

## BULLETIN OF REPORTS

### REPORT OF THE SYNOD COUNCIL

From the time of the 2021 Synod Assembly to the time of this report, the Synod Council met 6 times (June 30, 2021, July 24, 2021, December 9, 2021, January 22, 2022, March 19, 2022, and May 14, 2022). Due to COVID-19 pandemic restrictions in place at the time of the meetings, the June, December and January meetings were held via ZOOM meetings. The others were held in person at congregations of the synod. This Report sets forth the actions of the Synod Council at these meetings.

#### **Calls Extended**

Extended a Call to Special Service to Seminarian Ryan Fitch to serve as the Assistant Director of Camp Lutherlyn. (June 30, 2021)

Extended a call to Rev. Frank Podolinski to serve as pastor of St. Paul's United Church of Christ, Trauger, PA with an effective date of December 13, 2021. (December 9, 2021)

Extended a Call to Institutional Ministry to the Rev. Christine Rotella to serve as Chaplain of Abiding Missions. (May 14, 2022)

#### **Rostered Leaders Retirements**

Approved the retirement of Rev. Deborah M. Byrum on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America effective May 17, 2021. (July 24, 2021)

Approved the retirement of Rev. Steven E. Broome on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America effective July 31, 2021. (July 24, 2021)

Approved the retirement of Rev. Michael Robinson on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America effective January 1, 2022 (September 9, 2022)

Approved the retirement of the Rev. Keith Josephson on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America effective January 1, 2022. (December 9, 2021)

Approved the retirement of the Rev. Rebecca Dittenhafer on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America effective January 1, 2022. (December 9, 2021)

Approved the retirement of Deacon Rick Frederick on the Roster of Ministers of Word and Service of the Evangelical Lutheran Church in America effective February 1, 2022. (January 22, 2022)

#### **On Leave From Call and Continuation of On Leave From Call**

Granted Rev. Larry Kemp the status of On Leave From Call on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America up to the completion of his eligible three-year term and/or annual review with the original effective date of August 1, 2021. (July 24, 2021)

Continued Rev. Margarethe Galbraith-Cordes in the status of On Leave From Call on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America up to the completion of her eligible three year term and/or annual review with the original effective date of December 1, 2019. (September 9, 2021)

Requested of the Conference of Bishops that the Rev. Christopher Suehr be granted a one-year extension to his On Leave from Call Status on the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America with an original effective date of July 18, 2016. (January 22, 2022)

Granted Rev. Daniel Clark the status of On Leave From Call on the Roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America up to the completion of his eligible three-year term and/or annual review with the original effective date of February 1, 2022. (March 19, 2022)

#### **Other Actions related to Rostered Leaders**

Affirmed, with thanksgiving for their years of active ministry, the retired roster status of approximately one third of the synod's Ministers of Word and Sacrament and Ministers of Word and Service on the retired rosters of the Evangelical Lutheran Church in America, pursuant to 7.41.07 of the Constitution of the Evangelical Lutheran Church in America and the Manual of Policies and Procedures for Management of the Rosters of the Evangelical Lutheran Church in America, as adopted March 8, 2020 by the Church Council of the ELCA, Part 1, Section 3.D.2., Guidelines for retired ministers of Word and Sacrament and Ministers of Word and Service Part 1, Section 3.D.2: the Synod Council shall engage in a

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regular, periodic examination of all Ministers of Word and Sacrament and Ministers and Word and Service on the retired roster such that each and every retired minister's status is reviewed at least once during a three-year cycle. (Group 2) (January 22, 2022)

### **Appointments**

Appointed, along with the Synod Officers, Rev. Allyn Itterly, Dennis Lane, Rev. Sarah Rossing, and Holly Schmitt to the Executive Committee for 2021-2022. (June 30, 2021)

Appointed Rev. Deb Byrum to serve on the Board of Directors of Bethesda Lutheran Services with a term expiring in 2022. (July 24, 2021)

Appointed Rev. Alina Kanaski, Rev. Torrey Johnson, and Rev. Linda Theophilus to second terms on the Ecumenical Affairs Committee with terms expiring in 2024. (July 24, 2021)

Appointed Rev. Sarah Lee-Faulkner and Kim Wilson to the Board of Directors of the Lutheran Campus Ministry of Greater Pittsburgh with terms expiring in 2024. (July 24, 2021)

Appointed Rev. Sarah Rossing, Rev. William Schaefer, Leigh Pogue, Amy Schultz and Janice Jeletic to serve on the Committee Structure Working Group (July 24, 2021)

Appointed Maeve Snyder as the Youth Representative of the Synod Council with the appointment ending in 2022. (September 9, 2021)

Appointed Deacon Michelle Kunkle to the Youth Ministry Committee with a term expiring in 2025. (September 9, 2021)

Appointed Herb Guenther as the Chairperson of the Ministry Committee. (September 9, 2021)

Appointed the Rev. Paul Poerschke and Tony Fishovitz to the Board of Directors of the Ohio Valley Lutheran Bible Camp Association with terms expiring in 2024. (January 22, 2022)

