Cherokee Presbytery

Installed Pastor Terms of Call

NAME Presbyterian Church in NAME, Georgia, agrees to the following terms with the Reverend NAME as Pastor.

ACCOUNTABILITY

Rev. NAME is duly elected as Pastor of NAME Presbyterian Church by an affirmative vote of the congregation at a duly called Congregational Meeting, with the concurrence of the Commission on Ministry (COM) of Cherokee Presbytery to serve as Pastor beginning DATE. The Pastor is accountable to the congregation through the Session and Cherokee Presbytery through the MTT and will be titled as Pastor.

RESPONSIBILITIES

The Pastor will be responsible for the following duties:

1. Preaching and leading worship in the Reformed tradition
	1. Preparing sermons and liturgy
	2. Administering the Sacraments
	3. Officiating at weddings, memorial services, and funerals, as requested.
	4. Collaborate with appropriate staff and committees in planning for all worship-related events
2. Pastoral care and visitation
	1. Visit congregants who are hospitalized, infirm, or home-centered
	2. Provide pastoral care to persons in crisis or in the midst of significant life changes
	3. Assist with communications with visitors
3. Church Leadership and Administration
	1. Moderate and lead the Session in its responsibilities
	2. Moderate meetings of the congregation and its corporation
	3. Collaborate with staff and committees in the development and planning of all church programming
	4. Resource church committees and their leaders
	5. Serve ex-officio on the church Nominating Committee
	6. Serve as Head of Staff, ex-officio on the Personnel Committee, and supervise and collaborate with church staff and volunteers
4. Provide leadership and training opportunities for the congregation
	1. Conduct officer training and assist with the training of other leaders
	2. Plan and provide for a new member process
	3. Assist, when called upon, in teaching and and leadership training for Confirmation Class and all faith formation opportunities
5. Relationship with Cherokee Presbytery
	1. Become a Minister Member of Cherokee Presbytery and participate in the life and ministry of the Presbytery through its Ministry Teams and other leadership opportunities
	2. Participate in clergy enrichment and fellowship opportunities
	3. Build a relationship with the General Presbyter

TERMS OF CALL

The Pastor will be employed on a full-time basis with compensation provided as indicated:

1. Annual Cash Salary: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Housing Allowance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL EFFECTIVE SALARY (lines 1 + 2): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Outline any additional compensation (e.g. deferred compensation or moving expenses): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL COMPENSATION (lines 1 + 2 + 3): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1/2 SECA (7.65% x total of lines 1 + 3 under Compensation), if applicable: $ \_\_\_\_\_\_\_\_\_

BOARD OF PENSIONS BENEFITS

The Pastor is required to be enrolled in the Pastors’ Participation plan of the Board of Pensions. The dues for this plan are 39% of Total Effective Salary.

TOTAL BOARD OF PENSIONS BENEFITS: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REIMBURSABLE EXPENSES

1. Mileage at the current business mileage rate up to $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Outline any additional reimbursable expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL REIMBURSABLE EXPENSES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUDGETED EXPENSES

Budgeted Expenses are additional benefits provided through line items in the congregation’s operational budget. These benefits are not calculated as income, but contribute to the overall employment package.

1. Professional Development (books, coaching, spiritual direction, continuing education, etc. and related expenses): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Outline any additional budgeted expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL BUDGETED EXPENSES: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*TOTAL EMPLOYMENT PACKAGE:* $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT SCHEDULE

Salary and housing will be paid at least monthly.

OTHER BENEFITS

* Vacation of 4 weeks annually, including Sundays
* Continuing education and professional development of 2 weeks annually, including Sundays
* Paid Family Leave of a minimum of 12 weeks, as requested by the Pastor
* Additional leave as provided for by Cherokee Presbytery for Minister Members and The Constitution of the Presbyterian Church (U.S.A.)
* Service to the larger church, not including service to Cherokee Presbytery, on an average of 1-2 days per month

SIGNED

Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

On behalf of the COM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_