

Pastoral Call Form
Presbytery of South Dakota, Presbyterian Church (USA)

The _____ Presbyterian Church of _____ (City/State), being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you, _____ to undertake the office of (Pastor, Associate Pastor) of this congregation, beginning promising you in the discharge of your duty all proper support, encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to ministry of the Word among us, we promise and obligate ourselves to pay you the sum of \$ _____ a year in regular monthly payments. Further, we promise and obligate ourselves to provide you the following annually:

Cash Salary	\$ _____
Supplement for Social Security Tax	\$ _____
Foregone interest on below-market loan	\$ _____
 TOTAL income reported to IRS	 \$ _____
 Housing—(manse and/or amt. of housing allowance)	 \$ _____
Utilities Allowance	\$ _____
Full medical, pension, disability, and death benefit coverage under the Board of Pensions	
Other benefits:	
Deferred compensation	\$ _____
Medical/Dental Reimbursement Allowance	\$ _____

Paid vacation leave of _____ weeks annually
 Paid continuing education leave of _____ weeks annually (cumulative up to _____ weeks)

Moving Expenses

It is understood that the following expenses of ministry will be reimbursed through an accountable plan:

Travel expense at \$ ____ per mile (IRS allowable rate is recommended)

We promise and obligate ourselves to review with you annually the adequacy of this compensation.

In testimony whereof we have subscribed our names this _____ day of _____ A.D. _____

Having moderated the congregational meeting which extended a call for ministerial services, I do certify that the call has been made in all respects according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the Congregation.

(Signed) _____, Moderator of the Congregational Meeting

(over)

CERTIFICATION OF THE CALL

By Presbytery of Call

This call has been reviewed by the Committee on Ministry. The Committee recommends that Presbytery approve this call.

Date of Action _____ (Signed) _____ COM Moderator

This call was approved by the Presbytery of South Dakota, through action taken by its Committee as authorized by G-3.0307.

Date of Action _____ (Signed) _____ Stated Clerk

By Presbytery of Care or Present Call

This call has been reviewed by the Committee on (Ministry or Preparation for Ministry). The Committee recommends that the presbytery find it expedient to release _____ to accept this call.

Date of Action _____ (Signed) _____ Committee Moderator

The Presbytery of _____ hereby finds it expedient to release) _____ to accept this call and therefore has placed this call in the minister's/candidate's hands.

Date of Action _____ (Signed) _____ Stated Clerk

By Candidate

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

Date of Acceptance _____ Signature _____

Complete and sign four original copies. When all parties have signed, an original copy goes to 1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister's presbytery of membership/care.

Pastoral Call

(for Pastor, Co-Pastor, Associate Pastor)

The _____ Presbyterian Church of _____
belonging to _____ Presbytery, being well satisfied with your qualification for ministry
and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual
interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

(name)
to undertake the office of

of this congregation, beginning _____, promising you in the discharge of your duty all proper
support encouragement and allegiance in the Lord.

That you may be free to devote full-time (part-time) to the ministry of Word and Sacrament among us, we promise
and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered
expenses (fill in those which are agreed to):

Effective salary

Cash Salary \$ _____
Fair rental value of manse \$ _____
Housing Allowance \$ _____
Utilities Allowance \$ _____
Deferred Compensation \$ _____
Other allowances \$ _____
Total \$ _____

Reimbursable expenses (by voucher)

Automobile expense (___per mile) \$ _____
Business/professional expenses \$ _____
SECA Supplement (up to 50%) \$ _____
Continuing Education \$ _____
Other allowances \$ _____
Moving Costs (up to) \$ _____

Full medical, pension, disability, and death benefit coverage under the Board of Pensions
Paid Vacation _____
Paid Continuing Education _____

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

In the seventh year of service, the congregation will provide for a three-month Clergy Renewal Leave, continuing the
salary and benefits for that period, and providing for pulpit supply in the pastor's absence.

In testimony whereof we have subscribed our names this ____ day of _____, 20__.

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the
call has been made in all respect according to the presbytery policy and the Form of Government, and that the
persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was _____ in favor of the candidate and _____ opposed.

(signed) _____
moderator of the meeting

Certification of Call

A. Action by Presbytery of Call

1. The Presbytery of _____ has reviewed and approved this call.

Date of action _____ (Signed) _____

Stated Clerk or Authorized Signer

B. Action by the Minister's/Candidate's Presbytery

1. The Presbytery of _____ finds it expedient (not expedient) to release _____ to accept this call.

Date of action _____ (Signed) _____

Stated Clerk or Authorized Signer

C. Acceptance of the Call

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

Date of action _____ (Signed) _____

Minister

Complete and sign four original copies. When all parties have signed, an original copy goes to 1) the minister, 2) the calling church, 3) the presbytery of call and 4) the minister's presbytery of membership/care.

INSTRUCTIONS FOR USE OF THE FORM, "PASTORAL CALL"

1. Complete four forms.
2. State terms of call in detail.
3. All four forms must be signed by:
 - a. Representatives of the congregation
 - b. Moderator of the congregational meeting
4. Return all copies to the Stated Clerk of the presbytery.
5. Stated Clerk transmits all copies to Stated Clerk of pastor-elect's presbytery.
6. Call forms are referred to Committee on Ministry of pastor-elect's presbytery for recommendation to presbytery.
- 7 Upon approval:
 - a. Present one call form to pastor-elect
 - b. Send two copies to presbytery of call
 - c. Retain one copy for presbytery files
8. Stated Clerk in presbytery of call shall:
 - a. Forward one copy to clerk of session of calling congregation
 - b. Retain one copy for presbytery files
9. Final distribution shall then be:
 - a. Pastor-elect (one copy)
 - b. Presbytery of membership (one copy)
 - c. Presbytery of call (one copy)
 - d. Congregation of call (one copy)

NOTE: If the call is refused, all copies are to be returned to congregation of call through the Stated Clerk of the presbytery of call.