

APPENDIX B

COMPENSATION HANDBOOK

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POLICY FOR PASTOR COMPENSATION

Biblical Basis

The presbytery encourages congregations to be generous in compensating pastors and associate pastors. In his first letter to Timothy (5:17-18), Paul wrote, "Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching; for the scripture says, 'You shall not muzzle an ox while it is treading out the grain,' and, 'The laborer deserves to be paid.' . . ." NRSV

Minimum compensation requirements, adopted annually by our presbytery, provide the starting point for full-time clergy compensation. While no full time pastor may be reimbursed at a lower level, these figures are not intended to set the maximum remuneration. Congregations are encouraged to pay their pastors a fair, just and generous salary, in relation to positions requiring comparable education.

Categories to Be Used in Reporting Compensation

The following categories are used in computing and reporting compensation for pastors:

- A. Effective Salary - includes: cash, housing allowance and/or manse for rental value, utilities, and non-forfeitable annuity payment (deferred Income). This may also include salary reduction items in an accountable plan designated for certain professional expenses (check Board of Pensions website www.pensions.org "Understanding Effective Salary"). Two levels of compensation are established as detailed below.
- B. Benefits - to include pension dues and vacation. Optional benefits may include such items as supplemental health benefits, child and dependent care.
- C. Professional Reimbursable Expenses - to include car expenses and continuing education. Additional reimbursable expense may cover professional books, meals, dues, etc.

Compensation Guidelines for Great Rivers Presbytery

- A. The two-level plan of minimum effective salaries for full-time pastorates is as follows:
 1. LEVEL 1 - The total effective salary for newly ordained pastors and those with less than 4 years experience: **\$39,220**.
 2. LEVEL 2 - The total effective salary for pastors with four or more years of experience: **\$42,220**.
 3. **Motion Passed that there will be no change to the minimum of Pastors' Compensation due to cost of living for 2010. Motion Passed to recommend to all churches to consider a merit increase for all staff in the range of at least 2% for 2010.**
- B. If a raise in the Minimum Salary package to be paid by churches within the presbytery is voted by the presbytery later in the calendar year than September, the new minimum shall not be implemented until at least a full calendar year has elapsed.
- C. Two months paid maternity leave and 2 weeks paid paternity leave to those serving in Great Rivers Presbytery churches is the minimum.

Worksheet to Calculate Salary for Pastor Compensation

A. Effective Salary for Great Rivers Presbytery

_____ 1.	Cash	
		+
_____ 2.	Utilities	When a manse is provided, this allowance is for the purpose of helping a minister pay for expected housing expenses. Even when the church pays the utilities, the amount must be included in effective salary.
		+
_____ 3.	Annuities:	Any amount of deferred income;
		=
_____ 4.	Sub-total - of lines A - C	
		+
_____ 5.	Manse Value: AND/OR	Fair Rental value for that house in that community. (Pastors living in manses should declare a housing allowance for other household expenses.)
_____ 6.	Housing Allowance:	An amount designated for the purpose of purchase or rental when a manse is not provided;
		+
_____ 7.	Social Security	This amount may be deemed taxable as income by Stipend: the IRS.
		+
_____ 8.	Salary Reductions:	The IRS permits monies to be deducted from each pay check and vouchered for this purpose. Money not spent at year's end is lost. These items are at the pastor's request and have income tax implications. They must be included as part of effective salary for the Presbytery of Great Rivers and the Board of Pensions.
	a.	Child/Dependent Care
	b.	Medical.
	c.	Other
		If a church does not provide a reimbursable professional expense account to cover things such as professional dues, books, educational expenses above the continuing education provision or equipment, an amount may be designated as an accountable plan by the minister and from which these expenses may be vouchered. Dollars unused at year's end are lost.
		=
_____ 9.	EFFECTIVE SALARY: (4 + 5 or 6 + 7).	

