

## Terms of Call, Minimum Terms, Pastoral Call Form

Commission on Ministry; approved 6/8/2017

### Pastoral Call, Installed or Temporary

1. A pastoral call is a three-way agreement among the pastor, the church, and the presbytery.
  - a. An *installed* pastoral relationship is among the pastor, *congregation*, and the presbytery.
  - b. A *temporary* pastoral relationship is among the pastor, *session*, and the presbytery.
2. Only the presbytery has the power and authority to “establish, change or dissolve” a pastoral relationship (G-2.0502). The presbytery must consider the following to establish a pastoral call:
  - a. Merits and suitability of the pastoral relationship – Is the relationship in the best interest of the congregation, the pastor and the presbytery? *“The pastor nominating committee shall receive and consider the presbytery’s counsel on the merits, suitability, and availability of those considered for the call. When the way is clear for the committee to report to the congregation, the committee shall notify the session, which shall call a congregational meeting.”* G-2.0803
  - b. Are the terms of the call adequate to support the work of the pastor? *“The terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is made.”* (G-2.0804)
  - c. Does the presbytery accept the pastor or candidate as a member? *“The presbytery shall examine each teaching elder or candidate who seeks membership in it on his or her Christian faith, and views of theology, the Sacraments, and the government of this church”.* G-3.0306
3. A presbytery determines its own process for establishing a call, in any order it chooses, as long as the presbytery addresses all three Constitutional requirements. There are wide variations among the presbyteries. The bylaws of Northwest Coast Presbytery delegate the authority to COM to execute all three steps (excluding ordination), but COM has traditionally chosen to begin the examination for membership with an exam team, and then continue the examination on the floor of presbytery, allowing the presbytery the final vote on membership. When “the presbytery’s strategy for mission requires it,” COM may and occasionally has established a call and examined and received the pastor on behalf of the presbytery without a presbytery vote.

### Process for Establishing a Pastoral Call

1. Executive Presbyter Reference Check – An E.P. to E.P. reference check will be conducted on the final candidates, usually no more than three, and the results communicated to the PNC.
2. Merit and Suitability, Final Candidate – *“Prior to making its report to the congregation, the PNC shall receive and consider the presbytery’s council on the merits, suitability and availability of those considered for the call.”* (G-2.0803) The Presbytery Executive, COM Liaison, and one other COM member will offer this council on behalf of the presbytery, and report the same to COM. The PNC may consult with this group regarding the finalists and must regarding the final candidate, receiving the presbytery’s counsel and willingness to establish the call. The PNC shall offer no terms to a candidate nor report to the congregation until the presbytery’s representatives have indicated in writing that they will recommend that the presbytery establish the call.
3. Application for Presbytery Membership – When the final candidate has been selected by the PNC and approved by the presbytery’s representatives in step 2 above, the Stated Clerk will be notified and will send the candidate all of the application papers necessary for establishing the call and applying for membership. The Exam Team moderator will be copied on this communication in order to arrange for a membership examination interview.
4. Presbytery Membership Exam Interview – Will take place when the candidate has submitted responses to the exam questions to the Stated Clerk and the exam team moderator has scheduled the interview. Preferably, this will occur *before* the report of the PNC and vote of the congregation, but if this is impractical, it *may* occur afterwards. The congregation *MUST* be informed if the exam interview has not yet taken place. The exam team will share its recommendation immediately with the PNC and the Stated Clerk for distribution to COM and the presbytery.
5. COM Approval – COM will vote on the call when it has received both of the recommendations regarding merit and suitability, and membership in the presbytery. It shall review the adequacy of the terms as part of approving the call. A pastor may not take the field until COM has approved the call.
6. Presbytery Membership Vote – COM has the delegated authority to both examine and receive members but has traditionally chosen to refer the membership vote to the presbytery at a stated meeting. COM may exam, receive and install pastors without a presbytery vote when “its strategy for mission requires it.” Regardless of process, all new members are graciously introduced, prayed for, and welcomed by the entire presbytery.
7. Installation – COM designates an administrative commission and determines the date, time and place of installation.
8. COM Meeting – At any time during or immediately after the call process, the final candidate is expected to meet with the entire COM during a regular meeting, either in person or remotely, in order to establish a working relationship, develop colleagues and friendships, and be the subject of prayers.



Summary

EP Background Check	EP to EP on finalists (max of three)
Merit & Suitability	EP, COM Liaison, COM member, consult w/PNC & report to COM
Call Offer	PNC may offer/negotiate upon receiving above recommendation
Application & Exam	Candidate receives, completes, returns application, SC refers to Exam Team
Exam Team Interview	Preferably before PNC reports & congregation votes; if after must inform congregation that exam has yet to occur
COM Approval	Receives suitability & merits, Exam Team report, reviews terms adequacy
Presbytery Vote	Continuation of exam and vote on floor of presbytery
Installation	COM designates AC; date, time, place of service
Meet with COM	Any time during process for acquainting, support, prayer



Minimum Terms of Call (G-2.0804)  
*Approved by the Presbytery June 8, 2017*

Full Time Installed Pastors & Associate Pastors

Western Washington & Alaska, Urban & Suburban, AK – \$52,000 (Salary + Housing).  
Eastern Washington, Urban and Suburban – \$46,800.

- Full Board of Pensions Benefits is required for all installed positions.
- Study Leave (see below) – two weeks/ten non-working days.
- Vacation (see below) – four weeks/20 working days, five weeks/25 working days after seven years or ten years of ordained service.
- Reimbursable Business Expenses by voucher must be included if visitation/pastoral care is included in the position description; must be adequate to cover actual expenses incurred.
- Full-Time Employment (FTE) cannot exceed an average of 48 hours per week.

