

Appendix C — Ministerial Support Committee

Outline of Report

- I. Salary
 1. Full-time Pastors
 2. Setting the Pastor's Cash Salary
 3. Compensation Considerations
 4. Salary Review
 5. Housing
 6. Bi-vocational Arrangements
 7. New Pastor Consideration
- II. Employee Benefits
 8. Structuring Compensation Packages
 9. Social Security Reimbursement
 10. Figuring the Social Security Tax
 11. Vacations
 12. Paternity/Maternity Leave
- III. Other Benefits
 13. Continuing Education
 14. Regular Days Off
 15. Rest, Renewal and Spiritual Growth
 16. Daily Prayer for the Pastor and Family
 17. Pastoral Staff Appreciation and Care
 18. Marriage Renewal Retreat
 19. Fund for Regional and General Conferences
- IV. Local Church Expenses
 20. Professional Expenses
 21. Auto Reimbursement
 22. Moving Expenses
 23. Pastor's Christmas Gift
 24. Pastor's Office
- V. Retirement Considerations
 25. Tax-sheltered Annuity
 26. Pensions and Benefits Budget
- VI. Insurance Considerations
 27. Health Insurance Statement
 28. Term Life Insurance
 29. Income Protection Plan
 30. Professional Liability Insurance
- VII. Action Items
 31. District-Sponsored Financial Seminars
 32. Report Distribution
- VIII. Benevolence
 33. Christmas Assistance
 34. Retired Pastors, Evangelists, and Missionaries (and spouses)
- IX. Evangelist's Support
 35. Evangelist's Remuneration
 36. Evangelist's Christmas Gift
 37. Resident Evangelists

- X. Pulpit Supply
 - 38. Retired Ministers
 - 39. Compensation for Pulpit Supply
- XI. Pastoral Sabbath Rest
 - 40. The Sabbatical

The purpose of the Ministerial Support Committee is to encourage each church's affirmation and care of its minister(s) and his/her family. Support of the minister by the church is an expression of the belief in the call of God on the minister's life.

We believe that the churches have a right to expect spiritual and administrative leadership from their pastors, and that they are in turn responsible to provide their ministers with an adequate living and contribute to a respectable retirement. We also believe that the pastors' salary and support should be the first priority in every church's financial obligations.

We recommend that the church board or an appropriately assigned committee review all pertinent portions of this report in preparation for the annual budget meeting.

We further recommend:

I. Salary

1. That each church strives toward the goal of employing its lead pastor on a full-time basis.
2. That our churches be guided in setting the lead pastor's minimum cash salary by the following formula: 20 percent of the amount Raised for All Purposes up to \$100,000 + 7 percent of the excess above \$100,000.
3. Consideration should be given that compensation should reflect the pastor's position within the local church and within the community. Compensation should also reflect the length of experience, level of education, demonstration of capability, productivity, length of service, and level of successful leadership in the management of the local church.
4. That church boards review pastor and pastoral staff compensation at least once a year with consideration given to both (1) merit increase, and (2) increase for cost of living. It is important to note that failure to provide a cost-of-living increase to the pastor actually results in a salary reduction equal to the inflation experienced during the year in question. This is why cost-of-living and merit increases should be simultaneously considered.
 - a. The total package, salary and benefits such as housing allowance, insurance and social security (self-employment tax), should be analyzed.
 - b. If this analysis shows that an increase is needed, especially in the area of salary, that a two-to-five year plan of raises and/or benefit increases be instituted to bring the total compensation package to a suitable level.
 - c. Church boards are encouraged to look beyond current resources and ask themselves, "if the finances were not a restriction, what should our pastor and staff be making?", and then establish their financial goals.

The local church board secretary shall notify the district leadership of any increase/decrease given to the pastoral staff.

5. That each church provides housing for all full-time pastoral staff. Realizing that a home is one element of retirement, we encourage churches to adopt one of the following options:
Option One — Establishment by the church board of a monthly housing allowance. To implement the housing allowance method, we recommend consideration for the following guidelines:

- a. The following items should be included in the calculations:
 - (1) Mortgage payment
 - (2) Insurance
 - (3) Utilities
 - (4) Property taxes

Note: This must all be done in conformity with Internal Revenue Service regulations.