B. Benefits Include:

- _____ 1. Full Pension - Computed at the rate of ____% of the effective salary starting January 1, 20____. Please Note: For calculating pension dues, the value of the manse is 31% of the total of (Salary + Utilities + Annuity). This results in a higher effective salary as a basis for pension dues and is a requirement of the Board of Pensions. (Use form ENR-100 available at www.pcusa.org)
- _____ 2. Supplemental Health - Sometimes a congregation chooses to provide reimbursement toward health or dental care costs not covered by the Major Medical Plan;
- _____ 3. Child and Dependent Care - A congregation may choose to provide reimbursement for these special costs incurred by their pastors;
- _____ 4. Other - Please specify any other benefits provided for the pastor by the congregation, periodic time away from pastoral duties apart from vacation and study leave, utilities in a manse paid directly by the church, etc.
- _____ 5. Vacation - One month earned at the rate of 2½ days per month; one month is defined as 30 days including four Sundays.

C. Reimbursable Expenses (Paid by Congregation):

- _____ 1. Auto
 - a. Vouchered and reimbursed to this amount at the current IRS allowable annual rate. Must be vouchered to be tax deductible,
- _____ 2. Continuing Education
 - a. **A minimum of \$1,000 per year accumulative up to three years**
 - b. Two weeks after one year, accumulative to six weeks
 - c. The presbytery encourages sessions to budget for the continuing education of elders and other church leaders.
- _____ 3. Other Professional Reimbursable Expenses may include:
Professional dues, books, educational expenses above the continuing education provision or equipment.

D. Taxable Items for Internal Revenue Purposes

PLEASE NOTE: Ministers are to receive a W-2 form each year. Form 1099 is not allowable for ministers serving churches.

1. Income taxes are not withheld from a minister's compensation if estimated taxes are paid quarterly by the pastor. If a pastor chooses to have taxes withheld, a W-4 must be completed and the amount recorded on the W-4.
2. Social Security: Ministers serving churches participate in Social Security as "self-employed persons." Note: If a church provides a minister with a social security allowance, it is taxable both for Internal Revenue and Social Security purposes.
3. Housing Allowance: If a housing allowance is given and not all used, the excess is taxable for Internal Revenue purposes. Also, if more than the housing allowance is spent for housing purposes, it is not tax free.

E. Taxable Items for Social Security Purposes

1. If a Social Security allowance is provided, it is taxable for Social Security, as well as Internal Revenue Purposes.
2. Housing allowance and/or manse allowance including utilities.

Outline of Presbytery, Board of Pensions and Internal Revenue Service Applications and What is Included in Effective Salary and Taxable Income

A. Effective Salary

Items on Appendix D Section V	Presbytery	Board of Pensions	IRS Income Tax	SE Tax
1. Cash	Included	Included	Included (shown in Box 1 Form W-2 which may also include group term life and auto usage.)	Included
2. Utilities	Included	Included (unless paid directly by the church)	Not included (if properly designated)	Included
3. Annuities (Deferred Income)	Included	Included	Not Included	Not Included
5. Manse Value	Fair rental value	30% of D	Fair rental value not included	Fair Rental Value
6. Housing Allowance	Included	Included	Not Included (if properly designated)	Included
7. Social Security Offset (Stipend)	Included	Included (if more than half of required SE tax)	Included (shown in Box 1 Form W-2)	Included
8a. Dependent Care	Included	Included	Not Included (unless in excess of \$5,000)	Not Included (unless in excess of \$5,000)
8b. Medical	Included	Included	Not Included (if proper section 105 and 106 plans in place)	Not Included (if proper section 105 and 106 plans in place)

Instructions for the Use of the Pastoral Call Form

Prior to the congregational meeting to call a pastor or associate pastor, four copies of the call for pastor or associate pastor should be completed. It should specify all and only those allowances and amounts which are undertaken as part of the call. If the call is for less than full-time, the precise terms of the contract should be indicated.

