



## Terms of Call – Assistant Pastor

The \_\_\_\_\_ of \_\_\_\_\_  
(Church Name) (City/State)

feeling led by the inspiration of the Holy Spirit, have covenanted together to call you,  
\_\_\_\_\_ as Assistant Pastor.

In issuing this call, we commit to support you and your family in prayer, in participation in the work of ministry, and in your material needs. In meeting your material needs, we initially commit to:

1. Gross Effective Salary

A. Annual Cash Salary \$ \_\_\_\_\_

B. Housing Allowance \$ \_\_\_\_\_ (or) Manse and Utilities \$ \_\_\_\_\_

2. Amount (10% minimum of 1A + 1B above) for retirement plan \$ \_\_\_\_\_

3. EPC Group Insurance for you and your family

4. Social Security Allowance (optional) \$ \_\_\_\_\_ (counted as taxable income)

5. Reimbursable Accounts of up to:

\$ \_\_\_\_\_ Study leave/books      \$ \_\_\_\_\_ Mileage      \$ \_\_\_\_\_ Ministry expenses

\$ \_\_\_\_\_ Travel to Presbytery and GA      \$ \_\_\_\_\_ Other ( \_\_\_\_\_ )

6. Annual vacation of four weeks or one month

7. Study leave (two-week minimum, cumulative up to six weeks)

As Assistant Pastor, your primary responsibilities will be:

We commit to continue this remuneration as long as you continue as our Assistant Pastor. We commit to review this pledge annually in a manner specified in the bylaws and/or policies of this church, and adjust it appropriately (considering all applicable factors, including changes in cost of living). We commit to paying your relocation expenses up to \$ \_\_\_\_\_

In testimony whereof we have subscribed our names on behalf of the Session on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Chairman of Search Committee

Having moderated the meeting that extended the above call to \_\_\_\_\_  
for ministerial services, I hereby certify that the call was made in conformity with the *Book of Government*  
and that the persons signing the call were authorized to do so by vote of the congregation/session.

\_\_\_\_\_  
Moderator of the Congregational Meeting

## Endorsements for the Call of Assistant Pastor

Name of Assistant Pastor \_\_\_\_\_

A. By the Church's Presbytery

This call has been reviewed and found to be in order.

\_\_\_\_\_

Date

Ministerial Chair/Stated Clerk

B. Acceptance of the Call

This is to certify that I have received and accepted the call.

\_\_\_\_\_

Date of Acceptance

Assistant Pastor Signature

C. Effective Date of Call

\_\_\_\_\_

Date ministry to begin

D. I hereby certify that the above call has been duly considered and approved by the

Presbytery of \_\_\_\_\_, meeting on \_\_\_\_\_

Date

Signed, \_\_\_\_\_

Presbytery Stated Clerk