- b. Provide for assistance with down payment and closing costs. Government regulations allow for no-interest loans to be made.
- c. Funding possibilities to enable a church to change from providing a parsonage to providing a housing allowance include:
 - (1) The sale of the present parsonage(s) (refer to *Manual* paragraph 104) and the investment of the proceeds from the sale in an investment fund to generate revenue for the housing allowance.
 - (2) The pastor may want to buy the parsonage. If so, the church can establish the Housing allowance, the pastor obtains a loan; the church invests the proceeds and pays the housing allowance to the pastor, who in turn pays the mortgage payments.

Option Two — The church provides housing for all full-time pastoral staff in the form of a parsonage and utilities. Realizing that housing is a key element for the retirement years, the church will pay into the full-time staff person's equity housing fund. It is important that you follow IRS guidelines in setting up this fund. We recommend the following for this fund:

- a. A fund would be established for each full-time staff member.
- b. The fund would follow the full-time staff member from church to church.
- c. Each church should consider an annual amount of \$1,500 to \$2,500 for the equity fund.

This option would enable the local church to keep a parsonage, while enabling the fulltime staff to develop a fund for retirement housing.

- 6. That when a church cannot support a salary and benefits package that meets the financial needs of their pastor, they allow their pastor to be bi-vocational with their permission and blessing. The pastor should be allowed to work enough hours outside the church to meet his or her financial needs. Pastors should not consider working more hours than necessary to meet their financial needs. In determining whether the pastor should be considered full-time, churches should only take into consideration compensation for pastoral services.
- 7. That when a church is calling a new pastor, the church board considers continuing at least the same level of pastoral support for the new pastor. The board secretary should prepare a letter of policy for the candidate outlining the salary, housing, benefits, reimbursements, vacation and other support policies to the candidate before the initial interview.

II. Employee Benefits

- 8. Pastoral compensation packages should be discussed between the pastor and the church board to maximize allowable Internal Revenue Service tax exclusions. When structuring the package for housing allowance for example, the following should not only be evaluated from the standpoint of compensation but also based on the tax impact.
 - a. Full rent or mortgage payment
 - b. Insurance (both property and contents)
 - c. Property taxes
 - d. Improvements
 - e. Furniture: purchase and repairs
 - f. Furnishings: purchase and repairs

- g. Utilities and homeowners association dues
- h. Cleaning
- i. Repairs, maintenance and remodeling to home
- j. Landscaping
- k. Alarm systems
- l. Internet and cable or satellite television

Another area that should be evaluated from the standpoint of both compensation and tax impact is health/dental insurance/expenditures.

9. That each church reimburses all pastoral staff for their full Social Security tax, and that the reimbursement payments are made at least quarterly or proportionately with each salary check.
10. The 2018 SECA tax rate for the self-employed pastor is 15.3 percent. The formula for figuring the pastor's Social Security is:
 - a. Pastor's annual cash salary: \$ _____
 - b. Add housing and/or fair rental value of parsonage: \$ _____
 - c. Total of a and b: \$ _____
 - d. Multiply by .153: \$ _____
 - e. Divide by .847: \$ _____
 - f. This amount equals the Social Security: \$ _____

11. That all ministers on the church staff be granted vacation with salary and pulpit supply paid by the church. That dates scheduled for vacation be set at their discretion with approval of the senior/lead pastor and the church board. A full vacation week is to include seven consecutive days. That vacation time shall be based on the following formula:
 - a. At least two weeks for pastors serving the denomination for the first four years
 - b. At least three weeks for pastors serving the denomination for 5 to 9 years
 - c. At least four weeks for pastors serving the denomination for 10 to 19 years
 - d. At least five weeks for pastors serving the denomination for 20 to 29 years
 - e. At least six weeks for pastors serving the denomination for 30 or more years

It is recommended that each pastor and associate(s) adopt the church year for the purpose of scheduling vacation time. Vacation time should not accumulate from year to year without the approval of the church board. Time spent at district and general church functions should not be counted as vacation or time off because attendance at these functions is part of the pastor's official duties.

12. That all paid ministers on the church staff be granted at least 3 weeks paternity paid leave and/or 6 weeks paid maternity leave. Volunteer staff should be offered the same leave times. In cases of adoption we recommend that the local church, because of the variety of types of adoptions, (i.e. foster care adoptions, overseas adoptions, etc) initiate conversation on a individual basis with the aforementioned guidelines being a starting point.