All four copies of the call should be signed by those persons elected by vote of the congregation to prosecute the call, the candidate, and the moderator of the congregational meeting.

All copies are sent to the PGR. If the PGR finds the call in order, it informs the person being called. The Stated Clerk of the PGR should transmit all copies of the call to the Stated Clerk of the minister's/candidate's presbytery.

The Stated Clerk of the minister's/candidate's presbytery shall deliver the call to the Committee on Ministry, which shall inform the presbytery of the receipt of the call and shall recommend to presbytery what action should be taken with respect to it (G-14.0507b).

Upon approval, the minister's/candidate's presbytery presents one copy of the call to the minister/candidate, along with permission to transfer to the PGR. The Stated Clerk makes record of the call and sends two copies to the PGR. The Stated Clerk of PGR will send one copy to the Clerk of Session for the church's record and retains one copy for the Presbytery's record.

Presbytery of Great Rivers Misconduct Policy

The PNC chair will supply the person being called with the PGR Misconduct Policy *Guidelines for Professional Conduct, Appendix F* online at www.greatriverspby.org. If the candidate accepts the call, have the candidate sign the last page attesting that the person being called has received, read, and understands the policy. The signed page will be sent with the call papers to the Stated Clerk of the Presbytery of Great Rivers.

PASTORAL CALL FORM

The Presbyterian Church (U.S.A.) Pastoral Call
(for Pastor or Associate Pastor)

The _____ (Name of Church) Presbyterian Church (USA)
of _____ (city/state) belonging to Great Rivers Presbytery
(PIN 100-252) being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, _____ (Pastor's Name)
to undertake the office of _____ of this congregation,
beginning _____, promising you in discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of the Word among us, we promise and obligate ourselves to pay you the sum of \$ _____ a year in regular monthly payments. Further, we promise to provide you the following (those agreed upon are to be filled in):

Use of the Manse and/or		Moving Cost Reimbursement	\$ _____
Utilities Reimbursement	\$ _____	Study Leave Reimbursement	\$ _____
Housing Allowance	\$ _____		\$ _____
Automobile Reimbursement	\$ _____		\$ _____
Expense Reimbursement	\$ _____		\$ _____

and we will pay regularly in advance to the board responsible for pensions a sum equal to that requisite percent of your salary which may be fixed by the General Assembly of the Presbyterian Church (U.S.A.) for participation in its pension plan, during the time of your being and continuing in the pastoral relationship set forth in this call to this church. We further promise and obligate ourselves to review with you annually the adequacy of this compensation. In addition, we promise to provide:

Vacation: _____
(required by Presbytery: at least one month to include four Sundays)

Study Leave: _____
(required by Presbytery: at least two weeks accumulative to six weeks)

Other: _____

In testimony whereof we have subscribed our names this _____ day of _____ A.D. _____

Signed: _____
(Congregational Representative)

Signed: _____
(Congregational Representative)

Having moderated the congregational meeting which extended a call to _____
for ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing Cap were authorized to do so by vote of the _____
_____ Presbyterian Church (U.S.A.)

Signed: _____
(Moderator of the Meeting)

CERTIFICATION OF THE CALL

A. BY THE CHURCH'S PRESBYTERY

1. **ACTION OF THE COMMITTEE ON MINISTRY**

This call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery **APPROVE / NOT APPROVE** this call.

Date of Action _____

Signature - COM Chair

2. **ACTION BY THE PRESBYTERY**

This call was approved by the Presbytery of _____

Date of Action _____

Signature - Stated Clerk

B. BY THE MINISTER'S/CANDIDATE'S PRESBYTERY

1. **ACTION OF THE COMMITTEE ON MINISTRY**

This call has been reviewed by the Committee on Ministry. The Committee recommends that the Presbytery find it expedient (not expedient) to release _____ to accept this call.