Appointed Scott Gettings to the Bethesda Lutheran Services Board of Directors with a term expiring in 2022. (January 22, 2022)

Appointed Rev. Michael Ryan to fill the unexpired term of Rev. Kerri Clark on the Synod Council until the 2022 Synod Assembly. (March 19, 2022)

Appointed Dennis Lane, Holly Schmitt, Rev. JJ Lynn, Rev. Beth Clementson and Rev. William Schaefer to the Governance Committee of the Synod Council. (March 19, 2022)

Appointed Dave Wolfe (2025), Collin O'Brien (2023), Mark Trauman (2025) and Rev. Chris Combs (2024) as members of the Audit Committee and Holly Schmitt (2025) as chairperson of the Audit Committee. (May 14, 2022)

Appointed Deacon Deb Roberts as a member of the Mutual Ministry Committee with a term ending in 2024 (May 14, 2022)

Appointed Jean Chantz to a second term on the Multi-Synodical Candidacy Committee with a term expiring in 2027. (May 14, 2022)

Appointed Mary Anne Novak to serve as the Secretary of the Stewardship and Finance Committee. (May 14, 2022)

Appointed to second terms on the Committee on Church in Society: Rev. Sarah Rossing, Robert Errett, Kathie Westman, Linda Neuman with terms expiring in 2025 and Rev. Ryan Pusch and Rev. Jocelyn Johnston with terms expiring in 2026. (May 14, 2022)

Appointed Rev. Sarah Rossing as chairperson of the Committee of Church in Society. (May 14, 2022)

Appointed Rev. Ronald Brown to a second term on the Mutual Ministry Committee with a term expiring in 2025. (May 14, 2022)

### **Finances**

Authorized, for the extent of his appointment, pursuant to †S8.58. of the Synod Constitution, the Acting Bishop of the Synod, the Rev. Abraham Allende, to conduct business and to sign on behalf of the Synod, for the following:

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1. To open depository and checking accounts in the name of the Synod with banks and other financial institutions.
2. To endorse checks and orders for the payment of money and withdraw funds on deposit with financial institutions. Any single check or payment order for value USD \$10,000 or more requires any two (2) authorized signatures.
3. To borrow money on behalf and in the name of this Synod and to sign, execute and deliver promissory notes or other evidences of indebtedness. Any two (2) authorized signatures are required for this purpose.
4. To endorse, assign, or transfer stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this Synod and to pledge such assets as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
5. To enter into written lease agreements for the purpose of renting and maintaining safe deposit boxes, automobiles, office space and equipment and contracts for service and supplies.  
(September 9, 2021)

Placed 100% of the gift of the Estate of Harriet Dick into the Mission Endowment Fund. (September 9, 2021)

Placed the residual funds from the William Bimber Trust, as the residual assets of Christ Lutheran Church, Beaver Falls in the amount of \$41,178, into the Congregation Legacy Fund. (May 14, 2022)

### **Constitutions and Bylaws**

Approved the Constitution and Bylaws of First English, Butler and St. John's of Highland. (July 24, 2021)

Gave the Committee on Constitutions and Bylaws the authority to approve congregation constitutions and report its work back to the Synod Council. (September 9, 2021)

### **Other Actions**

Indicated its affirmation of the Synod Staff to seek a second Landscape Survey. (July 24, 2021)

Approved the Acting Bishop Agreement between the Southwestern PA Synod and Rev. Abraham Allende. (July 24, 2021)

Affirmed the receipt of a Letter of Disclosure dated October 9, 2021, acknowledged that the investigation into this matter is currently underway, affirmed the work of the Office of the Bishop is in line with its constitutional parameters and the need for pastoral care in this situation and will take action on this matter at a later date when and if it is appropriate. (September 9, 2021)

Approved with profound regret the action of English Lutheran Church in Zelenople to terminate its membership in the Evangelical Lutheran Church in America effective December 31, 2021 (December 9, 2021)

Pursuant to †S13.24.c., and effective upon receipt of a letter from Messiah Lutheran Church, Morningside requesting that the Synod Council take charge and control of their property after their closing liturgy on Christmas Eve, 2021, appointed Rev. Keith Josephson, Rev. Peter Asplin and Rev. Melissa Stoller as trustees of the Synod Council to hold, manage, and convey the same on behalf of this synod. (December 9, 2021)

Received with appreciation the progress report of the Advisory Panel and affirmed the panel's decision to wait for the court proceedings to be resolved before resuming its work. (December 9, 2021)

Created a Governance Committee for these two purposes:

- to conduct a thorough review of the results of the Bishop's sabbatical study of the Policy Manual in order to bring to the Synod Council specific recommendations to retire certain Policy Manual items and to reorganize the remaining items, together with new items not currently in the Policy Manual, into five collections of synod policies, procedures and practices; and
- to provide ongoing orientation and education to the members of the Synod Council about our synod's policies, procedures and practices periodically, either by reviewing or by proposing revisions to the contents of the five collections as needed. (March 19, 2022)

Expressed the support for the new start ministry of the Pittsburgh Presbytery to possibly make use of the site of the former Messiah Lutheran Church in Morningside. (March 19, 2022)

Pursuant to \*C9.07. of the constitution of the congregation, the interim pastor of Stewart Avenue Lutheran Church may be made available to be called to the congregation. (March 19, 2022)

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Adopt the amended Sabbatical Policy as a Policy of the Synod. (March 19, 2022) [See *Exhibit 1* following the appendices to this report.]

