

Pacific Southwest District

2012 Pastoral Salary and Benefits

Please note: While the title of pastor is used, these materials are helpful for other types of ministerial leaders as well, e.g., Associate Pastors, Youth Ministers, etc.

This memo and the related enclosures are being distributed to Church Board Chairs and Pastoral Leadership throughout the Pacific Southwest District. Additional copies should be made for other appropriate lay leadership involved in the contract and/or church budgeting process. Please review this material in preparation for conversations around pastoral compensation and 2012 budget planning.

A. CASH SALARY GUIDELINES AND SCALE (documents enclosed):

Please note the following:

1. [The Congregational Ethics Paper](#) calls upon congregations to make an honest effort to meet the *minimum* salary as shown on the Cash Salary Table for Pastors. I realize that this is not always possible. However, serious and prayerful consideration should be given to this goal.

2. [The Cash Salary Guidelines & Recommended Minimum Cash Salary Table for Pastors - 2012](#): The Annual Conference delegates approved a 3.6 % increase to the Cost of Living Allowance (COLA). When calculating salary, consideration should also be given for the increase in an additional year of experience.

3. [The IRS allowable mileage rate](#). At the time of this writing, the 2011 IRS allowable mileage rate is 55.5 cents per mile. The new 2012 rate should be set by [IRS](#) in October and will be reported in the *Pastor's Letter* or via email as soon as it is received. Accurate record keeping is a must. A Ministry Travel Log should be kept for all church-related travel. Mileage reimbursement for actual miles driven is the best accounting of this item. Pastors should submit a monthly or quarterly statement of mileage to the church treasurer for reimbursement. This system provides appropriate documentation for IRS purposes protecting both the pastor and the congregation.

4. [Congregations that provide a parsonage](#) are to take seriously the [Church of the Brethren Housing Fund](#). This plan calls for a 1% contribution of the fair market value of the parsonage to be set aside for the pastor's future and/or retirement housing needs. This action will provide a long-term blessing to the pastoral family.

Enclosed in this mailing is a [Letter of Understanding Regarding Church Provided Parsonages](#). This document can be used as a sample guideline to eliminate any potential misunderstandings regarding parsonage usage.

5. [Approval for Employment for Licensed Ministers serving as Pastors](#). All licensed ministers serving as pastor must use the "Approval for Employment Form" that is enclosed in this mailing.

6. *Please note: All pastors* (and spouses, if married) are encouraged to attend the [Pastors Retreat Pacific Southwest District](#) in 2012. *All ministers* are also encouraged to attend the [All Ministers Workshop](#) on February 28-March 2, 2012 in Scottsdale, Arizona.

www.pswdcob.org/events

B. CHURCH OF THE BRETHREN PENSION PLAN:

Please see the enclosed copy of the [Guidelines for Pastors' Salaries and Benefits](#) for instructions in formulating the pension amounts (Section I, Item C).

ALL questions related to the Brethren Pension Plan should be made directly to BBT at: 1-800-746-1505. www.brethrenbenefittrust.org

C. ANNUAL CONFERENCE & DISTRICT CONFERENCE:

1. **2012 ANNUAL CONFERENCE**

Location: St. Louis, Missouri

Dates: July 7-11, 2012

Annual Conference expense estimates for 2012 are as follows:

TRAVEL + SHUTTLE + AIRPORT PARKING \$ _____

NOTE: Airfares and/or other forms of travel from various locations throughout PSWD will need to be explored on your own. Obviously, expenses will vary according to the method of travel and location of departure.

● **LODGING + TAX + HOTEL PARKING** \$ _____

Hotels range from \$131 to \$144 per night

Hotel tax is 17.74%

Hotel / Convention parking is \$14 to \$20/day

● **MEALS: GENERAL / TRAVEL /EVENT** \$ _____

● **DELEGATE REGISTRATION** \$ 275

● **NON-DELEGATE REGISTRATION** \$ 95

● **OTHER REGISTRATION**

Ages 12-21 \$ 30

Under 12 Free

2012 Annual Conference *Estimated* Expense Range: \$ _____

2. **2012 DISTRICT CONFERENCE** \$ _____

Location: Yet to be determined

Dates: November 9 – 11, 2012

D. GRACE NOTES TO LAY LEADERS:

- Desire and work toward God's best for your pastor and family.
- Cheerfully care for the financial and emotional needs of your pastor, spouse, and family.
- Find ways to express genuine appreciation and encouragement for your pastor. Plan a *Pastor Appreciation Sunday / Ministry Celebration / Spouse Appreciation Event / Weekend Getaway or Spouse Birthday Blessing*. Be creative!
- Pray for your pastor and family on a regular basis.

E. BUSINESS NOTES TO LAY LEADERS:

- Remember, all pension and insurance assistance questions should be directed to BBT at: 1-800-746-1505. www.brethrenbenefittrust.org
- **Complete and return a signed copy of the 2012 *Renewal Agreement* (enclosed) to the PSWD District Office No Later Than January 31, 2011.** This is an important document for your Pastor's Ministry File, as well as insurance, pension, and ministry records.

F. CONGREGATIONAL GIVING TO DISTRICT MINISTRIES:

WWW.PSWDCOB.ORG → CHURCHES → Help With Outreach Planning

- The District Policy Board and District Staff are working hard to encourage and develop faithful pastoral and lay leadership; manage a strong Pastoral Placement Process; provide an exciting and relevant district-wide ministry; promote the growth and planting of new congregations and strengthen all congregations for vigorous mission as we extend ourselves to a broken world.
- Finally, your congregation's commitment and generosity will keep your district's ministries strong. *Together. . . we can make a difference for Jesus!*

I sincerely hope that this information is helpful as you plan your 2012 budget building process. If you have any questions, please feel free to contact me.

Sincerely,



Don Booz
District Executive

Enclosures: (5)

1. **Guidelines for Pastors' Salaries and Benefits** - CoB Office of Ministry Document (Yellow) om300
2. **2012 Cash Salary Guidelines & Recommended Minimum Cash Salary Table for Pastors** (Green)
3. **Renewal Agreement for Pastors and Congregations** (White)
4. **Letter of Understanding Regarding Church Provided Parsonages** (White)
5. **Approval for Employment Form** (Licensed Minister) om340 (White)

This letter, polity papers mentioned, and the five enclosures are also available on the web at:
WWW.PSWDCOB.ORG → PUBL → Ministerial Leadership Manual