III. Other Benefits

13. That each church encourages all of its pastoral staff to enrich their ministerial training by providing funds to permit them to engage in some form of advanced or continuing education, such as ministerial conventions, seminars, directed studies, and special college and seminary courses, or the purchase of professional development materials and the payment of professional dues.
14. That each church, recognizing the intensity of duties on the Lord's day, insist that their pastors take at least one full day off each week or its equivalent for worship and rest. Since this is not always possible, we recommend that the day off be carried over. Also, personal time should be taken at a time of the pastors' own choosing and is in addition to national

holidays. In addition, the church board should be sensitive to particularly stressful time periods, and grant additional time off as needed.

15. That churches consider granting the pastors times away for rest, renewal, prayer, and spiritual growth. In addition, we recommend that the pastors be given at least one week off each year for study. This would not be a vacation but a serious means of strengthening the minister and their service. No minister can keep high standards without planned and consistent learning. This could include attendance at a minister's workshop.
16. The church board should provide leadership in organizing and implementing daily prayer on behalf of their pastors and families.
17. That each local church select a key couple or organize a board committee to assist in improving and facilitating care of the pastoral staff. The key couple/committee shall pray for and encourage the pastoral staff and their families in every way possible. It shall be the duty of the key couple/committee to oversee and facilitate all special and seasonal expressions of love given to the pastoral staff and their families. They are also to be aware of and coordinate practical ways of assisting the pastoral staff and their families (e.g. provision for child care for church retreats, conventions, and assemblies, etc.) and help find ways as a church to minister to the children of the pastors and staff.
18. That considering the high rate of stress ministry places on clergy couples, each church should encourage and enable its full-time ministers to attend periodic marriage enrichment retreats, paying all expenses, and not consider this as vacation time.
19. That our churches, wherever possible, establish a fund to pay expenses of their pastoral staff and spouse(s) to attend evangelism conferences, general assembly, PALCON, WILCON, District Pastors' & Spouse Retreat, and other district, regional, and general conferences and retreats.

IV. Local Church Expenses

20. That the following professional expenses incurred on official church business, and not reimbursed by the district or other sources, be reimbursed through an accountable plan for all pastoral staff in addition to their salary:
 - a. Entertainment: home & restaurants (housing church guests, etc.)
 - b. Business Meals
 - c. Ministry-related gifts (wedding, baby, etc.) and Benevolent gifts
 - d. Assemblies, conventions, continuing education expenses:
—Registration fees, Air/train/bus/car rental, Lodging/tips/laundry, Meals and tips
21. That the local church provides an auto reimbursement:
 - a. Through an accountable reimbursement plan at the current IRS-accepted mileage rate per business mile (such plan should meet the minimum reporting requirements as set forth by the U.S. tax code).
 - b. Or provides a church-owned and maintained vehicle for the pastor's use.
22. That the moving expenses of incoming full-time pastoral staff be paid by the local church, including taxes on automobile and other taxable property (when applicable), and to give an amount equal to an extra week's salary for miscellaneous expenses for relocation. Consideration should be made for the moving expenses of a retiring pastor and incoming part-time staff.
23. That each church remembers the pastoral staff and families with a generous Christmas gift (e.g., one week's cash salary).
24. That the church provides a comfortable and well-equipped office-study for the pastor's use. This provision should include necessary equipment such as telephone (land and mobile),

computer (with internet access), and all necessary supplies, postage, and secretarial help as needed.

V. Retirement Considerations

25. That each church fund a tax-sheltered annuity for pastoral staff, in addition to their cash salary, in an amount equal to at least 5 percent (a minimum of \$500 per year and not to exceed the maximum amount allowable by law) of the pastor's annual cash salary, using Pensions and Benefits USA Supplement Retirement Plan or equivalent.
26. That each church pay 10% of their current adjusted monthly income to the District Missional Resource Center in order to fulfill the Pensions and Benefits Allocation that will assure maximum retirement and life insurance benefits for their pastor from Pensions and Benefits USA.

VI. Insurance Considerations

27. We recommend that each church work with their pastoral staff to provide the best health insurance coverage possible. If the pastor chooses to use the Federal or State Exchanges in acquiring health insurance, please be aware of the ever-changing rules and regulations in how the church is or is not permitted to cover this cost. You may contact the district treasurer for additional guidance.

Churches that employ retired ministers as paid staff are encouraged to give consideration to covering the cost of providing supplemental health insurance, but be sure to follow the current Affordable Care Act guidelines.