Date of Action _____

Signature - COM Chair

2. **ACTION BY THE PRESBYTERY**

The Presbytery of _____ hereby finds it expedient (not expedient) to release _____ to accept this call and therefore has placed (has not placed) this call in the minister's/candidate's hands.

Date of Action: _____

Signature - Stated Clerk

C. ACCEPTANCE OF THE CALL

This is to certify that I have received and accepted the call.

Date of Acceptance _____

Signature - Pastor

Guidelines for Using Commissioned Lay Pastors

With the increasing shortage of ministers of Word and Sacrament, commissioned lay pastors (CLPs) can play a valuable role in the Presbytery of Great Rivers (PGR). CLPs are not intended to replace ministers of Word and Sacrament but are to serve in churches where the likelihood of a full-or part-time minister is unlikely. The commissioned lay pastor program is under the direction of the Committee on Ministry. The use of lay pastors in PGR reflects the priority of providing quality pastoral leadership to congregations who do not have full-time ordained pastors and in chaplaincy situations, while also being good stewards of the human resources, both trained lay pastors and elders, within our congregations.

- A. To become a CLP, one must be an elder in the church and have the endorsement of the person's local session. The **COM** must interview and approve that person, who then must be accepted by the Synod of Lincoln Trails School for CLPs. CLP training is an intensive and expensive venture, spanning 12 sessions over two years, each session costing \$250.
- B. Once a person has successfully completed CLP training they may be commissioned by PGR to serve as a CLP in a local church for a period of three years. After three years PGR must re-commission the individual to that church. Any time PGR may terminate the relationship if there is good reason.
- C. With PGR approval a CLP is able to administer the Lord's Supper, administer baptism, moderate the session of that congregation under the supervision and invitation of that session's moderator, and when the session of the church the CLP is serving request, officiate a service of marriage.
- D. The CLP may not administer the Lord's Supper, baptism, or officiate a marriage at a church other than the one where the CLP is commissioned.
- E. A CLP who is not commissioned to a local church may not administer the Lord' Supper, administer baptism, or officiate a service of marriage.

Compensation Guidelines for Commissioned Lay Pastors (CLPs)

The following are the minimum compensation requirements for CLPs serving particular churches in primary pastoral positions:

- A. Salary at 80 percent of level 1 minimum pro-rated to the percent of time for which the CLP is contracted. This includes the employing agency's portion of FICA. In cases where churches cannot afford the minimum, a yearly waiver can be applied for.
- B. Approval is required from the COM.
- C. Vacation - one month (including 4 Sundays)
- D. Continuing Education - two weeks annually (including 2 Sundays) accumulative to three years or six weeks, and \$1,000 Continuing Education funds annually.
- E. Mileage reimbursement at IRS rate for work miles not for commuter miles.

AGREEMENT WITH COMMISSIONED LAY PASTOR

The Session of _____ Church
of _____, being satisfied with the qualifications
of _____ and believing his/her ministry will be of spiritual benefit to
us requests the presbytery to approve our invitation to _____ to serve as
our lay pastor beginning _____ and ending _____.*

The functions of the lay pastor, approved for this particular church and consistent with the Book of Order, shall
be: (please consult the list of functions detailed on the reverse of this form and circle the number listed here for
the duties considered appropriate for the lay pastor in this case).

- | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|

*This is a ____% time position OR/ the Lay Pastor will work _____ hours per week.

