

## **Beaver-Butler Presbytery Salary Review Guidelines**

*These guidelines are provided for the churches of presbytery to establish some minimum standards for the required annual review of pastors' salaries by each congregation (see FORM OF GOVERNMENT G-2.0804). They are not intended to secure conformity among those churches, which have a sound procedure, but are designed to suggest a procedure for churches having no regular, fully articulated plan. They are arranged in a series of steps to be followed annually.*

1. Have the Session designate a committee or representatives of interested and aware members with power to insert its recommendation into the proposed budget for the ensuing year. This should be done in ample time for the committee to function in October. OR, the Session and/or the Board of Trustees may fulfill this function within existing committee structures.
2. A special time for the committee to meet with the pastor(s) should be set to deal with this function apart from other business. Even if the pastor states, with sound reason, that no alteration of terms of call is warranted, the meeting should be held and this action reported to the congregation at the time of adoption of the proposed budget. However, the committee should always keep in mind the reluctance of many pastors to take the initiative in obtaining salary increases. The pastor is always torn between his image of a servant and a professional. Actually, only interested and aware laypersons can see that their pastor receives an adequate salary.
3. The meeting of the committee and pastor(s) should have available all figures and relevant facts on "terms of call," financial situation of the church, other salaries paid (church and secular) in the area, etc. in written form. It is the responsibility of the committee to gather and present this data.
4. Sometimes there is a concern for mission among some pastors and churches which prompts many pastors to restrain from asking for or accepting other than modest salary increases so that mission causes might receive whatever increases a congregation can be brought to make. The Ministry and Vocation Committee urges upon congregations strong and generous support of mission causes, but we quickly add that a congregation is inconsiderate and less than generous when they do so at their minister's expense. If a congregation wants to keep up their giving to mission causes, then the Session should ask all the members to equally sacrifice their incomes rather than just their pastor "that there may be equality" (II Cor. 8:14). Let's not put our ministers under that kind of pressure so that they feel guilty for mission giving decrease if they get an increase.
5. The pastor may be offered the option to speak first at this meeting or to hear comments or statements by members of the committee. Conversation should determine whether to increase the salary (and thus alter the terms of the call). NOTE: No decrease is feasible under ordinary circumstances.

6. The committee should propose or suggest an approximate amount for the proposed increase of salary, remembering cost-of-living increases and considering the size of family, ages of children, years of service, merit increases and other factors.

Increases for meritorious services are different than the cost of living adjustment. The experience of the Ministry and Vocation Committee shows that when pastors do not receive adequate increases, they eventually have to relocate to get a raise. Then the church finds that it has to “catch up” when it calls its next minister.

7. The pastor should have the privilege of suggesting the form in which the amount of increase would be most advantageous: salary with pension, allowances for automobile, manse utilities, study, books, expenses, etc.
8. The committee and the pastor(s) should then weigh all factors which pertain to proposed financial changes and arrive at a recommendation for increase, if any.
9. This recommendation should be reported to the Session, Board of Trustees, and/or Budget-drafting Committee.
10. Congregational action (approval needed) should be docketed in connection with the Proposed Budget for the next year, with clear reference to the changes in the terms of call for the pastor(s).
11. All changes approved are to be reported to the Ministry and Vocation Committee **by January 31, 2020**, on the Annual Review of Terms of Call form. This form will be included in the Annual Report packet sent to clerks of session. It may also be obtained from the Presbytery office at any time, upon request.

If for any reason your congregational meeting is delayed, or scheduled after January 31, then by this date please submit the form to the Ministry and Vocation Committee Chairperson containing the *recommendations* of the budget-drafting committee as approved for submission to the congregation. If there should be any subsequent changes to the terms of call during the approval process, they can then be communicated by a revised report.