28. Churches are strongly encouraged to provide term life insurance for their pastor and pastoral staff.
 - a. By participating in the district-arranged term life insurance, paying the premium out of the local church budget. The district will arrange for basic term life insurance for all assigned ministers and fulltime ministerial staff (associates) who are on the payroll of churches for the Mid-Atlantic District Church of the Nazarene. Premiums for those ministers employed by the district and for senior pastors serving organized churches or church plants whose total church income is less than \$40,000, line 32 on the APR, and for active evangelists (those holding six or more revivals in the previous year) will be paid out of the Ministerial Resource Fund. Churches providing this coverage are requested to pay the premium on an annual basis to the district treasurer upon receiving the invoice.
 - b. By some other option at an equal amount of coverage or more. The district coverage amount should be considered a minimum.
29. That each church considers adoption of the general church's income protection plan (disability insurance), and accidental death and dismemberment insurance plan. That it be recognized as a Christian responsibility to give the pastor sick leave with full pay up to 90 days; and that if the illness continues longer, the termination of the leave should be determined by the local church board in consultation with the District Superintendent.
30. That each church should provide a professional liability rider on the church insurance policy for the pastor/staff.

VII. Action Items

31. That the Ministerial Support Subcommittee plan and implement a seminar as a part of LEADERSHIP ADVANCE (formerly TEAM Day) and recommend knowledgeable finance

and tax consultants available to assist the pastors, church treasurers and the church's financial committees and/or trustees in financial areas, income tax management and retirement planning for the pastor.

32. That the Ministerial Support Committee report be sent to all pastors and/or church board secretaries by internet means to be read to their boards in a fall board meeting. The church board needs to reply back to the district any action that was taken.

VIII. Benevolence

33. Those churches that are able should give material assistance at Christmas to other pastors and their families who are in situations of specific need. Churches should contact the District Superintendent for the names of those pastors and staff members who need such assistance.
34. That churches honor retired pastors, evangelists, and missionaries (and their spouses) who are a part of their congregation by remembering them appropriately on their birthdays, wedding anniversary, Christmas, etc. Churches that are able should give financial assistance and also help the above attend district assembly, pastors and spouse retreat, etc.

IX. Evangelist's Support

35. That each church upon calling an evangelist provide remuneration in an amount equal to twice the pastor's weekly cash salary for the number of Sundays of the meeting; that consideration be given to reimbursing travel expenses and health insurance premium; that proportional reimbursement be given for Social Security tax; and that the amount of remuneration be communicated to the evangelist before the meeting.
36. That each evangelist called by a local church, within the present church year, be remembered at Christmas with a cash gift of at least \$25.
37. That each local church which has a commissioned evangelist who supports that church with tithes and offerings consider helping the evangelist with expenses to each evangelism conference and general assembly; and that the district consider helping each commissioned evangelist on its rolls with expenses to each conference on evangelism and general assembly.

X. Pulpit Supply

38. We recommend that retired ministers be employed for pulpit supply as frequently as possible. Retired ministers live on limited retirement benefits and may welcome the opportunity to provide pulpit supply. Retired ministers are a source of experience and expertise that should be utilized by the local church.
39. A minimum amount for pulpit supply should be \$75.00 to \$150.00 plus consideration of travel expenses.

XI. Pastoral Sabbath Rest

40. The Sabbatical: Senior/lead pastor or full-time pastoral staff needs to take a Sabbath rest to, among other things, prevent burn-out and provide time for reflection, leadership renewal, and spiritual growth. The church board is encouraged to initiate discussion about a Sabbath rest with their pastor.
 - a. What is the need? One of the church's chief stewardship challenges is to maintain a high level of proficiency among its leadership. In our culture, busyness is a badge of usefulness and exhaustion the proof of efficiency. In the midst of such a culture, the church of Jesus Christ must once again hear the call to Sabbath rest.
 - b. Where did the idea come from? The concept of Sabbath rest is a cyclical season of renewal for the minister and the ministry that is modeled by God following creation and by Jesus as he took his disciples on retreat following intense times of mission.