On behalf of the congregation we promise to support and encourage in the performance of his/her duties in the
following manner:

Salary at rate of \$_____ per year

FICA \$_____ (7.65% of Salary: paid by congregation)

Auto allowance vouchered @ IRS current rate up to \$_____ per _____

Other (e.g. Continuing Education): \$_____

Vacation _____ days per _____ including _____ Sundays

Study leave: _____

IT IS IRS REQUIREMENT THAT THE CHURCH TREASURER FILE A W-2 FORM FOR THE LAY PASTOR

Date: _____ Signature _____ Clerk of Session

Date: _____ Signature _____ Moderator of Session

The above agreement has been reviewed and approved on behalf of the presbytery by the Committee on
Ministry/Regional Commission on Ministry _____ (date) _____ (name)
being appointed as mentor for the lay pastor

Date: _____ Signature _____ Chair, COM/RCOM

This is to certify that I have received and accepted this agreement to serve as a commissioned lay pastor of _____

Date: _____ Signature _____ Lay Pastor

Functions of Commissioned Lay Pastor

NOTE: Lay Pastors are commissioned by the presbytery to serve a particular congregation. The functions approved by the Committee on Ministry are restricted to the effect that the lay pastor is not entitled to exercise these functions **outside** of the particular congregation.

1. Conduct of worship services including the Sacrament of the Lords Supper.
2. Pastoral care (including home visitation, sick visitation in hospital and home, shut-in, elderly)
3. Christian education leadership
4. Attendance at session meetings
5. Attendance at committee meetings
6. Administrative duties
7. Administer the sacrament of Baptism
8. Moderate the session under the supervision of and when invited by the moderator of the session appointed by the presbytery
9. Perform a service of Christian marriage when invited by the session or other responsible committee, and when allowed by the state

Rationale for Use of Interim Pastors

The story of the people of Israel wandering in the wilderness to the promised land describes in part the time of transition we call the interim period (or the in between times). For a particular church this is often a scary and exciting time. Like Moses, a trained interim pastor has the skills and knowledge to help lead the congregation through the wilderness or transition to the promised land of the new pastor. This process of transition can be anywhere from eight to eighteen months under normal circumstances, and needs someone who has special skills and gifts to guide the congregation through it. The following represents many of the ways a trained interim pastor can be a benefit to a congregation in the interim period:

A. Providing Stability - consistent week-to-week pastoral leadership:

1. Listening.
2. Preaching designed to meet the needs of the in between times.
3. Guidance - helping the congregation to understand the natural shifting of leadership which occurs in the in between time.
4. Pastoral Care.
5. Administration - working with staff, session and committees.
6. Conflict Management - if needed to help in congregational healing.

B. Helping to examine “Who we are” as a congregation (with the assistance of an interim care consultant assigned by the Regional Commission on Ministry).

1. Our Past:
 - Looking at past patterns and evaluating their impact.
 - Discovering our strengths and weaknesses.
 - Celebrating our history; sharing our story.
2. Our Present:
 - Identifying and celebrating our success.
 - Working through our common grief.
 - Listening for concerns/issues, and guiding in mutual problem solving.

C. Helping to discover options for change:

1. To suggest and to be open to suggestions for trying new ideas/things in the life and ministry of the congregation.
2. To enable changes in those discovered patterns which the session has found not to have been successful, or helpful in the past.

D. Helping to explore what we want to be:

1. Clarifying the vision of who we can be.
2. Keeping the vision before the congregation.
3. Looking beyond the former pastor and the interim pastor to the “one who is to come,” and preparing the congregation for the new pastor’s arrival.

E. Helping to strengthen denominational linkages:

1. To help guide the session/congregation through the search process in partnership with the ICCs assigned by RCOM.
2. To strengthen the congregation’s appreciation and relationship to its denomination.

GUIDELINES FOR COMPENSATION OF TEMPORARY PASTORS AND MODERATOR

During the interim period while a congregation is seeking a pastor, the following compensation guidelines apply for temporary pastors (also see Interim Pastor guidelines), pulpit supply pastors or CLPs, and moderators.

