



National Capital  
PRESBYTERY  
MISSIONAL · PASTORAL · PROPHETIC

**TERMS OF CALL PACKET FOR PNCs | 2019**  
**With Housing Allowance**  
**Entrance Process (Part IV)**

**National Capital Presbytery**

*Strengthening & Transforming Our Congregations*

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[www.thepresbytery.org](http://www.thepresbytery.org)

# Terms of Call Packet for PNCs – 2019

## Housing Allowance

### Entrance Process (Part IV)

#### National Capital Presbytery

### Terms: Call Forms (A and B), Requirements & Information, Equity Allowances Additional Components: Sexual Misconduct Policy & Housing Assistance Agreements

#### Terms of Call Form A.

This form is submitted as part of the Entrance Process and must be signed by both the chair of the PNC and the minister/candidate. It is due to COM Administrator before the Entrance Exam can be arranged.

#### Terms of Call Form B.

This is identical to Form A (minus the housing assistance section) and is the official call form. One copy of this form must be signed at the congregational meeting by the PNC Chair, minister/candidate and the moderator of the meeting. The Stated Clerk will sign the form later. The form is to be provided to the COM Administrator as soon as possible following the congregational meeting. The form may be provided via electronic or physical means.

#### Requirements and Information

1. Nominating committees should check the National Capital Presbytery's Compensation Policy for Clergy, which is found on the Presbytery website.
2. Presbytery Minimums. See <http://www.thepresbytery.org/documents/committee-ministry-documents/>. A self-calculating Spreadsheet is available from the COM Administrator. It allows you to plug in your salary and housing figures and automatically calculate other required elements of the Terms of Call.
3. Elements of Effective Salary. Some of these are included in the spreadsheet and are also explained in the Presbytery's compensation policy (#1). Effective salary is explained in detail in "Understanding Effective Salary" published by the Board of Pensions. (<http://www.pensions.org/AvailableResources/BookletsandPublications/Documents/pln-103.pdf>)
4. Salary Ceilings/Caps. At certain effective salaries there is a cap on earnings subject to FICA and BOP requirements.
5. Your PNC liaison can always contact the Transitions Team Chair or the COM Administrator, for clarification, additional answers, or where to find them.

## **Sexual Misconduct and Administrative Leave Policies.**

By signing the Terms of Call form, the Pastor and Session agree to abide by the Book of Order (D 10.0106) and the Presbytery's Sexual Misconduct and Administrative Leave Policies which permit the Presbytery to put a minister on administrative leave upon receipt of allegations of sexual misconduct or for failure to participate in the mandated training on the Presbytery's Sexual Misconduct Policy within the first year of the call and every three years thereafter. Both parties need to be aware of this and review these policies. It's the responsibility of the PNC to inform Session and their candidate. Both policies are on the website and are sent to the candidate when the Entrance Interview is scheduled.

## **Housing Assistance Agreements.**

In addition to the terms of call, many churches are able to help pastors new to the area purchase housing with equity sharing agreements or loans.

- Equity sharing agreements must be approved by the Commission on Congregational Transitions (CTC) and are kept on file (the General Presbyter has been delegated approval authority by the CTC).
- The key element that will be evaluated is the shared risk of either profit or loss at the end of the contract. Risk cannot be assigned to one party over the other. Templates and samples are available from the General Presbyter.
- Loans and other agreements must also be approved by CTC and are kept on file. Note: the interest savings of an interest-free loan is included in Effective Salary.
  - Documentation for these agreements, if available, should be submitted to the COM Administrator along with the Terms of Call Form prior to the Entrance Interview.
  - If an agreement is planned but will not be negotiated by the time of the Entrance Exam, a general description of the anticipated agreement must be submitted along with Terms of Call Form and full documentation should be submitted to CTC when complete. Please see page 4. This form may be submitted or you can supply your own documents containing all the specified information.
  - These planned but not finalized agreements (or descriptions) are not part of the Terms of Call nor are they voted on by the congregation at the time of the call. It is required that an agreement/description be submitted with the Terms of Call.
  - When the legal detail of any loan or equity sharing agreement is completed, then that agreement must be approved by a vote of the congregation.
  - If a loan is extended, it is recommended that the interest be paid monthly so that the terminal repayment does not balloon.

## Salary Ceilings/Caps

### 1. FICA Offset.

**Note.** The required 7.65% FICA is a combination of 6.2% for Social Security and 1.45% for Medicare.

- The cap on earnings subject to Social Security tax is available at <http://www.ssa.gov/planners/maxtax.html>. There is no cap on the earnings subject to Medicare tax.
- This means that for Effective Salaries above the cap the requirement is 7.65% of the cap amount, plus 1.45% of the amount above the cap. This changes annually.

