## Reporting Terms of Call to Presbytery and Board of Pensions

All calls from churches to pastors or associate pastors in the Presbytery of Milwaukee shall include the requirement that the congregation review the financial terms of call annually. A properly called congregational meeting must be held each year to review an installed pastor’s terms of call. This is to be done regardless if any changes are made in the terms of call.

Upon completion of the review process and approval of the terms of call by the congregation the Clerk of Session and each minister must complete, sign and submit the Terms of Call Form to the presbytery. If there is any change the [BOARD OF PENSIONS FORM ENR-111](https://www.pensions.org/AvailableResources/Forms/Documents/enr-111.pdf) must also be submitted to the Board of Pensions, with a copy to the presbytery. The report forms are to be signed by both the Clerk of Session and the minister.

The importance of accurate reporting of terms of call information to the Board of Pensions cannot be over-emphasized. Under reporting of total effective salary will result in significant effects on pastors’ pension benefits. Over reporting of total effective salary will result in overstatement of board of pension payments for basic benefits coverage.

COM reviews Terms of Call Forms submitted to the Presbytery for accuracy. The Board of Pensions does not assume responsibility for such review and may accept incorrect information. It should also be understood that the Board of Pensions will not provide information on individual terms of call for pastors to the Presbytery.

The Presbytery also cannot make corrections to a pastor’s terms of call. This must be done by the pastor and church involved by contacting the Board of Pensions. The Board of Pensions will make corrections for errors in call terms for only the previous calendar year. It does not make any corrections for errors that have preceded this.

**Presbytery of Milwaukee Manual of Operations**

CHAPTER XII: STANDING COMMISSIONS & COMMITTEES

3. Responsibilities of Commission on Ministry

c.iv. Reviewing and approving terms of call, as well as making recommendations to the Presbytery Assembly annually regarding the compensation standards for pastoral calls, certified Christian educators, and certified associate Christian educators within the presbytery.

### Reporting Terms of Call

Each year the terms of call shall be approved by the congregation by *January 31st* and recorded in the Session Minutes. They must also be reported to the Commission on Ministry. They must be reported on the TERMS OF CALL FORM by the Clerk of Session, and submitted to the Presbytery for review, no later than *February 28th*. The Commission on Ministry shall address any discrepancies or unresolved compensation issues in consultation with the pastor and session involved.