary and part of the Minister's compensation package. **Lines 1 and 2, when added together, must meet or exceed the Presbytery minimum effective salary. The Presbytery minimum effective salary for 2025 is \$42,708.42.**

_____ **Line 2: Housing Allowance**

Enter here the amount paid to the Minister of Word and Sacrament to provide for housing in one of the following two (2) ways:

- a. **Personally-owned housing** – This amount shall not exceed the lesser of the:
- i. actual cost to maintain a home (including mortgage payments, utilities, and furnishings and appurtenances)
 - OR
 - ii. fair rental value of the home, plus utilities, furnishings, and appurtenances.

IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances with the exceptions of food and maid service. The Housing Allowance is used in addition to the Annual Cash Salary for calculating the Total Effective Salary for determining dues for the Board of Pensions.

OR

- b. *Use of Manse* – The value of such housing shall be based on the fair rental value of the manse, including utilities, furnishings, and appurtenances (to the extent *provided by the church*). A written appraisal for determining the fair rental value should be obtained from a real estate professional at least once every five years. This dollar amount is *not* used in calculating the Total Effective Salary, but *is* part of the Minister of Word and Sacrament's compensation package per IRS regulations.

AND

- c. When a manse is provided, an allowance may be provided for utilities, furnishings, and appurtenances (to the extent these are paid for *by the Minister*). IRS regulations should be consulted but, generally speaking, any household expense is considered furnishings and appurtenances, with the exceptions of food and maid service. This allowance *is* included in determining the Total Effective Salary reported to the Board of Pensions for the calculation of dues.

Line 3: Other

Enter here any additional compensation (such as dental, unless all employees receive dental) that is considered part of effective salary. (see [*Understanding Effective Salary*](#) published by the Board of Pensions.) This amount is included as part of the Total Effective Salary.

Line 4: Additional SECA

Enter here any amount *over* 50% of Minister's SECA liability, if offered. Under the terms of the Self-Employment Contributions Act (SECA), Ministers are considered self-employed for social security tax purposes (they are considered employees for income tax purposes). A Minister's SECA liability is estimated by adding lines 1 and 2 and multiplying by 15.3% (Ministers should consult their CPA or attorney for more precise calculations). Our Presbytery compensation standards require that churches reimburse Ministers for the portion of their SECA tax liability that would have been paid by the employer (the church) if the Minister were a regular employee. For calculation of this amount, see the instructions for Line 7 below. Reimbursement of 50% of SECA liability is *not* part of the Total Effective Salary for calculating Board of Pensions dues. However, if the church wishes to provide more than 50% of the Minister of Word and Sacrament's SECA liability, the amount over 50% *is* included in the Total Effective Salary when determining Board of Pensions dues.

Line 5: Deferred Income

This includes such items as equity funds, annuities, retirement savings accounts, etc. List here any such annual contributions made by the church on behalf of the Minister. This is included as part of the Total Effective Salary used to calculate dues for the Board of Pensions.

Line 6: Use of Manse

If the church owns a manse that is provided to the Minister for housing, enter a minimum of 30% of the sums of lines 1, 2c, 3, 4, and 5 on this line. This figure, while not part of the total compensation package of the Minister of Word and Sacrament, is used to calculate the Total Effective Salary for Board of Pensions purposes.

Line 7: Total Effective Salary

Enter here the sum of lines 1, 2a *or* 2c, and 3-6. This figure is the Total Effective Salary on which you will calculate the cost of participation in the Board of Pensions medical and pension program.

Required Benefits

Line 8: Major Medical

Effective January 2025, the Board of Pensions has restructured the way Major Medical dues are calculated. Mandatory Pastor Participation for installed pastors is 16% of line 7. Other options are listed as well. The cost of additional coverage for spouse, children, or family may be split between the pastor and congregation, as negotiated. *In Plan Years 2025 through 2027, an Eligible Employer may continue to enroll a Minister Member in Transitional Pastor's Participation, provided that such Minister Member was enrolled by that Eligible Employer in Pastor's Participation in Plan Year 2024.* Enter on Line 8 the amount for the selection chosen (a, b, c, d, or e). This figure represents the cost of participation in the medical program for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions annually.

- Pastor Only (16% of Line 7)
- Pastor Plus Children (16% of Line 7 + \$8,950)
- Pastor Plus Spouse (16% of Line 7 + \$11,000)
- Full Family (16% of Line 7 + \$20,600)
- Medical (33% of Line 7) (*Pastor's Transitional Plan only*)

_____ **Line 9: Pension (includes Death and Disability, and Temporary Disability)**

Enter the result of line 7 multiplied by 10%. This figure represents the cost of participation in the pension and disability programs for the Minister of Word and Sacrament. This figure is paid to the Board of Pensions.

_____ **Line 10: Required SECA**

As indicated above (line 4), our Presbytery compensation standards require that churches reimburse Ministers of Word and Sacrament for 50% of their total SECA liability. Enter on this line the sum of line 1 and line 2a (or line 1 and line 2b) and c multiplied by 7.65%.

_____ **Line 11: Total Required Benefits** – total of lines 8 (a, b, c, or d), 9 and 10.

Professional Reimbursements

The IRS requires a plan of accountability for providing professional reimbursements: e.g. the submitting of receipts, tracking actual miles traveled for business. Such reimbursement accountability plans shall include the following, at minimum:

_____ **Line 12: Automobile Expenses.**

Can be handled in either of the following ways:

- 1) reimbursement to the Minister for miles traveled in the exercise of professional responsibilities at the IRS rate-per-mile or,
- 2) direct reimbursement of actual expenses.

Either method requires vouchers for expenses to be approved for reimbursement and a record of business and total miles driven.

_____ **Line 13: Continuing Education Allowance**

Enter the amount provided to reimburse the Minister for continuing education (seminars, classes, etc.).

_____ **Line 14: Books and subscriptions for business and professional purposes.**

_____ **Line 15: Other expenses deemed necessary to the work of the pastor.**

_____ **Line 16: Total Reimbursable Professional Expenses** – total of lines 12-15

Total Cost

_____ **Line 17: Total Cost to the Church** – Enter the total of lines 7, 11, and 16.

Vacation and Study Leave – Enter the number of weeks of vacation, study leave, and parental leave with full compensation provided. Our Presbytery standards require a minimum of four weeks of vacation and two weeks of study leave each year. These standards also provide for up to twelve weeks of paid Family Medical Leave per the Book of Order (G-2.0804).

A helpful resource, *UNDERSTANDING EFFECTIVE SALARY*, can be found at: <https://www.pensions.org>.