Direct the Ministry Committee to develop an intentional plan for educating the members of the synod on and implementing the use of both the Sabbatical and Family Leave Policies of the Synod. (March 19, 2022)

### **Synod Assembly**

Approved the Minutes of the 2021 Southwestern Pennsylvania Synod Assembly. (July 24, 2021)

Set the dates for the 2022 SWPA Synod Assembly for June 16, 17, 18, 2022. (December 9 2021)

Set the fee for voting members of the 2022 Synod Assembly at \$30.00. (January 22, 2022)

Approved the Synod Assembly Lay Voting Member Formula as recommended by the Credentials Committee:

1. That each congregation, irrespective of baptized membership, may elect two voting members
2. That an additional voting member be elected, based on baptized membership above 500 but below 750, an additional two voting members be elected for those congregations with a baptized membership above 750 but below 1,000, and that an additional three voting members be elected for those congregations with a baptized membership above 1,000. And that each increment of 250 above 1,000 baptized members provide an additional voting member for the congregation to elect. (January 22, 2022).

Designated the offering from the three worship services during Synod Assembly be equally divided between Camp Agape and Camp Lutherlyn. (May 14, 2022)

### **Recommendations to the 2022 Synod Assembly**

1. To recommend the following Mission Support Formula: The faithful people who make up the congregations of our SWPA Synod of the Evangelical Lutheran Church in America endeavor to live lives of generosity and healthy stewardship. We believe that all we have is a gift from God - ourselves, our time, and our possessions, signs of God's gracious love for us. We aspire to give back a portion of every gift to God through the hands and feet of our local churches. We recognize that our Synod further extends the reach of the church into the lives of people both locally and globally. Our congregations are encouraged to give at least a tithe of gifts and offerings to Mission Support. We challenge each other to give a faithful measure of our congregation's gifts to the work of our Synod. Congregational leaders may request consultation with our Synod Council to assist in determining their proportionate share. We are called to live faithful lives to the bold witness of life-everlasting through our savior Jesus Christ, who sacrificed everything for us and calls us to follow in his footsteps and boldly sacrifice everything for our neighbor. May God work in our hearts and in our congregations to give faithfully so that God's hands and feet never stop serving our neighbors. (March 19, 2022)
2. To recommend the Program and Order of Business for the 2022 Synod Assembly approval (March 19, 2022)
3. To recommend Budget for approval (March 19, 2022) [See *Appendix A*]
4. To recommend (a rule for the assembly) that any motion from the floor of the Synod Assembly to amend the proposed budget (1) must be submitted in writing to the Secretary of the Synod by 9:00 AM on Friday, June 17, 2022; (2) that any proposed amendment to increase any line item of the proposed budget must include an offsetting reduction to another line item(s) in order to maintain the parameters of the proposed budget; (3) must be referred to the Committee on Reference and Counsel so that representatives of the Budget and Finance Committee can provide input on the proposed change(s) and the implication(s) of those changes prior to the Assembly's vote on the proposed budget. (March 19, 2022)
5. To recommend the Compensation Guidelines for Ministers of Word and Sacrament for approval (March 19, 2022) [See *Appendix B*]
6. To recommend the Compensation Guidelines for Ministers of Word and Service for approval (March 19, 2022) [See *Appendix C*]
7. To recommend the Interim Ministry Guidelines for approval (March 19, 2022) [See *Appendix D*]

[Also refer to *Exhibit 1, Sabbatical Policy; and Exhibit 2, Family Leave Policy, following the Appendices to this report*]

