

## **II. Policies for Pastoral Compensation**

### **A. Compensation**

Compensation shall include cash salary and related payments and allowances; participation in the benefits plan of the Presbyterian Church (U.S.A.) which provides for retirement, disability, health, survivor and death benefits coverage, paid holidays, leaves, vacation, mileage allowance, and continuing education. (All clergy working at least twenty [20] hours per week should receive the benefits contained in this statement).

It is recommended that each church consider, in addition to the above, other compensation such as dental premiums, employer contributions to SECA and vouchered expense allowance.

The minimum compensation for full-time ordained pastors, serving churches or programs in the Presbytery, shall be reviewed annually by COM and approved by the Presbytery at its Fall meeting.

Congregations shall provide at least the minimum compensation approved by the Presbytery for their pastors.

Salary changes should be based on an annual performance review.

Congregations shall provide, at least, the Presbytery-recommended, "cost-of-living" increase for each of their pastors each year. A written explanation for not providing at least a cost-of-living increase shall be made to the COM along with a request for a waiver.

(See Terms of Call and the associated cover letter in APPENDIX EIGHT.)

Salary increases related to good performance should be considered with each performance review. Such merit increases should not be confused with cost-of-living increases.

### **B. Work Time**

Full time is defined as approximately 48 hours per week. The pastor's job description should realistically reflect the time allotted for the work. If congregations have any questions on how to allocate time for their needs, the COM will be happy to provide assistance.

#### **A. Automobile Allowance and Reimbursement**

A mileage allowance shall be provided as a reimbursement to the pastor for the use of an automobile to conduct the business of the church based on the IRS rate.

#### **B. Continuing Education**

Congregations shall provide study leave time of two (2) weeks minimum annually for all full-time and part-time pastoral positions. This can accrue to a maximum six (6) weeks. This allowance and time are not payable at the dissolution of a pastoral relationship. Each pastor shall consult with the Session about plans for study and shall have Session approval for the time chosen.

C. Vacation

All full-time and part-time pastors shall be granted at least one (1) full month (30 days) vacation per year. (For example, a pastor working 2.5 days per week will get one month of 2.5 day-weeks off.) A vacation with full pay is provided for rest, refreshment, health and work effectiveness.

During the first year of employment, vacation time will be prorated according to the length of employment.

Pastors are encouraged to take their full vacation each year. Thus, it is recommended that pastors not be allowed to carry over vacation time from one year to another. Vacation leave earned for the current year may be taken at the dissolution of a pastoral relationship.

D. Recommended Parental Leave

The Committee on Ministry recommends but does not require the following guidelines:

In addition to other benefits, a pastor may be entitled to parental leave in the period immediately preceding and following the arrival (birth, adoption, or guardianship) of a child.

The parent should apply for the leave, at least one (1) month, if possible, in advance of the expected arrival of the child, specifying the amount of leave time desired.

It is recommended that parental leave may include full salary and benefits for a period of up to forty-five (45) days. Additional time away due to complications or medical considerations of either parent or child may be granted without pay. The Session of a particular church granting such leave is responsible for the provision of temporary pastoral services during that period in consultation with the moderator of the Session and moderator of COM.

Upon completion of parental leave, the employee will be entitled to return to their position. The position will not be filled during the leave except on a temporary basis.

If both parents are on the same employing payroll, only one (1) parental leave will be granted. It may be shared by the two parents with express permission of the Session.

In the case of a clergy-couple shared position, it will not be assumed that one of the parents will automatically take on the responsibilities of the partner. If, by mutual agreement between the pastors and the session, this does take place, the parent granted leave is still entitled to his/her negotiated compensation for the agreed upon time.

E. Moving Expenses

The calling church shall pay full, reasonable moving expenses for a new pastor(s), interim pastor, stated supply, or associate pastor(s) to the calling church.

F. Leaves of Absence with Pay

Leaves of Absence with pay shall be granted by the Session for the following circumstances:

1. For jury duty
2. For personal or family emergencies, at least three (3) days annually.
3. In case of a death in the immediate family the employee shall receive full pay for absence at least from the day of death up to and including the day after burial. This leave with pay shall not normally exceed one (1) week.

G. Recommended Leaves of Absence without Pay

The Committee on Ministry recommends the following guidelines:

Leaves of absence without pay may be granted by the Session for the following circumstances:

1. For portions of parental leave beyond that described in "Parental Leave" Section II.F.
2. These leaves of absence shall be granted for a maximum of six (6) months subject to renewal at the Session's discretion.

