

**The Presbytery of Long Island  
Committee On Ministry  
October, 2020**

### **How to Report Terms of Call to the Board of Pensions**

Terms of call and changes in terms of call must be reported to the Board of Pensions online through [www.pensions.org](http://www.pensions.org) Each employer's "authorized person" must report through Benefits Connect.

The form to be used has seven headings down the page, as seen here at left. Items written under each heading are what must be reported on each line, if applicable.

#### **Annual Cash Salary**

Cash Salary  
Employee contributions to 403(b) plan  
Salary reductions to flexible health spending accounts and cafeteria plans

#### **Housing Allowance**

Amount of housing or manse allowance, but do not double-count with above

#### **Employing Organization Contributions**

Employer contributions to 403(b), but do not include if considered a matching contribution

#### **Bonus**

Any bonus or "gift" or other unusual compensation paid from church funds  
Automobile, pastoral ministry, and continuing education expense reimbursements not paid through an accountable reimbursement plan. Those expenses properly vouchered and accounted for should not be reported at all.

#### **SECA**

Most churches do not need to report here. Only if the church reimburses the pastor for his/her entire SECA Tax, then only the second half should be reported. The first half should not.

#### **Other**

Annual premiums paid for optional insurance should be reported here only if the insurance is purchased from an entity other than the Board of Pensions.

#### **Manse**

The annual fair rental value of a manse, if provided

