



THE PRESBYTERY OF NORTHERN WATERS

TO: All Clergy in the Presbytery of Northern Waters

FROM: Rev. James Deters, COM Co-Chair
Gary Cross (RE), COM Co-Chair

DATE: March 24, 2021

RE: Annual Reporting Forms for 2020-2021

It is that time of year when the Committee on Ministry is charged with compiling a report of all clergy members of Presbytery, those serving churches, retired clergy, those currently in non-parish positions, and those serving in some fashion out of the normal PNW parish duties.

The salary and benefit package report for the past year report is **required** by the BOO G-2.804 and will be approved by Presbytery at its May Meeting. Please complete and return **by April 12, 2021**. Would you find it helpful to meet with a representative of COM?

Service outside of normal Presbytery parish duties requires special validation by Presbytery annually. Thus, we need a report about your current employment, if employed, including contractual terms and your ministerial or pastoral activities in the past year. Please complete and return **by April 12, 2021**.

(Please note that only the forms that apply to you will be the ones that you will complete and return.)

Return to:

**Presbytery of Northern Waters
5203 East 2nd Street
Superior, WI 54880**

We understand that salary adjustments may not be formally approved until action is completed at your annual congregational meeting (which may not take place until late January or February 2021). **However, if session or a personnel committee has negotiated salary, please report your “anticipated” salary now, rather than waiting for the congregation’s actions.** If there is a change that occurs, then report that change subsequently.

Thank you for your prompt attention as this report must be ready for the COM and the May Presbytery Meeting.

2021 Annual Report of Salary Review to the Presbytery of Northern Waters
Required by Form of Government G-2.804 and Presbytery Bylaws

1.	Name of Pastor				Date
2.	My Present Position Is (Check One)	Full Time	Part Time	Percent	
3.	Did the Session/Committee meet with you on the adequacy of your salary before presenting the results to the congregation?			Yes	No
4.	Full Participation in Presbytery Pension Plan is required. If not enrolled, please explain:				

Please indicate the following terms of Effective Salary

COMPENSATION INCLUDED IN EFFECTIVE SALARY

1.	\$ _____	Annual Cash Salary (including employee contribution to 403(b)(9) plans, tax-sheltered annuity plans, salary reduction contributions to flexible health spending accounts and cafeteria plans).
2.	\$ _____	Housing, utility and furnishing allowances.
3.	\$ _____	Employing organization contributions to 403(b)(9) plans, tax-sheltered annuity plans, equity allowances.
4.	\$ _____	Bonuses, overtime pay, unvouchered professional expense allowances, gifts from employing organization, manse equity allowances (unless contributed to a qualified deferred compensation program). Include year-end or other bonuses, unvouchered allowances (such as expenses that are not paid through an accountable reimbursement plan), down payment grants for the purchase of a home, savings from interest-free or interest-reduced loans (not loan principal), and gifts paid by the employing organization. (Gifts received directly from private donors or honoraria are NOT included.)
5.	\$ _____	Other allowances. Include all other forms of compensation not otherwise covered on Lines 1-4, including medical deductible and medical expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included) and others. If an allowance is provided to reimburse Self-Employment Contribution Act (SECA) tax obligations, any amount in excess of 50% of the minister's SECA tax obligation should be included on this line.
7.	\$ _____	Manse Amount (must be at least 30% of Lines 1-5 for members residing in employer-provided housing).
8.	\$ _____	Total Effective Salary (Sum of Lines 1-6) Dues are computed and benefits are determined on this amount.
9.	\$ _____	Benefit Plan Dues -these dues are not included in Effective Salary. (Total of 35 or 36.5% of Line 8 (12% for Pension, Death & Disability; 23% or 24.5 with dependents for Medical Coverage).