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SYNOD COUNCIL RECOMMENDED BUDGET FOR 2023 **APPENDIX A**

	Adopted Budget 2021	Actual 2021 (Unaudited)	Adopted Budget 2022	Proposed Budget 2023
<b>REVENUES</b>				
Mission Support from Congregations	\$ 1,440,000.00	\$ 1,390,921.50	\$ 1,370,000.00	\$ 1,360,000.00
Director-Evangelical Mission Support Trust/Estate	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Congregation Contributions (Legacy Fund)	\$ 13,000.00	\$ 14,776.74	\$ 13,000.00	\$ 13,000.00
Thrivent Investment Account/Pooled Trust	\$ 120,000.00	\$ 54,157.80	\$ 36,000.00	\$ 36,000.00
Miscellaneous	\$ 60,000.00	\$ 132,670.92	\$ 105,140.00	\$ 103,500.00
	\$ -	\$ 12,474.89	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 1,643,000.00</b>	<b>\$ 1,615,001.85</b>	<b>\$ 1,534,140.00</b>	<b>\$ 1,522,500.00</b>
<b>EXPENDITURES</b>				
ELCA Proportionate Share	\$ 700,000.00	\$ 675,987.86	\$ 632,600.00	\$ 625,600.00
ELCA Gift Planner	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>Region 8 Expenses</b>				
Region 8 Center for Mission and FCTE	\$ 3,132.00	\$ 269.02	\$ 3,132.00	\$ 3,132.00
<b>Building/Operation/Administration Costs</b>				
Rent & Utilities & Office Admin	\$ 103,000.00	\$ 123,622.74	\$ 100,000.00	\$ 117,000.00
Legal & Accounting	\$ 16,500.00	\$ 17,883.48	\$ 18,000.00	\$ 18,000.00
<b>Total</b>	<b>\$ 119,500.00</b>	<b>\$ 141,506.22</b>	<b>\$ 118,000.00</b>	<b>\$ 135,000.00</b>
<b>Synod Staff Support</b>				
Synod Treasurer Stipend	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Communications	\$ 6,500.00	\$ 2,011.47	\$ 6,500.00	\$ 6,500.00
DEM Administrative Support	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Staff Compensation/Housing	\$ 376,908.00	\$ 401,561.91	\$ 376,908.00	\$ 376,908.00
Staff Pension & Benefits	\$ 140,000.00	\$ 131,086.07	\$ 140,000.00	\$ 140,000.00
Employment Taxes & Insurance	\$ 18,000.00	\$ 24,354.92	\$ 18,000.00	\$ 18,000.00
Travel & Meetings	\$ 23,000.00	\$ 18,665.92	\$ 23,000.00	\$ 23,000.00
<b>Total</b>	<b>\$ 572,408.00</b>	<b>\$ 585,680.29</b>	<b>\$ 572,408.00</b>	<b>\$ 572,408.00</b>

**SYNOD COUNCIL RECOMMENDED BUDGET FOR 2023 - continued**

	Adopted Budget 2021	Actual 2021 (Unaudited)	Adopted Budget 2022	Proposed Budget 2023
<b>Synod Ministries</b>				
Hospitality	\$ 2,000.00	\$ 270.66	\$ 2,000.00	\$ 2,000.00
Candidacy Development Services	\$ 6,000.00	\$ 1,989.00	\$ 6,000.00	\$ 6,000.00
Candidacy Committee	\$ 5,000.00	\$ 416.79	\$ 5,000.00	\$ 5,000.00
Congregation Conflict Mediation	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
Youth Ministry	\$ 3,000.00	\$ 1,391.40	\$ 3,000.00	\$ 3,000.00
Resource Center	\$ -	\$ -	\$ -	\$ 1,000.00
Leadership Development	\$ 10,000.00	\$ 3,717.19	\$ 10,000.00	\$ 10,000.00
New and Revitalized Ministries	\$ 25,000.00	\$ 10,773.80	\$ 25,000.00	\$ 25,000.00
Other	\$ -	\$ (1,960.38)	\$ -	\$ -
<b>Total Synod Ministry</b>	<b>\$ 53,000.00</b>	<b>\$ 16,598.46</b>	<b>\$ 53,000.00</b>	<b>\$ 54,000.00</b>
<b>Synod Ministry Partners</b>				
Camp Lutheran	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Camp Agape	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Lutheran Campus Ministry in SWPA	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00
Thiel College	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
United Lutheran Seminary	\$ 89,000.00	\$ 89,000.00	\$ 50,000.00	\$ 50,000.00
Glade Run	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Bethesda	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Lutheran SeniorLife	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Lutheran Advocacy Ministry in PA (LAMPa)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Christian Associates of Southwest PA	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
<b>Total Synod Ministry Partners</b>	<b>\$ 184,000.00</b>	<b>\$ 184,000.00</b>	<b>\$ 145,000.00</b>	<b>\$ 120,000.00</b>
<b>Total Expenditures</b>	<b>\$ 1,642,040.00</b>	<b>\$ 1,614,041.85</b>	<b>\$ 1,534,140.00</b>	<b>\$ 1,520,140.00</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 960.00</b>	<b>\$ 960.00</b>	<b>\$ -</b>	<b>\$ 2,360.00</b>

**MINIMUM COMPENSATION GUIDELINES**

**For Full-time and Part-time  
Ministers of Word and Sacrament**

**2022**

**2023**

SOUTHWESTERN PENNSYLVANIA SYNOD  
EVANGELICAL LUTHERAN CHURCH IN AMERICA

For Use by Congregations  
Providing a Housing Allowance

**AND**

For Use by Congregations  
Providing a Parsonage

*These Guidelines, established by the Southwestern Pennsylvania Synod Assembly, are provided to assist congregations develop and maintain a financial compensation package for Ordained Ministers of Word and Sacrament of our synod that is both fair and competitive.*

*The policy established by Synod Assembly action in 1997 states:*

The Bishop of the Southwestern Pennsylvania Synod is precluded from placing pastors in congregations where minimum compensation cannot be met. [Minimum compensation shall consist of that year's cash salary, housing, Social Security allowance, required pension and health benefits, mileage, continuing education allowance, four weeks' vacation, and two weeks of continuing education time.]