Installed Part Time Pastors

- All of the above prorated by percentage of FTE.
- Demonstrated health care provisions for the teaching elder and dependents

Village, Rural, Temporary and Other Circumstances

Salary & Housing – combined resources from the salary/housing provided by the congregation, outside employment, spouse employment and other resources must meet the minimum; annual review of salary includes review of all outside employment and resources.

Temporary Pastoral Relationships – addressed on a case-by-case basis. When it is expected that an interim position will be succeeded by an installed pastor, COM will immediately declare interim salary expectations that demonstrate the congregation can support an installed pastor or associate pastor.

Healthcare and Retirement Benefits – In all cases, demonstration to COM's satisfaction that pastor and all dependents are covered for health insurance and that adequate contributions are being made towards the teaching elder's retirement benefits.

Alaska Rural/Villages – Two weeks extra vacation every other year plus economy airfare for pastor and family to Seattle paid for from an established presbytery restricted fund.

## Minimum Annual Vacation, Holidays, Sick Leave

### Vacation

Definition of "days" & "weeks" – *For the purposes of this policy only*, a work week consists of five working days and two non-working days, recognizing that most Exempt professionals work more than 40 hours per week, and often work on non-working days. 20 working days is the equivalent of four calendar weeks; 25 working vacation days is the equivalent of five calendar weeks. Vacation may be taken in single or multiple days, and/or weeks.

Beginning teaching elders – 20 working days annually, including no more than four Sundays.

Teaching elders with seven years in the same position, or ten years of ordained service – 25 working days annually, including no more than five Sundays.

Vacation accrual – 2.5 days per month, available as accrued; maximum accrual is 25 days. At the time of termination, unused vacation is compensated at the current salary rate.

### Holidays

Ten holidays from the following suggested days – New Year's Day, MLK Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If the teaching elder works on a designated holiday, another day shall be scheduled within two weeks of the holiday. If a designated holiday falls on a teaching elder's normally scheduled day off, it will be observed within two days before or two days after

### Sick Leave/Family Emergency

Ten working days, including a maximum of two Sundays, no accrual or carry over, forfeited at time of termination.

### Study Leave

Ten (10) working days, including no more than two (2) Sundays, accrued at 1.2 days per month, for a maximum accrual of 30 working days, including six (6) Sundays.

At the time of termination unused accumulated study leave is forfeited.

At least \$100.00 per week for continuing education will be provided.

### Scheduling

The scheduling of vacation or study leave are subject to Session's approval.



Pastoral Call Form

(for Pastor, Co-Pastor, Associate Pastor, Commissioned Elder, or temporary relationships\*)

The (session/congregation) \_\_\_\_\_ of \_\_\_\_\_ Church, of city of \_\_\_\_\_, state of \_\_\_\_\_, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, \_\_\_\_\_ to undertake the office of \_\_\_\_\_ of this congregation, beginning \_\_\_\_\_, promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote (full time/part time%) \_\_\_\_\_ to the ministry of the Word among us, we promise and obligate ourselves to provide you the following effective salary and vouchered expenses, annually:

Table with 2 columns: Effective Salary and Reimbursable Business Expenses. Rows include Cash Salary, Housing Allowances, Deferred Compensation, Cash Bonuses or Gifts, SECA Supplement, Other Allowances, Fair Rental Value of manse, Auto/travel, Continuing Education, Books & Journals, Hospitality, and Other reimbursables.

Board of Pensions: Full medical, pension, disability, and death benefits (required for installed calls)

Continuing Education/Study Leave (if exceeds presbytery minimum): \_\_\_\_\_

Vacation (if exceeds presbytery minimum): \_\_\_\_\_

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

\_\_\_\_\_  
Pastor Nominating Committee Moderator Printed Name Date

\_\_\_\_\_  
Congregational/Session Meeting Moderator Printed Name Date

\_\_\_\_\_  
Called Pastor/Associate Pastor/Elder Printed Name Date

\_\_\_\_\_  
COM Moderator or Stated Clerk Printed Name Approval Date

Please attach a position description

\*An Addendum for a Temporary Pastoral Relationship, or other Addendum, is attached. Please return the original signed copy to the Stated Clerk



Addendum to Pastoral Call  
for Temporary Pastoral Relationships and  
Commissioned Ruling Elders to Particular Pastoral Service

Between the session of \_\_\_\_\_ and \_\_\_\_\_

*G -2.05b Temporary Pastoral Relationships*

*Temporary pastoral relationships are approved by the presbytery and do not carry a formal call or installation. When a congregation does not have a pastor, or while the pastor is unable to perform her or his duties, the session, with the approval of presbytery, may obtain the services of a teaching elder, candidate, or ruling elder in a temporary pastoral relationship. No formal call shall be issued, and no formal installation shall take place.*

*Titles and terms of service for temporary relationships shall be determined by the presbytery. A person serving in a temporary pastoral relationship is invited for a specified period not to exceed twelve months in length, which is renewable with the approval of the presbytery. A teaching elder employed in a temporary pastoral relationship is ordinarily not eligible to serve as the next installed pastor, co-pastor, or associate pastor.*

Period

This agreement is for a period of \_\_\_\_\_ months\* beginning on the date written above and ending on \_\_\_\_\_. This agreement may be extended or revised by the session and the pastor, with approval of the presbytery (COM).

Termination

This agreement may be ended by the session or the pastor by giving written notice 30 days in advance of the date of termination. Should the pastor terminate this agreement with less than 30 days' notice, no further compensation will be paid beyond the last day of service.

Other

*\*The period for a temporary relationship may not exceed 12 months. Ruling Elder commissions may not exceed 36 months. Both shall be reviewed annually by the presbytery, and may be renewed with its approval*