

**Please carefully read full instructions on the reverse of this form
(and "Los Ranchos Guide to Compensation")**

2008 ANNUAL SALARY REPORT

(For all ordained staff)

MINISTER: _____ CHURCH: _____

EMPLOYER: _____ Church Membership (as of 12/31/07): _____

POSITION: Pastor _____ Full Time _____
Associate _____ Part Time _____ What %: _____
Other Validated Ministry _____

A. PERSONAL COMPENSATION

For the year: **2008**

1. Total Effective Salary (see worksheet on the back of this page) \$ _____
2. Pension/Major Medical
 - a. Dues to Board of Pensions Benefits Plan \$ _____
*see instructions on reverse for Line A.2.a.
 - b. Optional Insurance (includes Life, Dental, Disability) \$ _____

B. COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY

REIMBURSABLE PROFESSIONAL EXPENSES

1. Auto/Travel Expenses (vouchered/reimbursable) \$ _____
2. Continuing Education Expenses (cumulative) _____
3. Pastor Nurture Retreat Registration _____
4. SECA Tax allowance _____
(Social Security reimbursement is subject to income tax)
5. Medical Deductible _____
6. Other Professional Expenses _____
(such as books, personal business expenses, entertainment)
7. TOTAL REIMBURSABLE PROFESSIONAL EXPENSES \$ _____

Vacation Time _____ (30 calendar days is minimum)

Continuing Education Time _____ (2 weeks is minimum) (cumulative to 6 weeks)

Have you submitted, to the Board of Pensions, your Salary Change Form for 2008 ____ yes ____ no

Treasurer's Signature _____ Date _____

Clergy Signature _____ Date _____

Return to the Presbytery Stated Clerk no later than FEBRUARY 15, 2008

INSTRUCTIONS

Questions regarding Board of Pension Dues can be answered by the Benefits Administration Handbook which is sent to your church every year by the Board of Pensions or call the Board of Pensions at

800-773-7752 OR visit their website at www.pcusa.pensions.org

This report form is designed to help your church be aware of the total cost of a pastoral position.

Line A.1.Cash Salary: can be calculated by adding together lines one (1) through seven (7) from the worksheet below.

For IRS purposes, the amount considered housing/utility allowance must be designated by the Session in advance of payment. You must keep strict accounts and backup records to show it was all used for housing. It is therefore to your tax advantage to estimate realistically but slightly high. You **must** declare the excess as taxable income on the income tax report as required.

Total Effective Salary (line 8 below) is the amount on which the Board of Pensions Benefit Plan dues are computed. Payments to the Board of Pensions Benefits Plan of the PCUSA are 31.5% in 2008.

EFFECTIVE SALARY WORKSHEET

Compensation **INCLUDED** in Effective Salary

1. \$ _____ Annual Cash Salary
2. \$ _____ Housing Allowance
3. \$ _____ Deferred Compensation (503b, Annuity, etc.)
4. \$ _____ Utility and furnishing allowance
5. \$ _____ Bonuses, unvouchered allowances, gifts from employer
6. \$ _____ Other allowances (e.g., medical deductibles, SECA allowance in excess of 50% of estimated obligation, etc.)
7. \$ _____ Manse amount
8. \$ _____ **TOTAL EFFECTIVE SALARY**

Line A.2.a. Dues to Board of Pensions Benefit Plan For the year 2008 it is 31.5% of the total effective salary from line 8 above. This breaks down to 12% for pension, death & disability; 19.5% for medical coverage. If you are calculating for a part-time or retired pastor, check with the Board of Pensions for applicable rates. \$93,000 is the maximum salary for calculating the 19.5% medical.

Line B Professional Expenses should be reimbursed as spent by the pastor, as required by IRS. They should not be paid in regular monthly amounts. They are not part of the pastor's income; they are part of the congregation's cost of ministry.