**INTRODUCTION**

If the call of a Minister of Word and Sacrament is for less than full-time (e.g., one-half time, three-quarters time) then the amounts listed in these guidelines for Cash Salary, Social Security Allowance, Housing Allowance, Professional Expenses and Vacation are to be calculated proportional to the part-time call. Thus, for example, if a pastor receives a part-time call equivalent to one-half time then the Cash Salary is to be one-half that of the Cash Salary for full-time; and the Housing Allowance, Professional Services and Vacation amounts are to be proportional to the mutual benefit of the pastor and the congregation.

**I. DEFINED COMPENSATION**

**Cash Salary**

The minimum base cash salary for a new full-time Minister of Word and Sacrament (0 years of experience as an ordained pastor) is ~~\$38,830.98~~ **\$38,831,694.01**. This reflects a cost of living increase of ~~1.3%~~ **5.9% (this was the Social Security increase from 2021)** and a Synod Equalization Adjustment [bringing our synod to parity with surrounding synods] of \$572. For pastors with years of experience, **\$400 for each year ordained** should be added to the **current** minimum base cash salary to determine the appropriate cash salary. The minimum base cash salary with years ordained additive should be used to calculate the minimum base cash salary for a part-time pastor. An additional amount may be added to reflect factors such as scope of responsibilities and/or exceptional proficiency. Additional compensation should be considered for the experience and needs of second career pastors.

~~Congregations that are able~~ **The Synod Assembly encourages congregations to strive** to raise their pastor’s compensation above ~~synodical~~ **synod** minimums ~~should do so.~~ A congregation ~~where a pastor is currently under call and where that has raised~~ **that has raised** compensation **above minimum** guidelines ~~have been met~~ may wish to calculate increases based on the congregation’s budget from the previous year. ~~An additional amount of at least \$400 should then be added for another year in ordained ministry.~~

In cases where pastors are serving more than one ministry site, additional compensation, above minimum guidelines, should be considered.

Yrs Service	<del>2021</del> <b>2022</b> Base	<del>2020 Cola</del> <b>2021 COLA</b>	Synod Equal Fig	yrs +400	<del>2022</del> <b>2023</b>
0	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$ -	<del>\$38,830.98</del> <b>\$41,694.01</b>
1	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$400.00	<del>\$39,230.98</del> <b>\$42,094.01</b>
2	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$800.00	<del>\$39,630.98</del> <b>\$42,494.01</b>
3	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$1,200.00	<del>\$40,030.98</del> <b>\$42,894.01</b>
4	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$1,600.00	<del>\$40,430.98</del> <b>\$43,294.01</b>
5	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$2,000.00	<del>\$40,830.98</del> <b>\$43,694.01</b>
6	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$2,400.00	<del>\$41,230.98</del> <b>\$44,094.01</b>
7	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$2,800.00	<del>\$41,630.98</del> <b>\$44,494.01</b>
8	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$3,200.00	<del>\$42,030.98</del> <b>\$44,894.01</b>
9	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$3,600.00	<del>\$42,430.98</del> <b>\$45,294.01</b>
10	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$4,000.00	<del>\$42,830.98</del> <b>\$45,694.01</b>
11	<del>\$37,768.00</del> <b>\$38,830.98</b>	<del>\$490.98</del> <b>\$2,291.03</b>	\$572.00	\$4,400.00	<del>\$43,230.98</del> <b>\$46,094.01</b>



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12	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$4,800.00	<del>\$43,630.98</del> <u>46,494.01</u>
13	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$5,200.00	<del>\$44,030.98</del> <u>46,894.01</u>
14	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$5,600.00	<del>\$44,430.98</del> <u>47,294.01</u>
15	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$6,000.00	<del>\$44,830.98</del> <u>47,694.01</u>
16	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$6,400.00	<del>\$45,230.98</del> <u>48,094.01</u>
17	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$6,800.00	<del>\$45,630.98</del> <u>48,494.01</u>
18	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$7,200.00	<del>\$46,030.98</del> <u>48,894.01</u>
19	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$7,600.00	<del>\$46,430.98</del> <u>49,294.01</u>
20	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$8,000.00	<del>\$46,830.98</del> <u>49,694.01</u>
21	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$8,400.00	<del>\$47,230.98</del> <u>50,094.01</u>
22	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$8,800.00	<del>\$47,630.98</del> <u>50,494.01</u>
23	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$9,200.00	<del>\$48,030.98</del> <u>50,894.01</u>
24	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$9,600.00	<del>\$48,430.98</del> <u>51,294.01</u>
25	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$10,000.00	<del>\$48,830.98</del> <u>51,694.01</u>
26	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$10,400.00	<del>\$49,230.98</del> <u>52,094.01</u>
27	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$10,800.00	<del>\$49,630.98</del> <u>52,494.01</u>
28	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$11,200.00	<del>\$50,030.98</del> <u>52,894.01</u>
29	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$11,600.00	<del>\$50,430.98</del> <u>53,294.01</u>
30	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$12,000.00	<del>\$50,830.98</del> <u>53,694.01</u>
31	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$12,400.00	<del>\$51,230.98</del> <u>54,094.01</u>
32	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$12,800.00	<del>\$51,630.98</del> <u>54,494.01</u>
33	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$13,200.00	<del>\$52,030.98</del> <u>54,894.01</u>
34	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$13,600.00	<del>\$52,430.98</del> <u>55,294.01</u>
35	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$14,000.00	<del>\$52,830.98</del> <u>55,694.01</u>
36	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$14,400.00	<del>\$53,230.98</del> <u>56,094.01</u>
37	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$14,800.00	<del>\$53,630.98</del> <u>56,494.01</u>
38	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$15,200.00	<del>\$54,030.98</del> <u>56,894.01</u>
39	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$15,600.00	<del>\$54,430.98</del> <u>57,294.01</u>
40	<del>\$37,768.00</del> <u>38,830.98</u>	<del>\$490.98</del> <u>2,291.03</u>	\$572.00	\$16,000.00	<del>\$54,830.98</del> <u>57,694.01</u>

