

# CALL TO A PASTOR



**THE ASSOCIATE REFORMED  
PRESBYTERIAN CHURCH**

## INSTRUCTIONS

1. The printed “Call” has been approved by the General Synod. The terms of the call are those which are in keeping with our *Form of Government*. For this reason, nominating committees and acting moderators should review carefully all the rules of the presbytery in which the congregation is situated.
2. Some presbyteries have a minimum salary. In some cases, travel allowance and other allowances may be included in the minimum salary. The call should state exactly how these allowances are to be treated.
3. Tax laws and the provisions of our Associate Reformed Presbyterian Retirement Plan should be considered very carefully. The manner in which salary and allowances are stated in the call could unduly penalize the pastor. Under the present tax laws, there is no tax advantage to the pastor in having a separate travel allowance. Such an allowance is taxable income. The housing allowance (including utilities), however, is not taxable income provided this is stated clearly in the call and the church budget and is used for that purpose. All such provisions should be carefully considered in stating the terms of the call.
4. The terms of the call should be reviewed carefully with the diaconate and the session before presentation to the congregation.
5. After the moderation of the call, including confirmation, the call should be forwarded to the presbytery in the manner prescribed by the presbytery. The congregation should appoint someone to represent the congregation at the meeting of the presbytery at which the call is considered. This person should be authorized to make minor adjustments in the terms of the call if the presbytery requires such adjustments. Major adjustments may require an additional congregational meeting.
6. After each annual review of the terms of the call, any changes in the terms of the call should be reported to the presbytery.

We the officers and members of the \_\_\_\_\_ Church of \_\_\_\_\_ Presbytery being well satisfied with your ministerial qualifications, and confident that we have been led to you by the Holy Spirit as one whose ministry will be profitable to our spiritual interest, do earnestly call you, \_\_\_\_\_, to undertake the call as \_\_\_\_\_, effective \_\_\_\_\_.

On the acceptance of this our call we promise you in the discharge of your duty all proper support, encouragement, and obedience in the Lord.

That you may devote yourself wholly to the Ministry of the Word, we promise and obligate ourselves to:

- a. Pay you an annual salary of \$ \_\_\_\_\_, in at least monthly payments.
- b. Housing (Check all that apply):
  - (1) \_\_\_\_\_ Provide you with the free use of a manse with utilities.
  - (2) \_\_\_\_\_ Provide you with the free use of a manse without utilities.
  - (3) \_\_\_\_\_ Provide you with a housing allowance of \$ \_\_\_\_\_, in at least monthly payments.
- c. Pay your moving expenses.
- d. Grant you a travel allowance of \$ \_\_\_\_\_ annually.
- e. Pay into the Associate Reformed Presbyterian Retirement Plan Fund as prescribed by the General Synod.
- f. Group Insurance (Check all that apply):
  - (1) \_\_\_\_\_ Pay \_\_\_\_\_% of the cost of your participation in Synod's insurance programs (life, dependent life, medical, dental, accidental death and dismemberment, and disability).
  - (2) \_\_\_\_\_ Pay \_\_\_\_\_% of the cost of your family's participation in Synod's insurance programs (medical and dental)
- g. Review with you annually the adequacy of this compensation.
- h. Grant you an annual vacation of \_\_\_\_\_ weeks.
- i. Other. (Attach)

We desire also to express our commitment to you and to your family for events which could occur in the providence of God. Every effort will be made to assist and lovingly sustain and uphold you and/or your family should such an event occur.

In the event of total disability, as defined in the Synod's insurance program, we promise:

- a. \_\_\_\_\_ To continue the provisions of this call during the prescribed waiting period for commencement of benefits from Synod's insurance program.
- b. \_\_\_\_\_ To continue the provisions of this call for a period not to exceed \_\_\_\_\_ months from the onset of total disability.
- c. \_\_\_\_\_ If you are residing in the manse, and during the month following the terms outlined in "a" or "b" above, to assist you in relocating and contribute \$ \_\_\_\_\_ toward your relocation expenses.
- d. \_\_\_\_\_ Other [Attach]

In the event you should die during the terms of this call, we promise:

- a. \_\_\_\_\_ To continue the provisions of this call during dealing with annual salary, housing, and group insurance for a period of \_\_\_\_\_ months.
- b. \_\_\_\_\_ If you are residing in the manse, and during the month following the terms outlined in "a" above, to assist your family in relocating and/or contribute \$ \_\_\_\_\_ toward these relocation expenses.
- c. \_\_\_\_\_ Other [Attach]

In testimony whereof we have respectively subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_ A. D.

ALL OFFICIAL CALLS TO A CONGREGATION MUST BE SIGNED BY: Elders, Deacons and Congregation Members.





**CONFIRMATION OF A CALL**

I, \_\_\_\_\_ having moderated the congregational meeting which was held in the \_\_\_\_\_ Church on \_\_\_\_\_ at which a call was extended to \_\_\_\_\_ for services as \_\_\_\_\_, certify that the call has been made in all respects according to the rule laid down in *the Form of Government*, and that the persons who signed the call were members in regular standing of the above mentioned congregation.

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