

**PRESBYTERY OF EAST TENNESSEE COMMITTEE ON MINISTRY  
2018 REQUIRED MINIMUM SALARY & BENEFITS SCHEDULE  
FOR MINISTERS**

"The terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is made. The session shall review annually the minister's terms of call and shall propose for congregational action (G-1.0501) such changes as the session deems appropriate, provided that they meet the presbytery's minimum requirements. The call shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly." (Book of Order G-2.0804)

	<b>WITH MANSE OR HOUSING ALLOWANCE</b>	
	<b>2017</b>	<b>2018</b>
<b>SALARY-minimum salary</b>	\$31,682	\$31,682
*See Note – Salary		
<b>MANSE/HOUSING ALLOWANCE -</b>	9,505	9,505
Manse allowance is calculated at 30% of Salary		
**See Note - Housing/Utility Allowance		
**See Note - Deferred Home Equity Account		
<b>SOCIAL SECURITY/MEDICARE (SECA) to be calculated</b>	3,151	3,151
on the combined total of Salary & Manse/Housing Allowance at 7.65%		
<b>PENSION &amp; MEDICAL – 37% of effective salary (2018)</b>	16,060	16,280
**See Note-Pension & Medical		
<b>ACCOUNTABLE AUTOMOBILE REIMBURSEMENT</b>		
Reimbursable on church business at IRS allowable rate.		
**See Note - Professional Expense Account		
<b>CONTINUING EDUCATION ALLOWANCE (Vouchers)</b>	2,000	2,000
Two weeks education leave is required annually accumulative for three years		
**See Note - Professional Expense Account		
<b>FOUR WEEKS ANNUAL PAID VACATION</b>		
<b>MOVING EXPENSES</b>		
<b>ANNUAL REVIEW OF CALL</b>		
<b>Minimum of Eight weeks paid maternity leave, Two weeks paid paternity leave, Two to Eight weeks paid adoptive leave</b>		
<b>SABBATICAL LEAVE (discussions to commence after fourth year of service)</b>		
<b>TOTAL PACKAGE AMOUNT</b>	<b>\$62,398</b>	<b>\$62,618</b>

(not including accountable automobile reimbursement)

For occasional supply preaching: A minimum of \$75 per Sunday. \$100 for two yoked churches, and 2018 IRS allowable amount for travel expenses.

(over)

## **EXPLANATIONS ON 2018 REQUIRED MINIMUM SALARY & BENEFITS SCHEDULE FOR MINISTERS**

**SALARY** - The Book of Order states the following under G-2.0804. "The terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is made. The session shall review annually the minister's terms of call and shall propose for congregational action (G-1.0501) such changes as the session deems appropriate, provided that they meet the presbytery's minimum requirements. The call shall include participation in the benefits plan of the Presbyterian Church (U.S.A.), including both pension and medical coverage, or any successor plan approved by the General Assembly."

**HOUSING & UTILITY ALLOWANCE** - The minimum combined housing/manse allowance and salary must total \$41,187. The \$9,505 housing allowance is a minimum unless a lesser amount can be justified as adequate, in which case Presbytery may grant an exception.

### **PENSION & MEDICAL –**

The BOP dues percentage is 37% with 25% for medical, 11% for pension, and 1% for death and disability.

"Effective salary" for calculating the dues for the Board of Pensions is defined as cash salary, plus a manse or housing allowance. When a manse is provided, effective salary will include the fair rental value, but not less than 30% of such compensation. Other allowances may be included in effective salary, if mutually agreed upon by the member and employing organization.

**The Board of Pensions has set a minimum effective salary level of \$44,000 for the calculation of medical dues (Pension and Death & Disability are calculated at actual effective salary).** If effective salary is more than \$44,000 calculate medical dues on actual effective salary. Please refer to [www.pensions.org](http://www.pensions.org) for more information about Effective Salary as defined by the Board of Pensions.

\*\*\*Please note that beginning January 1, 2018, the Effective Salary on the Required Minimum Salary Schedule applies to all calls.

**PROFESSIONAL EXPENSE ACCOUNT** - We require that churches establish a Professional Expense Reimbursement Account for automobile, continuing education, and other reimbursable expenses for the pastor, and that all payments from this account be made by voucher or statement for the approved expenses. Monies should not be paid in monthly or quarterly installments without vouchers.

NOTE 1: Expenses paid without such a plan are not fully deductible for Federal Income Taxes.

NOTE 2: IRS auto reimbursement rate as of January 1, 2018 is **54.5¢ per mile**.

**DEFERRED HOME EQUITY ACCOUNT**- It is recommended that congregations providing a manse provide, as part of their pastor's compensation package, a Tax Deferred Home Equity Account of not less than \$500 annually and that the amount of contribution to this account be reviewed annually. It is recommended that treasurers send the annual dollar amount to a local financial institution or the Board of Pension/Retirement Savings Plan as authorized by the session to be held in trust until such time in the future the minister decides to request withdrawal to be applied toward a down payment on the purchase of a house.