**Social Security Allowance**

The pastor must pay 15.3% Social Security tax on the total of cash salary, Social Security allowance and housing allowance. If there is a difference between the auto and professional allowances and the actual expenses in those areas, Social Security Tax will also be owed on the amount that is over expenses. Congregations are urged to provide an allowance of **at least 50% of the Social Security tax** (as is provided for employees by their employers). [The total of cash salary and housing allowance may be multiplied by .08284 to determine the congregation’s approximate share of the Social Security tax.]

**For Congregations Providing a Housing Allowance**

The minimum housing allowance is ~~\$17,460. There is no~~ **18,490**. ~~This number reflects the 2021 social security cost of living increase for 2022 as the base salary has been adjusted.~~ adjustment of 5.9%. Congregations located in areas of the synod where housing is costlier should consider an additional amount.

- Per IRS regulations, at the request of the minister of word and sacrament, a portion of cash salary (up to 100%) may be reallocated as housing allowance. This is particularly important for retired ministers of word and sacrament as well as those serving part-time calls.

### **For Congregations Providing a Parsonage**

When the congregation provides a parsonage as part of the compensation package the following factors should be noted.

- The pastor should receive free use of the parsonage including maintenance and utilities (i.e. telephone, internet, electric, gas, waste and recycling pickup, sewage, water).
- For tax purposes, a portion of the cash salary may be designated as a “furnishings allowance” either in the congregational budget or by motion at the first council meeting of the year. The pastor is responsible to document the use of the furnishings allowance to the IRS and to pay tax on any portion not used.
- In order to calculate the Social Security allowance and the Portico Benefit Services payments, establish the fair rental value of the parsonage OR calculate 30% of the cash salary plus social security allowance, plus furnishings allowance.
- A housing equity allowance may be extended as an additional benefit for pastors who live in parsonages and are not acquiring the financial gains that can come from owning a home.

## **II. REIMBURSABLE MINISTRY EXPENSES**

**Changes in Federal Taxes:** Allowances for travel, etc. are no longer permitted. However, REIMBURSABLE MINISTRY EXPENSES are permitted. The Committee on Ministry suggests that ministers provide receipts, mileage logs, etc. in a written report to the church treasurer. Congregations should develop a reimbursable ministry expense form to be submitted monthly.

### **Travel Reimbursement**

Two options are available:

1. Reimbursement for miles driven according to the ~~2022~~2023 IRS allowance
2. Furnish a car and all related expenses (gas, maintenance, insurance, etc.)

It is also appropriate for the congregation to reimburse the pastor for tolls, parking, and other travel-related expenses when such expenses are incurred during call-related travel (not commuting to/from work).

### **Continuing Education**

In the Evangelical Lutheran Church in America, congregations and Ministers of Word and Sacrament are expected to contribute annually to a continuing education fund or to maintain an annual budget line from which the pastor draws for continuing education expenses. The establishment of a fund enables money to be carried between years so that the pastor will be able to participate in a broader scope of continuing education events. Congregations that have called full-time pastors are recommended to contribute **\$1000** for continuing education with a **\$700 minimum**; and full-time pastors are to contribute **\$300**. Congregations that have called part-time pastors are to contribute an amount proportional to the terms of the call. Registration fees, materials, lodging, meals and travel expenses are included in continuing education expenses. Two full weeks, including two Sundays, of continuing education per year is expected for both full-time and part-time pastors. We especially encourage congregations to support the pastor’s attendance at the theological convocation held each October.

- At the request of the minister of word and sacrament, a portion of cash salary may be reallocated within the congregation’s budget as continuing education reimbursement.