### 2. Board of Pensions

- The cap for medical dues assessment is set annually by the BOP, so any effective salary more than that figure escapes from that portion of the dues calculation.
- For our purposes this means that any effective salary beyond BOP Maximum is assessed at 12%: 11% for retirement, 1% for death/disability.

# General Agreement for Housing Assistance Entrance Process (Part IV)

## National Capital Presbytery

If an agreement for housing assistance is anticipated but not completed by the time of the Entrance Exam, please complete the following form and submit it along with the Terms of Call Form. (You may submit your own document(s) containing all the information below.)

*Amount of assistance (required)* \_\_\_\_\_

**Check type of assistance anticipated (if known at this time):**

\_\_\_\_\_ Equity Sharing Agreement. (Sample and templates can be provided.)  
Both parties (church and minister) must agree to the shared risk of either profit or loss at the end of the contract. This is assumed in the Verification and Agreement below.

\_\_\_\_\_ Loan. Indicate type of loan. \_\_\_\_\_  
(i.e. interest free, low interest, deferred interest)

\_\_\_\_\_ Other (describe) \_\_\_\_\_

### Verification of Assistance

**Note: for confidentiality, this section must be completed without the candidate's name.**

The Session of \_\_\_\_\_ Presbyterian Church agrees to the amount and in general to the type of housing assistance described above.

\_\_\_\_\_  
Signature (Clerk of Session)

\_\_\_\_\_  
Date

### Agreement of Understanding

\_\_\_\_\_ Presbyterian Church and \_\_\_\_\_  
agree in general to the type of housing assistance described above.

\_\_\_\_\_  
PNC Chair (Signature for Church)

\_\_\_\_\_  
Minister/Candidate Signature

Date \_\_\_\_\_

# Terms of Call Form A

## Housing Allowance

### National Capital Presbytery

*One copy to be signed and submitted prior to the Entrance Exam to the COM Administrator of NCP.*

The \_\_\_\_\_, a member congregation of National Capital Presbytery, calls you \_\_\_\_\_ to serve as \_\_\_\_\_, effective \_\_\_\_\_.

This is a (part-time, full-time) position. (If part-time, number of hours per week: \_\_\_\_\_)  
The terms of compensation are as follows.

#### **COMPENSATION INCLUDED IN EFFECTIVE SALARY**

Effective Cash Salary (includes housing allowance to be determined by Session action) \_\_\_\_\_ \$ \_\_\_\_\_ (a)

Flexible Spending Account (ex: medical deductible reimbursement) \_\_\_\_\_ \$ \_\_\_\_\_ (b)

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_ (c)

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_ (d)

**TOTAL EFFECTIVE SALARY (Total of lines a-d)** \$ \_\_\_\_\_ (e)

#### **PENSION/MAJOR MEDICAL**

At the required percentage of the Total Effective Salary. (37%-2019) \$ \_\_\_\_\_ (f)

#### **PROFESSIONAL EXPENSES (Accountable Reimbursement Plan)**

Auto expenses \_\_\_\_\_ \$ \_\_\_\_\_ (g)

Study leave expenses (**\$1000 required**) \_\_\_\_\_ \$ \_\_\_\_\_ (h)

Other professional expenses \_\_\_\_\_ \$ \_\_\_\_\_ (i)

#### **OTHER ELEMENTS OF THE TERMS OF COMPENSATION**

Social Security (SECA/FICA) 50% Offset (7.65% of line g) (**required**) \_\_\_\_\_ \$ \_\_\_\_\_ (j)  
(any amount over 50% must be included in effective salary above)

Other (**specify**) \_\_\_\_\_ \$ \_\_\_\_\_ (k)

Vacation (**four weeks required**) \_\_\_\_\_ \$ \_\_\_\_\_ (L)

Study leave **(two weeks required)** \_\_\_\_\_ weeks \_\_\_\_\_ (m)

Moving Expenses as described in the Clergy Compensation Policy **(required)** \_ \_\_\_\_\_ (n)

Will a Sabbatical be provided? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for how long? \_\_\_\_\_

After how many years of service? \_\_\_\_\_

Parental Leave (suggested) Yes \_\_\_\_\_ No \_\_\_\_\_ How long? \_\_\_\_\_ If your Congregation has parental leave policy, has it been made available to the nominee? Yes \_\_\_\_\_ No \_\_\_\_\_

For guidance, please refer to the most recent NCP Clergy Compensation Policy and to NCP/COM Sabbatical Guidelines. Both are in COM documents at <http://www.thepresbytery.org/documents/com-policieshandbooksmanual/>

**HOUSING ASSISTANCE**

*(Check one. When an equity share or loan agreement is agreed to by the Session and the pastor, then it must be presented to the congregation for vote as it is part of the Terms of Call).*

\_\_\_\_\_ No loan or equity sharing agreement. (Pastor is renting, purchasing or owns housing.)

