

**2021** ANNUAL SALARY REVIEW OF ORDAINED CLERGY: **DEADLINE: February 15, 2021**

(Form based upon *Effective Salary Worksheet for Ministers* from the Board of Pensions)

**Preferably email to: Stated Clerk – [pbyclerk@gmail.com](mailto:pbyclerk@gmail.com)**

**Or mail to 4141 E. Thomas Rd, Phoenix, AZ 85018**

A. MINISTER'S NAME: \_\_\_\_\_

CHURCH'S NAME \_\_\_\_\_

B. SERVICE: [ ] Full time (35 hours or more) [ ] Part-time (20-34 hours) (\_\_\_\_\_ hours)

**COMPENSATION INCLUDED IN EFFECTIVE SALARY**

Effective date of change _____	(Old) 2020	(New) 2021
1. Annual Cash Salary	1. \$ _____	\$ _____
2. Housing Allowance	2. \$ _____	\$ _____
3. Deferred compensation	3. \$ _____	\$ _____
4. Utility and furnishing allowances	4. \$ _____	\$ _____
5. Bonuses, unvouchered allowances, gifts from employer	5. \$ _____	\$ _____
6. Other allowances (e.g., medical deductibles, SECA allowance in excess of 50% of estimated obligation, etc.)	6. \$ _____	\$ _____
7. Manse amount (must be at least 30% of lines 1-6 for members who qualify for the IRS housing allowance exclusion)	7. \$ _____	\$ _____
8. Total Effective Salary (Sum of lines 1-7)	8. \$ _____	\$ _____

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9. BENEFITS PLAN DUES (Please refer to your recent BOP billing) 9. \$ \_\_\_\_\_ \$ \_\_\_\_\_

**COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY**

10. Accountable reimbursement plan (vouchered business expenses):		
a. Continuing Education Reimbursements	10a. \$ _____	\$ _____
b. Automobile expenses	0b. \$ _____	\$ _____
c. Business and professional expenses	10c. \$ _____	\$ _____
11. SECA Tax allowance (only up to 50% of estimated obligation subject to the Board of Pensions requirements)	11. \$ _____	\$ _____
12. Group plan for medical deductible, coinsurance and dental Premiums	12. \$ _____	\$ _____
13. Other vouchered allowances _____	13. \$ _____	\$ _____

No reductions or downward adjustments are to be made to Effective Salary to reflect the amount of the Member's SECA obligation.

**VACATION TIME** \_\_\_\_\_

This report was reviewed WITH and approved BY the clergy prior to approval of Congregation/Mission/Board, etc.

YES ( ) NO ( )

I approve of all the above data for the record regarding my call.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor

An annual salary review was held / not held with the pastor this year.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Clerk of Session/Administrative Officer



## MEMORANDUM

**TO:** Clerks of Session  
Ordained Clergy in Following Service:  
G-2.0503 Categories of Membership

**FROM:** Committee on Ministry  
Sub-Committee for Pension and Salary

**DATE:** December, 2020

**RE:** Annual Salary Review of Ordained Clergy

The Committee on Ministry is required to provide an annual review and report to the Presbytery concerning salaries. In addition, the Terms of Call require an annual review by session in accord with the minimum requirements. So that we may make our annual report to the Presbytery at the spring Presbytery Meeting, we ask that you complete the attached *Annual Salary Review of Ordained Clergy* form. Please fill out every place that applies and return it to the Stated Clerk (address at top of form) as soon as possible but **no later than February 15, 2021**.

Kindly note that a certification for the Annual Salary Review is required to be signed by both the Pastor and Clerk of Session for those who are in "Service in Congregation of This Church", and the Pastor and appropriate administrative official for those who are "In Other Service," "Beyond Jurisdiction," and "Member-at-large" (when appropriate).

Thank you for your cooperation.

Bob Schulz Stated Clerk  
For Sub-Committee for Pension and Salary