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### **First Call Theological Education (FTCE)**

All persons newly ordained in the Evangelical Lutheran Church in America are expected to participate in FTCE for three years. Congregations served by a pastor in FTCE are invoiced by Region 8 for the congregation's share of financial support for the annual retreat and colleague groups. The synod contributes an equal amount for each person. It is intended that the FTCE fee be taken from the reimbursable continuing education expenses, leaving the remaining amount for participation in other educational activities.

### **Publications and Media Resources**

It is recommended that the congregation pay for books, journals, software, etc. directly or as a direct expense reimbursement so that this will not be taxable income for the pastor. An annual budget line of at least **\$200** is recommended for both full-time and part-time pastors.

### **Professional Expenses**

Congregations should also take into account other expenses that the pastor may incur related to church business. These expenses may include, for example, the cost of vestments, clerical attire, or attendance at meetings. An annual budget line of **\$400** from which such items can be reimbursed is recommended for full-time pastors. Part-time pastors should receive a proportional amount.

### **Synod Assembly Costs**

It is the responsibility of the congregation to provide the financial support necessary for the pastor(s) to attend the Synod Assembly.

### **Technology**

In our current environment, computers, and other technological items are often considered essential to ministry. Congregations are encouraged to discuss the needs of the particular context. Congregations should assume the costs of a computer, cell phone service, or other needed items in accordance with IRS guidelines. Tax policy concerning technology reimbursement changes rapidly; please consult a tax professional to ensure compliance with the law.

## **III. BENEFITS**

Congregations are expected to enroll their Ministers of Word and Sacrament and their families in the ELCA Pension, Health and Dental, Disability and Survivor Plans. Calculations of contributions to pension, health and dental, disability and survivor plans are based upon "Defined Compensation." To determine "Defined Compensation," add together: cash salary, Social Security allowance, and housing allowance.

### **Portico Health Plan – 20222023**

To maintain the current level of health benefits for our Ministers of Word and Sacrament, their families and lay church workers, it is recommended that the congregations of the Southwestern Pennsylvania Synod offer to provide the Gold+ ELCA health plan option in 20222023 for their rostered leaders and lay church workers. In some cases, Platinum, Silver+ or Bronze+ plans (with Health Savings Account contributions) may be more beneficial for rostered leaders and their families. Please be in conversation about these options and consult a Portico Representative for assistance in weighing options, especially for part-time rostered leaders.

### **Pension**

Congregations in the Southwestern Pennsylvania Synod are urged to provide a minimum contribution of 12% through Portico Benefit Services.

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### **Health/Dental/Disability/Survivor Plans**

The Board of Directors for Portico Benefit Services establishes annually the contribution amounts required to fund the Health and Dental, Disability, and Survivor Plans. Contribution rates for the next year are normally available in the fall. Since the contribution rates vary for health and dental according to geographical location and age, you should contact Portico Benefit Services directly for rate information.

Phone: 800-352-2876; E-mail: [mail@porticobenefits.org](mailto:mail@porticobenefits.org) Website: <https://porticobenefits.org>

## **IV. CONDITIONS**

**Vacation:** A minimum of four weeks, including four Sundays, is expected for full-time pastors. Part-time pastors are expected to receive four part-time work weeks, including Sundays.

**Continuing Education:** Two full weeks, including Sundays, per year is expected for both full-time and part-time pastors. However, an agreement to allow these two weeks to be carried over in a three-year period allows the pastor the opportunity for a more extended leave for study.

### **Leave at Birth, Adoption or Foster Care, Sick Leave, Bereavement, and Family Illness:**

Please refer to the "Family Leave Policy of the Southwestern Pennsylvania Synod" which can be downloaded directly from the ~~"Pastors" section of the synod's website <https://www.swpasynod.org/pastors>. We see it as best practice that all congregational leave policies be provided in writing at the time of a call.~~ For Congregations" section of the synod's website <http://www.swpasynod.org>

**Sabbatical Leave:** Please refer to the "Sabbatical Leave Policy which can be downloaded directly from the ~~"Pastors" section of the synod's website <https://www.swpasynod.org/pastors>. We see it as best practice that all congregational leave policies be provided in writing at the time of a call.~~ For Congregations" section of the synod's website <http://www.swpasynod.org>

**ELCA Rostered Couples:** When a rostered couple both receive separate calls within the synod, the synodical bishop will assist congregations in establishing equitable considerations to the rostered couple. Congregations should note, however, that 1) Portico Benefit Services establishes the annual rates for benefits (which considers rostered couple plan members) outside the control of local synods, and 2) a congregation or combined parish is expected to provide all parts of the established minimum compensation guidelines, including housing, to extend an independent call to a rostered ELCA person.

