

**PRESBYTERY OF LONG ISLAND
TERMS OF CALL WORKSHEET FOR 2026**

Forms are to be submitted to the COM by the Clerk of Session after approval by Session or Congregation.
Please reference the 2026 Compensation package and instructions to complete

Name _____ Ordination/Commissioned Date _____
 Church _____
 Effective Start Date _____ End _____ Full-time ___ Part-time ___ Hrs./Wk. _____
 Type of Call: Installed Pastor _____ Covenant Pastor (non-Installed) _____ CRE _____
 Number of active members _____ Pastor living in the Manse Yes ___ No ___

| PART I: SALARY + | | Full-time Pastor | | Part-time Pastor | |
|---|--|------------------------------|---------------|-------------------------|---------------|
| PASTORS LIVING IN A MANSE | | Installed | Non Installed | Installed | Non Installed |
| 1 | Annual Cash Salary <i>(including housing expenses)</i> | | | | |
| | Housing Expenses <i>(an amount designated by the pastor and approved by the session from the cash salary above)</i> | | | | |
| 2 | Fair Market Rental Value | | | | |
| 3 | Utilities <i>(church paid)</i> | | | | |
| 4 | SECA Tax Reimbursement 7.65% of lines 1 + 2 +3 | | | | |
| 5 | Defined Contribution (403B) paid by the Church <i>(Minimum \$1000/required for pastors in manses)</i> | | | | |
| 6 | Any other additional income <i>(please explain)</i> | | | | |
| PASTORS LIVING IN OWN HOME OR RENT | | | | | |
| 7 | Annual Cash Salary <i>(including housing allowance)</i> | | | | |
| | Housing Allowance <i>(an amount designated by the pastor and approved by the session from the cash salary above)</i> | | | | |
| 8 | SECA Tax Reimbursement 7.65% of line 7 | | | | |
| 9 | Defined Contribution (403B) <i>(paid by the Church)</i> | | | | |
| 10 | Any other additional income <i>(please explain)</i> | | | | |
| PART II PENSION AND BENEFITS | | | | | |
| 11 | <i>See instructions for assistance with valuations or decision-making.</i> | | | | |
| 11 a | BOP Transitional Pastors Participation <i>(ends Dec 31, 2027)</i> | | | | |
| 11 b | BOP Congregational Pastors Package <i>(CPP)</i> | | | | |
| 11 c | CPP coverage is for (ck one) Pastor only <input type="checkbox"/> Pastor & Child(ren) <input type="checkbox"/> Pastor & Spouse <input type="checkbox"/> Pastor & Family <input type="checkbox"/> | | | | |
| 11 d | BOP Covenant Package | | | | |
| 11 e | Non-BOP medical coverage <i>(Non-Installed pastors)</i> | | | | |
| 11 f | Non-BOP medical coverage for family members | | | | |
| 11 g | Other benefits paid by the Church | | | | |
| 11 h | Other benefits paid by the Pastor | | | | |
| 11 i | Defined Contribution (403B) <i>optional, withheld by the Clergy</i> | | | | |
| PART III: REIMBURSEMENTS <i>see instructions for minimums</i> | | | | | |
| 12 | Mileage Expenses | | | | |
| 13 | Continuing Ed Expenses | | | | |
| 14 | Pastoral Ministry Expense | | | | |
| 15 | Moving Expenses <i>(for new calls)</i> | | | | |
| 16 | Other Expenses | | | | |
| | TOTAL COMPENSATION PACKAGE | | | | |
| PART IV: ANNUAL LEAVE AND VACATION <i>for all pastors serving 20 hours plus per week</i> | | | | | |
| 17 | Continuing Education Time <i>(Min 14 days, incl 2 Sundays)</i> | | | | |
| 18 | Vacation Time <i>(Min 30 days, incl 5 Sundays)</i> | | | | |
| 19 | Family Medical Leave | 12 weeks may not be prorated | | | |

Continued on the back

| PART V: REQUIRED TRAININGS <i>for all pastors and CREs members</i> | | Date | Provided by |
|---|--|-------------|--------------------|
| 20 | New York State Sexual Harassment Prevention Training (<i>required annually</i>) | | |
| 21 | Boundary Training (<i>required every three years</i>) | | |
| 22 | Child Sexual Abuse Prevention Training (<i>G-3.0106</i>) (<i>required every three years</i>) | | |

PART VI: To be completed by ALL pastors RENEWING a Call

1. Part of your compensation package is your continuing education time and money. How did you use them in the previous year?

2. Are you carrying over continuing education days from a prior year(s)? If so, how many? How are you planning on using these days? Has the session approved the carryover? (*Please see page 6 of the 2026 Compensation Program and Terms of Call Instructions for specifics of Continuing Education Expenses and Time*)

3. *"The Presbytery encourages that up to but no more than ten days of vacation time be rolled from one year into the next calendar year. The annual refreshment from vacation comes only if the Pastor takes the vacation regularly. Excessive accumulation of vacation time does not provide for that regular refreshment. Unused vacation benefits are payable in full to the date of the dissolution of the call."*
Have you had the opportunity to take your entire vacation in the previous year? If not, please explain what would allow you to find more time for vacation and refreshments.

4. Is the Church behind in payment of your compensation or benefits (*salary, pension, 403b contributions, etc*)
No _____ Yes _____ if yes, explain below.

Session/Congregation approval date

Clerk of session signature

Date

Pastor Signature

Date

COM Approval

Date

| Background Ck | EP Vetted | PLI Treasurer | Salary Supplement |
|-----------------------|-----------------------|---------------|-------------------|
| First-time calls only | First-time calls only | | Year |
| date | date | date | Amount |

Presbytery approved form 9/16/2025