

THE HARVEST CONFERENCE PASTOR'S SALARY REPORT FORM

Board of Administration Recommendation #10 to the Annual Conference:

"The pastor's income from the pastoral charge (salary and all fringe benefits) to be reviewed at least annually by the Local Finance Committee and the Board of Administration with view to an increase. The conference administrative personnel shall monitor the activity of the Local BOA on this matter."

Pastor's Compensation: _____

Designated to:	2023 (From Last Year's form)	2024 (budgeted)	Amount of Increase/ decrease
Cash Salary (undesigned):	\$	\$	\$
Parsonage (Housing) Allowance:	\$	\$	\$
Fair Rental Value of Parsonage (utilities included):	\$	\$	\$
Professional Expense Reimbursement:	\$	\$	\$
Insurance: Dental *Disability & Life (ask for rates)	\$	\$	\$
Health Insurance paid by church	\$	\$	\$
HRA (Health Reimbursement Arrangement):	\$	\$	\$
Social Security:	\$	\$	\$
Tax Deferred Inv. (403B) Funded by church:	\$	\$	\$
*Pension: 13.5% X Salary	\$	\$	\$
Other: (Please Specify)	\$	\$	\$
Totals for each column:	\$	\$	\$

Please enter YEARLY AMOUNTS (not weekly or monthly).

* Based on "Salary" (Cash Salary, Parsonage Allowance, Fair Rental Value, 403B, SS)

Please return this form to the The Harvest Conference Office by: December 15, 2023

Fax: 878-207-2936/ Email: pghfmc@gmail.com

Church Name: _____

Pastor's Signature: _____

A separate form must be completed for each appointed, compensated staff person.

Instructions for Pastor's Salary Report Form

We realize different churches have different ways to calculate their pastor's salaries:

- Some start with a total salary package and work their way down to take-home pay. I have a spreadsheet to help with that method. This method allows you to give a % raise for the whole package.
- Some give a raise to the take home pay. This is more complicated to figure out. If you do it this way, you also have to increase the amount for Long-term Disability Insurance and the amount for Pension amounts.
- Some separate out Social Security. This makes that amount taxable. **We want to eliminate breaking Social Security out. It could be handled the same but listed in the Housing or Cash Salary categories. Suggestion to pastors: set aside the amount that should be paid in quarterly estimates in another account or have the treasurer hold that amount from each paycheck and give to you when it is due. However, since two of the quarters are due a month before the quarter is over, you won't have the correct amount unless you take that into account.**

Just a couple of things:

- When calculating Insurance, you need to include Life/AD&D, Long-Term Disability, Supplemental Life for pastor, spouse, children, Dental. Long-Term Disability Insurance is based on Salary as explained at the bottom of form.
- Health insurance paid by the church should be put in the separate box. If paid by the individual and reimbursed by the church, it can be part of HRA.
- Pension is "Salary" X 13.5% (Salary is Cash Salary, Parsonage (Housing) Allowance, Fair Rental Value, 403B, and **Social Security**)