- A. **Pulpit Supply:** The recommended honoraria is \$125 for one service; \$150 for multiple services on the same day plus mileage at the then current IRS rate.
- B. **Moderators of sessions:** The recommended honoraria is \$50 for each meeting plus mileage at the current IRS rate.
- C. **Temporary Pastors:**
 1. Payment of salary must meet pay guidelines found in this Compensation Handbook under Guidelines for Compensation for a Called Pastor or Guidelines for Compensation for a Commissioned Lay Pastor. Also see Guidelines for Use of, and Compensation for, an Interim Pastor.
 2. Board of Pensions: While all called PC(USA) pastors are to be under the BOP, temporary placements are not required to be. However, the congregation has the responsibility to:
 - a. Pay pension/medical into other plans, if the temporary pastor chooses.
 - b. Notify the Stated Clerk of the Presbytery of Great Rivers to submit a request to the BOP for a waiver on the pastor's behalf so the church does not have to pay vacancy dues to the BOP.
 3. Retired pastors serving in temporary positions need to check with the BOP to make the correct arrangements.
 4. Any pastor asking pension or medical benefits be paid directly to them should understand these become taxable income.

GUIDELINES FOR DECIDING ON MANSE vs. HOUSING

QUESTIONS TO CONSIDER

Housing Allowance - If a church is considering providing a housing allowance instead of a manse, what factors might they consider?

- A. Housing allowance must be adequate to amortize mortgage, and to pay insurance, utilities and maintenance. Twenty-five to 30 percent of salary plus utilities is an average amount used for housing allowance or the fair rental value of the furnished house plus utilities.
- B. Maintenance funds should parallel maintenance costs of a manse.
- C. Can church budget support an adequate housing allowance?
- D. Does your pastor desire to own a house?
- E. Is congregation willing to sell manse and fund housing allowance?
- F. Is adequate housing in the price range available in the community?
- G. Is your pastor financially able to secure down payment and a mortgage?
- H. Is your church able and willing to finance down payment?

DETERMINING THE VALUE OF A MANSE

How and why the value of the manse is calculated different ways:

In the presbytery, the value of the manse for a pastor is calculated at least three different ways. This has led to considerable confusion.

- A. **For compensation guidelines - fair rental value.**
- B. For Pension calculations the General Assembly Pension Board calculates the value of the manse as 30 percent of the effective salary. This raises the pension requirement for churches with a manse above the presbytery calculations.
- C. The IRS in a recent ruling (and an act of Congress) has said the value of the manse must be the fair market value. So for tax purposes the same house might be valued quite differently in different regions of the presbytery and will vary greatly in different geographical regions of the country.

TERMS OF CALL/CONTRACT

Pastor's Name: _____ Ordination Date: _____

Church & City: _____

Position is: _____ Full-Time _____ Part Time-Percent: _____ %

CHECK ONE: _____ Level 1 - Less than 4 years ordained ministerial experience

_____ Level 2 - 4 or more years ordained ministerial experience

_____ Designated Pastor

_____ Temporary Pastoral Relationship (G-14.0550) Begin Date _____ End Date _____

Circle One: Interim Temporary Supply Stated Supply

A. EFFECTIVE SALARY

	With Manse OR	Without Manse
1. Cash Salary	\$ _____	\$ _____
2. Utilities, etc.	\$ _____	\$ _____
3. Annuities (deferred income)	\$ _____	\$ _____
4. Sub-Total	\$ _____	\$ _____
5. Manse Value (fair rental value per year)	\$ _____	\$ (not applicable)
6. Housing Allowance (if applicable)	\$ _____	\$ _____
7. Social Security Stipend (Offset)	\$ _____	\$ _____
8. Salary Reductions:		
a. Dependent Care	\$ _____	\$ _____
b. Medical	\$ _____	\$ _____
c. Other	\$ _____	\$ _____
9. TOTAL EFFECTIVE SALARY	\$ _____	\$ _____
Effective Salary Date: _____		