- c. What is its purpose? Sabbath rest is a time to receive, to be nurtured, to dig deeper into oneself, into one's relationship with God. As our model for ministry, Jesus Christ frequently found Sabbath rest. There is nothing that will put an end to effective pastoral leadership more quickly than a loss of perspective. Perspective is gained, maintained, and sharpened in the reflective process known as Sabbath rest. Sabbath rest finds its purpose in:
- (1) Professional and vocational renewal.
 - (2) Call and career assessment and revitalization.
 - (3) The renewing of the vision of/for ministry.
- d. The benefits of the sabbatical for the pastoral staff member and congregation are to:
- (1) Express gratitude and high value to the pastoral staff member.
 - (2) Share in the building of the pastor for continued service.
 - (3) Strengthen the relationship between pastor and congregation. For the church, recognition of God's call to Sabbath rest is a ready and honest admission that there is not an inexhaustible supply of adequate pastoral leadership.
- e. Why? Therefore, recognizing the normal routines often do not provide for reflection and renewal of the vision and mission of the pastor's ministry, we recommend that the congregation provide a sabbatical for the pastoral staff.
- f. Who is eligible? The following two conditions must be met. First, be a senior/lead pastor, full-time pastoral staff member or district superintendent. (Note: senior/lead pastor and full-time staff members are eligible whether they are ordained or not). Second, be in full-time ministry for five consecutive years.
- g. When should this be considered? After they have been with their current congregation for five consecutive years and every fifth year thereafter or more often as the church deems beneficial.
- h. Duration of the sabbatical? The sabbatical should be a minimum of four to six weeks. As a general rule, the thought is that four weeks may be sufficient early and late in a pastor's career, and more time may be more appropriate during the in-between years.
- i. How will timing be set? The timing of the sabbatical leave shall take into consideration the needs of the congregation, the scheduling needs from the pastor's proposal, and other pertinent concerns as may be established.
- j. How does the sabbatical leave relate to vacation, etc.? During the year of the sabbatical, time ordinarily allotted for continuing education will not be reduced. Vacation time will not be reduced because of the sabbatical leave, nor will it be used to extend the sabbatical period.
- k. What will the pastor's remuneration be during the sabbatical? The financial support of the pastor during the sabbatical period will include full salary and retirement benefits, insurance and social security and travel and entertainment allowance. A stipend will also be provided, with the amount to be determined by the board after the consideration of the application and proposal.
- l. Process:
- (1) A Sabbatical Committee will be formed, with the composition determined by the pastor and church board.
 - (2) A written proposal shall be developed by the candidate and the Sabbatical Committee and presented to the church board at least six months prior to the beginning of the desired sabbatical. The proposal shall include the expectations of the leave, focus of the leave, travel plans, and a listing of the church tasks to be cared for in the absence of the pastor.
 - (3) No personnel changes shall be made without consulting the pastor.

- (4) No two members of the pastoral staff may be on sabbatical leave at the same time except by special permission of the church board.
 - (5) Mutual communication between the pastor and the Sabbatical Committee during the leave period will be determined prior to the sabbatical.
 - (6) An evaluation of the sabbatical leave will be viewed in terms of both ministerial and congregational impact. The pastor and the Sabbatical Committee will each prepare a written report within the first six months after he or she returns. The report will be presented to the church board. A copy of each of the reviews will also be forwarded to the District Superintendent for his information and review, along with a copy of the evaluations.
- m. Sabbath Rest Planning and Preparation. We recommend the following as steps of planning and preparation for the pastor, prior to the Sabbath rest.
- (1) Allow six months to plan the Sabbath rest.
 - (2) Develop a plan in which the Sabbath Rest Committee and church board mutually agree.
 - (3) Timing is vital. There's a time to work, and there's a time to rest.
 - (4) Use a consultant or mentor to help/assist you in: planning — objectively, and evaluating — objectively.
 - (5) Search out program resources.
 - (6) Ask for congregational and church board input for the development of your plan.
 - (7) Organize your financial arrangements. Extra expense may be incurred during Sabbath rest.
 - (8) Plan to keep a daily journal.
 - (9) Make travel plans that will remove you from your normal routine.
 - (10) Ask yourself the following: What do I want to happen to me personally? How do I want the Sabbath rest to affect my family/spouse? How would I like the congregation to benefit? Hope builds on the dreams that God reawakens in us. As we walk in pilgrimage with Him, He renews us to lead again the people committed to our charge.
 - (11) Additional information on planning for sabbaticals may be obtained at the following website:
<http://usacanadaregion.org/global-clergy-development>. You then scroll down and click on the link "Sabbatical Resources".

Disclaimer

These guidelines are not intended to serve as tax advice. Questions regarding tax issues should be directed to a qualified consultant. Contact the district office or international headquarters for additional help.