

2021 PASTOR COMPENSATION RECOMMENDATION

For

The Reverend John H. Sawyer

Bedford Presbyterian Church, Bedford, New Hampshire

February 7, 2021

For Action: The Personnel Committee moves that Session adopt the following recommendations: 1. Related to Minimum Effective Salaries for 2021, and 2. Related to General Expenses, Books, Continuing Education Reimbursement for 2021.

Recommendation:

The 2021 minimum Effective Salary for the Pastor at Bedford Presbyterian Church shall be as follows:

2021 Terms of Call for:	Rev. John Sawyer
Salary (including cash, deferred, reimbursable)	39,900.00
Housing (including utilities)	36,750.00
Total Salary and Housing (reflects +5% for 2021)	76,650.00
Board of Pensions Dues	6,515.25
Temporary Disability	383.25
Death / Disability	766.50
Medical Insurance	20,696.00
Social Security Contribution (1/2 of SECA)	5,863.73
Total Benefits	34,224.73
General Expenses	5,500.00
Total Reimbursable Expenses	5,500.00
Total Investment by BPC	\$116,374.73

Paid Vacation

The Pastor shall receive four (4) weeks of paid vacation, two (2) discretionary Sundays, plus one (1) additional week of paid vacation after 15 years of service to Bedford Presbyterian Church.

Continuing Education

The Pastor is granted two (2) weeks of paid study leave.

For both vacation and study leave, a week is defined as seven (7) days (including Sundays). This has been the understanding and practice at Bedford Presbyterian Church for decades.

Sabbatical Leave

The Pastor is granted sabbatical leave in accordance with the policy set forth by the Commission on Ministry of the Presbytery of Northern New England.

After six (6) years of service, the pastor is entitled to three months of paid sabbatical leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence.

Sick Leave

The Pastor is entitled to take sick leave as necessary and should do so at their discretion. If the illness becomes longer than a week then the Personnel Committee will engage and advise Session in a discussion as to how to fill in for the pastor or begin a disability scenario if the pastor will not be able to resume duties within a month.

Disability Benefits from BPC Personnel Handbook

If the Pastor remains disabled by illness or injury after exhausting all accumulated vacation time, the pastor will also be entitled to the following:

1. The Pastor is eligible for disability benefits as a participating member of the Benefits Plan of the Presbyterian Church (USA). Disability benefits commence after 90 days of disability. See www.pensions.org. Disability benefits (Board of Pensions and Social Security together) equal 60% of the pastor effective salary on the date disability began.
2. Churches are responsible for the pastor compensation for the first 90 days of disability.
3. Refer to the NH state disability statutes to ensure compliance.

Holidays

1. The Pastor will receive regular pay for holidays as follows:
 - New Year's Day.
 - Martin Luther King
 - Presidents
 - Veterans
 - Columbus
 - Good Friday
 - Memorial Day.
 - Independence Day.
 - Labor Day.
 - Thanksgiving Day and the day after Thanksgiving.
 - Christmas Eve and Christmas
2. If the Pastor works on a designated holiday, another day shall be recognized as a day off.
3. When a holiday falls on a Saturday or Sunday, it shall be observed as a holiday on the nearest Friday or Monday, respectively.
4. When a holiday occurs on the Pastor's day off, it may be observed later in the calendar year or by January 31 of year following.

Unanticipated Event Leave

Is defined to be unforeseen and/or undefined event that causes a pastor to need to take time off that is not covered specifically in the personnel manual or terms of the call. These would include but not be limited to personal or family emergencies or for other personal business which cannot be fulfilled outside of working hours. The Pastor will be allowed time off for the event to be at the discretion of Session as recommended by the Personnel Committee.

Parental Leave

Is extended to the Pastor who are welcoming a new child into their family, whether by birth or adoption. The policy applies to the terms of call of the Pastor with at least six months of tenure, but this requirement can be waived by the Session on a case-by-case basis.

When a Pastor becomes pregnant, or a Pastor's spouse becomes pregnant, the Session and the Personnel Committee should ordinarily be consulted within 12 weeks of a physician's confirmation of the pregnancy. Four consecutive weeks of paid maternity leave is available to a new mother and four weeks of paid paternity leave is available to a new father following the birth of her or his child. If the expectant mother's physician determines it is medically necessary for her to stop working prior to the anticipated delivery date, she will be permitted to use accrued sick leave or accrued vacation time to cover the absence.

A new mother may also use vacation time during the recovery period following the birth of her child (usually from four to six weeks) before using the four consecutive weeks of maternity leave. A new father may use vacation time in addition to paternity leave.

Four consecutive weeks of paid adoptive leave is available to a new mother and four consecutive weeks of paid adoptive leave is available to a new father at a time agreed upon by the Pastor and the Session. The time of leave for the Pastor who is adopting a child begins when the child arrives for permanent placement in the teaching elder's home.

Bereavement Leave directly from BPC Personnel Handbook

Bedford Presbyterian Church provides for up to three (3) workdays off with pay for the bereavement and attendance at the funeral of a full-time and part-time employee's immediate family. If an employee must travel out of state or country to attend the funeral of a spouse, children, parents, up to five (5) consecutive days will be allowed with pay.

Immediate family is to include parents, brother, sister, spouse, civil union partner, children, parents-in-law, grandparents, grandparents-in-law, nieces, nephews, and any persons residing in the employee's household. Employees may be allowed one day's leave for the funeral of a staff person or a member of the congregation.

Requests for bereavement leave should be made to the Head of Staff as soon as possible. We reserve the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of bereavement pay.

Jury or Witness Duty directly from BPC Personnel Handbook

Bedford Presbyterian Church encourages employees to fulfill their civic responsibilities by serving jury duty when required. Bedford Presbyterian Church will compensate regular full-time and part-time employees for jury duty leave with pay for a maximum of 30 days. If jury duty exceeds 30 days, Session will decide on employment status based on an individual case. However, any payments received from the court should be given to Bedford Presbyterian Church.

Employees must show the jury duty summons to the Head of Staff as soon as possible so that arrangements can be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Eligible exempt employees may be provided with paid time off when necessary to comply with state and federal wage and hour laws.

Either Bedford Presbyterian Church or the employee may request an excuse from Jury Duty if, in Bedford Presbyterian Church judgment, the employee's absence would create serious operational difficulties.

Bedford Presbyterian Church will also allow unpaid leave for any employee summoned to appear before a court, legislative committee, or other official judicial body if the summons was not due to a criminal act you committed. The witness leave will be unpaid unless you are appearing as a witness in the course of your work duties.