

**TERMS OF CALL REPORT – INSTALLED POSITIONS**  
**Presbytery of Santa Fe**



YEAR \_\_\_\_\_

MINISTER'S NAME \_\_\_\_\_

CHURCH \_\_\_\_\_

POSITION    HOURS PER WEEK \_\_\_\_\_

- Pastor (including organizing, designated)       Associate Pastor  
 Transitional Pastor       Transitional Associate Pastor

**COMPENSATION INCLUDED IN EFFECTIVE SALARY**  
 (Minimum salary/housing for 2023 is \$44,675 for full-time)

1.	\$	Annual cash salary
2.	\$	Housing allowance
3.	\$	<b>OR</b> Manse value, if manse is provided
4.	\$	Utility and furnishing allowances
5.	\$	Deferred compensation, 403b employer contribution ( <i>not including matching contributions</i> )
6.	\$	Bonuses, unvouchered allowances, gifts from employer
7.	\$	Other allowances (e.g., individual plan medical deductible or benefit premiums, SECA allowance <i>in excess</i> of 50% of estimated obligation, etc.) <b>Specify:</b>
8.	\$	<b>Total Effective Salary (Sum of lines 1-7)</b>

**BOARD OF PENSIONS PCUSA**

9.	\$	Pastor's Participation (medical, pension, death & disability benefits) <b>39%</b> of Total Effective Salary
10.	\$	Additional employer costs for optional benefits <b>Specify:</b>

**COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY**

11.	\$	Continuing education reimbursements (minimum of \$1250, cannot be prorated )
12.	\$	Automobile expense reimbursements ( <i>not commuting/IRS rate or at least .37/mile</i> )
13.	\$	Business and professional expense reimbursements
14.	\$	SECA Tax allowance (only up to 50% of estimated obligation. Calculated at 7.65% of effective salary)
15.	\$	Group plan for medical deductible or benefit premiums, co-insurance <b>Specify:</b>
16.	\$	Other deferred compensation, 403b employer matching contribution
17.	\$	Other vouchered allowances <b>Specify:</b>

18.	\$	<b>TOTAL COST TO CHURCH OR EMPLOYING ORGANIZATION</b> <b>(Sum of lines 8-17)</b>
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**VACATION AND LEAVE**

19. \_\_\_\_\_ Weeks vacation (minimum - four weeks)  
 20. \_\_\_\_\_ Weeks study leave (minimum - two weeks)  
 21. \_\_\_\_\_ Days sick leave (minimum 10 days)

**Note:**

- Pulpit supply minimum is \$150 plus mileage.
- Study leave & continuing education funds can accumulate for up to 3 years.
- Per NM law, all employees earn 1 hour of sick leave for every 30 hours worked.
- When applicable, it is recommended that calls include paid parental leave of at least 12 weeks.

22. CLERGY RENEWAL LEAVE

All Calls and Call renewals must show Clergy Renewal Leave which is to be granted after six years with your congregation. EXPECTED YEAR OF CLERGY RENEWAL LEAVE: \_\_\_\_\_

23. OTHER (please list): \_\_\_\_\_

Have these terms of call been approved by the Congregation? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, please give the date of the congregational meeting: \_\_\_\_\_

Please complete and return **by April 15th** to the *Presbytery of Santa Fe, 217 Locust St. NE, Albuquerque, NM, 87102*, or EMAIL [asc@santafepresbytery.org](mailto:asc@santafepresbytery.org) or FAX to 505-345-6563. If amounts are not yet approved, please insert proposed amounts and notify the office later of any changes.

Signed: \_\_\_\_\_  
Clerk of Session