B. BENEFITS (Paid by Congregation)

1. Board of Pensions (Currently 31.5% of amount figured on BOP Form ENR-111)	\$ _____	\$ _____
2. Supplemental Health	\$ _____	\$ _____
3. Dependent Care	\$ _____	\$ _____
4. Other (specify) _____	\$ _____	\$ _____
5. Vacation (Four weeks including four Sundays) ___ YES <u>or</u> Other: _____		
6. Maternity/Paternity Leave: Minimum two months paid maternity leave or two weeks paid paternity. Other: _____		

C. PROFESSIONAL REIMBURSABLE EXPENSES (paid by congregation)

1. Auto		
a. Mileage Reimbursement up to _____ (Vouchered at the current IRS allowable rate of \$ _____ per mile)	\$ _____	\$ _____
b. OR Car Allowance (taxable)	\$ _____	\$ _____
2. Continuing Education		
a. Reimbursable expenses up to _____ (Minimum \$1000 /year accumulative to 3 years)	\$ _____	\$ _____
b. Amount of Time _____ (Minimum 2 weeks/year, accumulative to 3 years)		
3. Professional Expense (Accountable Plan)	\$ _____	\$ _____

The Constitution of the Presbyterian Church (U.S.A.) requires an annual review of the adequacy of pastoral compensation including conference(s) with the pastor by a responsible committee, recommendation by the Session, and approval by the congregation:

Date of conference with Pastor: _____ Date of Session action and recommendation: _____

Date of Congregational Meeting: _____

Clerk of Session (signature required) _____ Date _____

Pastor (signature required) _____ Date _____

COM Chair (signature required) _____ Date _____

CONTINUING EDUCATION GRANT APPLICATION

The Presbytery of Great Rivers has a grant fund used to share the costs of approved programs of professional development with the minister and the participating church.

- **Ministers of Word and Sacrament and Commissioned Lay Pastors may apply for Continuing Education Grants of up to \$500 in one year, but may only receive \$500 every three years.**
- **Ministers of Word and Sacrament who are pursuing a Doctor of Ministry degree may request a total of \$500 over the course of their entire degree program, but may not receive more than \$250 in a calendar year.**
- **Grants are designed to help ministers and lay pastors continue their education in ways that will support their ministry in their current contexts and are designed to assist those who are in the greatest financial need of grants.**
- **Continuing Education Grants are a way for the Presbytery of Great Rivers to partner with churches, ministers, and lay pastors in ministry. Those who receive grants can partner with the presbytery to share their knowledge. Those receiving grants shall share their education experience in some way. This could be done by giving a brief presentation at an assembly meeting, writing a brief article for the Good News Newsletter, leading a seminar, or in some other creative way.**

Name: _____ Date: _____

Address: _____ Present position: _____

For what specific program are you seeking a grant? _____

Dates and location of program: _____

(If the program meets several times over a given period, please be specific.) _____

Have you been accepted for this program? _____ Yes _____ No

Does this program lead to a degree or certification? _____ Yes _____ No

If so, what and when? _____

Cost of program for this year: _____

(If you are traveling with your family, include costs for yourself only. No funds are available for family lodging, meals etc.)

Amount of your yearly continuing education allowance: _____

Congregation's contribution: _____ Your Contribution: _____

(including your Continuing Education allowance)

What amount do you seek from presbytery? _____

Have you received monies in the past for this particular educational program? _____ Yes _____ No

If yes, for what years? _____

How will you share with others the skills and knowledge you gained through your program? _____

Anything else you would like us to know? _____

This money is to be used only for the program listed above

Signature: _____ Date: _____

The session of the _____ Church recognizes and approves of this continuing education for _____.

*Signature of Clerk: _____ Date: _____

*If you are an at large member of presbytery, please have this application endorsed and signed by the session of the congregation in which you are worshipping.

Committee on Ministry Approval: _____ Date: _____

Send **original** to the presbytery office at
1230 W Candletree Drive, Suite D, Peoria, IL 61614
Retain a copy for your personal file

For presbytery office use only

Date received: _____
COM approved: _____
Check mailed: _____