COMPENSATION NOT INCLUDED IN EFFECTIVE SALARY (*Vouchered Business Expenses*):

10.	\$ _____	a. Continuing education reimbursements (\$1,000 Presbytery recommendation.)
	\$ _____	b. Automobile expenses (IRS Rate .56)
		Check One: <input type="checkbox"/> \$ _____ Per vouchered mile (IRS Rate) <input type="checkbox"/> Church-owned car with full expenses
	\$ _____	c. Business and professional expenses
11.	\$ _____	SECA Tax Allowance (Only up to 50% of estimated obligation subject to the Presbytery requirements.)
12.	\$ _____	Group Plan for medical deductible, co-insurance and dental premiums.
13.	\$ _____	Other vouchered allowances _____
No reductions or downward adjustments are to be made to Effective Salary to reflect the amount of the Member's SECA obligation.		

6.	Vacation Time Granted in:	2020	2021
7.	Study Leave/Continuing Education (Two Weeks Minimum):		
	How many days/weeks of study leave are allowed?		
	Are you accumulating study leave?	Yes	No
	Amount Accumulated		
	How much study leave did you use in 2020 and where? Please be specific.		
8.	Do you, as a minister, feel your compensation is adequate? If not, please share with us, under separate cover, where and how Ministers and Their Works might be helpful to you.	Yes	No
9.	Please list below official ways you have served Presbytery during the past year.		
10.	I have submitted a salary change form to the Board of Pensions.	Yes	No
11.	My terms of call for 2021 did not change.	Yes	No
Must be signed by Both Minister and Clerk			
Minister Signature		Date	
Clerk of Session Signature		Date	
Please Return by April 12, 2021 to: COM Committee Presbytery of Northern Waters 5203 East 2nd Street Superior, WI 54880			

Annual Report to the Presbytery of Northern Waters For Validating Ministry

The Book of Order requires that the Presbytery be responsible and accountable for the ministry performed within its bounds. Specifically, the Committee on Ministry is directed to require an “annual report from every minister performing work that is not under the jurisdiction of the Presbytery or a higher governing body of the church”. This form is used in an attempt to fulfill that responsibility with regard to non-parish ministries conducted by members of the Presbytery of Northern Waters.

Item number IV is most important. The criteria were adopted so that a Presbytery would have latitude in determining its own interpretation of valid ministry.

It is your responsibility in filling out this form to describe the way in which the ministry that you are performing fulfills all of the criteria, which have been set forth in the Form of Government. It will be most helpful for your Committee on Ministry if you use detail in describing the objectives of your ministry and the fashion in which that ministry is conducted.

To be returned to Committee on Ministry on or before April 12, 2021.

1.	Your Name		
	Address		
	City	State	Zip
	Telephone		
2.	Your Ecclesiastical Status (Please check, if applicable.)		
	Regular position by action of Presbytery, Synod, GA, or a council or Agency thereof.		
	Full Time	Part Time	
	Regular position in interdenominational work approved by Presbytery (e.g., Council of Churches, etc.)		
	Full Time	Part Time	
3.	Your Report on Employment during the past year (list all full or part-time positions held, whether secular or religious, including self-employment for which income was earned). Describe positions; give names and addresses of employing body or write, “Not so employed”.		

4.

Constitutional Criteria

To help the COM determine validation for your ministry, describe in detail how your ministry meets the criteria in G-11.0403.

The ministry of continuing members shall be in demonstrable conformity with the mission of God’s people in the world as set forth in Holy Scripture, The Book of Confessions, and the Book of Order of this Church. The ministry shall be one that serves others, aids others, and enables the ministries of others. The ministry shall give evidence of theologically informed fidelity to God’s word. The ministry shall be carried on in accountability for its character and conduct to the Presbytery and to organizations, agencies, and institutions the ministry shall include responsible participation in the deliberations and work of the Presbytery and in the worship and service of a congregation.

Please describe the way in which your present ministry fulfills these criteria.

5.

Your report on your activities of religious or ecclesiastical nature.

- a. In what ways have you been active in the life and work of the Presbytery? List specific responsibilities and how they have been fulfilled.)

- b. In what ways are you actively related to the life and work of a particular church?

- c. In what other religious or ecclesiastical activities have you been engaged during the past year?

Minister’s Signature

Date

It is of utmost importance that each minister fills in the above form carefully, signs and returns as indicated to the following:

COM Committee
Presbytery of Northern Waters 5203 East 2nd Street
Superior, WI 54880
Or office@northernwaters.net