

ANNUAL BUDGET FIGURES

A. Church Ministry Related Expenses

- 1. Automobile Reimbursement _____
- 2. Convention Reimbursement _____
- 3. Book/Tapes/Periodicals Reimbursement _____
- 4. Continuing Education Reimbursement _____
- 5. Hospitality Reimbursement _____
- TOTAL EXPENSES** _____

B. Protective Coverage

- 1. Insurance
 - A. Term Life _____
 - B. Comprehensive Medical _____
 - C. Disability _____
- 2. Retirement _____
- 3. Social Security Allowance _____
- TOTAL BENEFITS** _____

C. Personal Income

- 1. Cash Salary _____
- 2. Housing Allowance _____
- 3. Utilities Allowance _____

Total Personal Income _____

TOTAL PERSONNEL COST _____

APPENDIX 4 (Part 1)
COMPENSATION
WORKSHEET
FOR
PERSONNEL COSTS

Worksheet for Financial Support (Appendix 4 – Part 2)

A. Church Ministry Related Expenses

1. Automobile reimbursement _____

The Internal Revenue Service sets a standard mileage rate for business miles each year (approx. 35-36 cents / mile). Check with local businessmen or call your city officials. This item should reflect the total number of miles necessary to visit in members homes, in the homes and offices of prospective members, in the regular ministry of visitation to hospitals, business concerns, and other such ministry travel as pastor of our church.

2. Convention reimbursement _____

This provision allows our congregation to be represented by our pastor in attendance to the annual State and National Conventions. This includes the costs of travel, lodging, meals, and any material or event fees.

3. Books/Tape/Periodicals reimbursement. _____

Our Pastor is encouraged to stay at pace with developments in social, community, and convention ministries as well as personal preparation for proclamation of the gospel. This allows for periodic updates to such material.

4. Continuing Education reimbursement. _____

As with all professional fields, continuing education opportunities such as seminars, workshops, skills enhancement, and briefings are necessary to stay at pace with developments.

5. Hospitality reimbursement _____

It is a regular occurrence for pastors, as representative of the congregation, to be required to attend meals or banquets on behalf of the church or to be provided a meal while discussing matters of church business. This allows a partial reimbursement.

B. Protection Coverage

1. Insurance (Term Life, Comp. Medical, Disability) _____

The church provides the standard health care, comprehensive medical, term life and disability protection for our pastor and comprehensive medical for his family. We view this as a protection to the integrity and reputation of care of the church body to one of its primary ministering families.

2. Retirement _____

The true compensation to a minister is his salary cash pay, housing allowance, utilities allowance, and social security equivalent. These items constitute true personal or family income. Retirement provisions are assessed from these items at 10% or higher, based upon the age and margin of years prior to retirement. (10% of Salary, Housing & Utilities, and S.S. Equivalent)

3. Social Security Equivalent _____

Ordained ministers are treated as self-employed and not employees for social security purposes only. Non-ordained employee wages are subject to a matching payment of social security tax. The employee's percentage and employer's percentage of FICA taxes are each comprised of two components: social security tax and Medicare hospital insurance. (Verify the accuracy of percentages with government publications.) The church should provide one half this cost so as to provide equal treatment by the employer to the ordained and the non-ordained. This is reported as income and subject to income tax as with all such employees. (____ Percentage of Salary, Housing & Utilities, and S.S. Equivalent)

C. Personal Income

1. Cash Salary _____

Education, experience, responsibilities and expertise should be considered when determining basic compensation.

2. Housing Allowance _____

Section 107 of the Internal Revenue Code offers housing allowance to ministers. This allowance cannot exceed the fair rental value of the furnished house in which the minister resides. (SECTION 107 APPLIES TO THE COSTS OF UTILITIES AND FURNISHINGS. THIS LINE ITEM COULD CONTAIN ALL SUCH COSTS, OR A SEPARATE LINE ITEM COULD BE USED FOR EACH, IE. UTILITIES; FURNISHINGS; LAWN CARE, ETC.)

3. Utilities Allowance _____

Section 107 of the Internal Revenue Code offers utilities allowance to ministers. Allowance cannot exceed actual cost.