H. Recommended Sick Leave

The Committee on Ministry recommends the following guidelines:

Pastors should receive ten (10) working days of sick leave each calendar year cumulative up to 120 days to be used only in case of illness. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. The ten (10) days of additional sick leave will be credited on January 1 of each successive year of employment. Medical doctor certification may be required for sick leave in excess of the entitled time.

Unused sick leave may not be taken at the end or dissolution of a pastoral relationship.

I. Recommended Paid Holidays

Paid holidays should include:

New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a working day, another day may be taken as compensatory time.

J. Manse

When a church provides housing for the pastor(s) to live in, it is important to emphasize that the church maintain the house and property it owns. It is recommended that the Session adopt a plan for annual review, maintenance, and improvement of the house and property and thus maintain a positive landlord and tenant relationship.

Manse value calculated for pension/medical purposes shall be the percentage of salary as mandated by the Board of Pensions or fair rental value, whichever is higher, plus utilities.

K. Sabbatical Leave:

A sabbatical leave for a congregation and the Minister of Word and Sacrament is a planned time of intensive enhancement for the ministry and mission of the church. A sabbatical leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year for renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies.

According to the Alban Institute, a “sabbatical offers opportunity to get off the treadmill and provides an opportunity for renewal of vision and hope. It’s more than just a chance to recharge your batteries for another year. It can be a life and soul-changing time, a time when perspective and the Holy Spirit can come together.”

The Presbytery of Utah strongly encourages congregations to adopt policies allowing for sabbaticals for Ministers of Word and Sacrament and others involved in full-time ministry. The following guidelines will help you plan a successful sabbatical for your Minister of Word and Sacrament. (A Sample Sabbatical Leave Policy for the Minister of Word and Sacrament is provided in APPENDIX FOUR.)

1. The sabbatical leave should be made available for clergy and others serving congregations in some kind of ministerial role as well as those serving on the Presbytery staff.
2. A sabbatical is ordinarily taken in the seventh year of ministry in one particular place. Years do not accumulate between calls [e.g., four years at Westminster and three years at Trinity].
3. Planning for the sabbatical should begin a year before in order to allow the congregation time to budget for additional expenses.
4. Sabbaticals should normally be for a three-month period of time. The Presbytery encourages one month total rest and relaxation/meditation, one month of learning for the sake of learning, and one month of learning and study that will directly benefit the congregation. Vacation time should not be included with sabbatical time. Accumulated study leave is considered expended as part of the sabbatical leave.
5. The congregation shall continue to pay full salary and benefits to the staff person on sabbatical leave. Car allowance may be negotiated. Accrued study leave dollars up to three years can be used for educational cost of the sabbatical leave. The congregation will usually need to contract, in consultation with COM, another clergy or lay person to cover the duties of the staff person on sabbatical leave. This can range from full-time to only supply preaching and pastoral care. The congregation is under no obligation to fund the sabbatical in any other way.

6. In the case of multiple clergy staff, the congregation or church agency may limit the number of sabbatical leaves per staff to one a year.
7. Approval for the sabbatical leave shall be by the Session in the year prior to the leave. Upon approval by the Session, the request shall be forwarded to the Committee on Ministry for their review and approval. The Session shall then inform the congregation.
8. It is the responsibility of the person requesting sabbatical leave to present, in writing, to the church session for their approval, a program, or plan, of activity for the sabbatical leave at least six (6) months prior to the proposed beginning of the sabbatical leave. Following approval, this program or plan shall be submitted to the COM. This program of activity and meditation should include a detailed description of the plan, the goals to be achieved, and the expected end-product(s), together with a personal statement as to why this sabbatical leave would be valuable for both the person and the church. Included in this plan will be the church's plan for pastoral services during the period of the sabbatical leave.
9. At the completion of the sabbatical leave, the MWS shall present to the next regular meeting of the church Session, a written report of the activities and findings. This report also will be sent to the Committee on Ministry immediately following up the Session meeting when it is presented. The MWS shall make a commitment to remain in his or her current position for at least a year following the sabbatical leave.

Upon "re-entry", it is strongly suggested that the MWS share with the entire congregation the details of the leave as well as reflections on its value and benefit. This process provides a great opportunity to reflect upon the benefits that resulted from the sabbatical leave. The ideal result would be for the congregation to see this period of time not just as a MWS's sabbatical leave, but also as the congregation's sabbatical leave.

L. Definitions

**Exempt Employee:** Under the Federal Labor Standards Act, an exempt employee is one who is exempt from the requirement to receive overtime pay. Exempt positions usually require persons who are professionally trained and self-directed, and whose responsibilities include management, supervision, etc. This category includes Ministers of the Word and Sacrament.

**Self-Employed:** A pastor is considered self-employed for purposes of Social Security.