\_\_\_\_\_ Equity Sharing Agreement. (Full documentation is attached.)

\_\_\_\_\_ Loan or other Agreement. (Full documentation is attached.) Include any interest free savings on lines e or f, above.

\_\_\_\_\_ We plan to offer an agreement which has not been negotiated yet. Attached is a "General Agreement" (page 4). Full documentation will be submitted when complete.

We promise and obligate ourselves to review with you annually the adequacy of this compensation and to report annual actions taken to the CTC.

The Pastor and Congregation agree to abide by the Book of Order (D 10.0106), the Presbytery’s Sexual Misconduct Policy and the Presbytery’s Administrative Leave Policy which permits the Presbytery to put a minister on administrative leave upon receipt of allegations of sexual misconduct or for failure to participate in the mandated education of the Presbytery’s Sexual Misconduct Policy within the first year of the call and every three years thereafter.

**SIGNATURES**

\_\_\_\_\_  
Chairperson, PNC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister/Candidate

\_\_\_\_\_  
Date

# Terms of Call Form B

## Housing Allowance

### National Capital Presbytery

**One copy to be signed at and submitted after the Congregational Meeting to the Stated Clerk of NCP.**

The \_\_\_\_\_, a member congregation of National Capital Presbytery, calls you \_\_\_\_\_ to serve as \_\_\_\_\_, effective \_\_\_\_\_.

This is a (part-time, full-time) position. (If part-time, number of hours per week: \_\_\_\_\_)  
The terms of compensation are as follows.

#### **COMPENSATION INCLUDED IN EFFECTIVE SALARY**

**Total Effective Cash Salary** (includes housing allowance as determined by Session) \_\_\_\_\_ \$ \_\_\_\_\_ (a)

Flexible Spending Account (ex: medical deductible reimbursement) \_\_\_\_\_ \$ \_\_\_\_\_ (b)

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_ (c)

Other (Specify) \_\_\_\_\_ \$ \_\_\_\_\_ (d)

**TOTAL EFFECTIVE SALARY (Total of lines a-d)** \_\_\_\_\_ \$ \_\_\_\_\_ (e)

#### **PENSION/MAJOR MEDICAL**

At the required percentage of the Total Effective Salary. (37%-2019) \$ \_\_\_\_\_ (f)

#### **PROFESSIONAL EXPENSES (Accountable Reimbursement Plan)**

Auto expenses \_\_\_\_\_ \$ \_\_\_\_\_ (g)

Study leave expenses (**\$1000 required**) \_\_\_\_\_ \$ \_\_\_\_\_ (h)

Other professional expenses \_\_\_\_\_ \$ \_\_\_\_\_ (i)



**OTHER ELEMENTS OF THE TERMS OF COMPENSATION**

Social Security (SECA/FICA) 50% Offset (7.65% of line g) **(required)** \$ \_\_\_\_\_ (j)

(any amount over 50% must be included in effective salary above)

Other (specify) \$ \_\_\_\_\_ (k)

Vacation **(four weeks required)** weeks \_\_\_\_\_ (l)

Study leave **(two weeks required)** weeks \_\_\_\_\_ (m)

Moving Expenses as described in the Clergy Compensation Policy **(required)** \_\_\_\_\_ (n)

Will a Sabbatical be provided? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, for how long? \_\_\_\_\_

After how many years of service? \_\_\_\_\_

Parental Leave (suggested) Yes \_\_\_\_\_ No \_\_\_\_\_ How long? \_\_\_\_\_ If your Congregation has parental leave policy, has it been made available to the nominee? Yes \_\_\_\_\_ No \_\_\_\_\_

For guidance, please refer to the most recent NCP Clergy Compensation Policy and to NCP/COM Sabbatical Guidelines. Both are in our COM documents at

<http://www.thepresbytery.org/documents/com-policieshandbooksmanual/>

**HOUSING ASSISTANCE** \$ \_\_\_\_\_ (Loan, equity sharing, etc.) (When an agreement to provide housing assistance is determined by the Session and the pastor, the terms need to be voted upon by the congregation. That vote may come at a subsequent congregational meeting than the initial vote on the call.)

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

The Pastor and Congregation agree to abide by the Book of Order (D 10.0106), the Presbytery’s Sexual Misconduct Policy and the Presbytery’s Administrative Leave Policy which permits the Presbytery to put a minister on administrative leave upon receipt of allegations of sexual misconduct or for failure to participate in the mandated education of the Presbytery’s Sexual Misconduct Policy within the first year of the call and every three years thereafter.

**Certification of the Call**

**SIGNATURES**

\_\_\_\_\_  
Chairperson, PNC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister/Candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Moderator of the Meeting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stated Clerk, Calling Presbytery

\_\_\_\_\_  
Date

**HOUSING ALLOWANCE SPREADSHEET**



Housing Allowance  
Worksheet.xlsx