## **V. INTERIM MINISTRY**

Please refer to the "Interim Ministry Guidelines" in consultation with the ~~synodical bishop of the synod.~~ The "Interim Ministry Guidelines" can be downloaded ~~at~~from <https://www.swpasynod.org/callprocess> [http://www.swpasynod.org/.](http://www.swpasynod.org/)

# APPENDIX C

## MINIMUM COMPENSATION GUIDELINES

### For Full-time and Part-time Ministers of Word and Service

**2022**

**2023**

SOUTHWESTERN PENNSYLVANIA SYNOD  
EVANGELICAL LUTHERAN CHURCH IN AMERICA

*These Guidelines, established by the Southwestern Pennsylvania Synod Assembly, are provided to assist congregations develop and maintain a financial compensation package for Ministers of Word and Service of our synod that is both fair and competitive.*

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**INTRODUCTION**

Ministers of Word and Service serve the church in a variety of settings and bring diverse skills and training to the calls in which they serve. Congregations and agencies utilize the gifts of Deacons in many different ways under various time arrangements. Thus it is difficult to set a common standard for all Ministers of Word and Service. Therefore, each congregation or agency that is calling a Deacon will need to develop a compensation package that is fair to the person with all of these factors in mind.

**I. CASH SALARY**

The Southwestern Pennsylvania Synod Minimum Compensation Guidelines for Ministers of Word and Service are based on full-time (defined as a 40-hour work week). Ministers of Word and Service working less than 40 hours a week should be compensated proportionately.

The minimum base salary for a new Minister of Word and Service (0 years of experience as an ordained Deacon) ~~\$42,054~~**\$42,107**. This reflects a cost of living ~~increase adjustment of 1.3%~~**5.9% (based on the social security COLA for 2021)** and a Synod Equalization ~~Adjustment [bringing our synod Figure of \$572 to parity with adjust salaries to reflect surrounding synods] of \$572~~. For all Ministers of Word and Service with years of experience, **\$400 for each year of experience** should be added to the **current** minimum base cash salary to determine the appropriate cash salary. An additional amount may be added to reflect factors such as scope of responsibilities, exceptional proficiency, and/or attainment of additional education. Additional compensation should be considered for the experience and needs of second career Ministers of Word and Service.

<del>Years of Service</del>	<del>2021 Base</del>	<del>2020 COLA</del>	<del>Synod- Equalization- Figure</del>	<del>Years of Service @- \$400</del>	<del>2022</del>
<del>0</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ —</del>	<del>\$ 42,054</del>
<del>1</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 400</del>	<del>\$ 42,454</del>
<del>2</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 800</del>	<del>\$ 42,854</del>
<del>3</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 1,200</del>	<del>\$ 43,254</del>
<del>4</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 1,600</del>	<del>\$ 43,654</del>
<del>5</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 2,000</del>	<del>\$ 44,054</del>
<del>6</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 2,400</del>	<del>\$ 44,454</del>
<del>7</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 2,800</del>	<del>\$ 44,854</del>
<del>8</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 3,200</del>	<del>\$ 45,254</del>
<del>9</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 3,600</del>	<del>\$ 45,654</del>
<del>10</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 4,000</del>	<del>\$ 46,054</del>
<del>11</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 4,400</del>	<del>\$ 46,454</del>
<del>12</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 4,800</del>	<del>\$ 46,854</del>
<del>13</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 5,200</del>	<del>\$ 47,254</del>
<del>14</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 5,600</del>	<del>\$ 47,654</del>
<del>15</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 6,000</del>	<del>\$ 48,054</del>
<del>16</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 6,400</del>	<del>\$ 48,454</del>
<del>17</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 6,800</del>	<del>\$ 48,854</del>
<del>18</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 7,200</del>	<del>\$ 49,254</del>
<del>19</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 7,600</del>	<del>\$ 49,654</del>
<del>20</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 8,000</del>	<del>\$ 50,054</del>
<del>21</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 8,400</del>	<del>\$ 50,454</del>
<del>22</del>	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 8,800</del>	<del>\$ 50,854</del>

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23	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 9,200</del>	<del>\$ 51,254</del>
24	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 9,600</del>	<del>\$ 51,654</del>
25	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 10,000</del>	<del>\$ 52,054</del>
26	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 10,400</del>	<del>\$ 52,454</del>
27	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 10,800</del>	<del>\$ 52,854</del>
28	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 11,200</del>	<del>\$ 53,254</del>
29	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 11,600</del>	<del>\$ 53,654</del>
30	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 12,000</del>	<del>\$ 54,054</del>
31	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 12,400</del>	<del>\$ 54,454</del>
32	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 12,800</del>	<del>\$ 54,854</del>
33	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 13,200</del>	<del>\$ 55,254</del>
34	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 13,600</del>	<del>\$ 55,654</del>
35	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 14,000</del>	<del>\$ 56,054</del>
36	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 14,400</del>	<del>\$ 56,454</del>
37	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 14,800</del>	<del>\$ 56,854</del>
38	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 15,200</del>	<del>\$ 57,254</del>
39	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 15,600</del>	<del>\$ 57,654</del>
40	<del>\$ 40,950</del>	<del>\$ 532</del>	<del>\$ 572</del>	<del>\$ 16,000</del>	<del>\$ 58,054</del>

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Years of Service	2022	2021 COLA	Synod Equalization Figure	Years of Service @ \$400	2023
0	\$ 42,054	\$ 2,481	\$ 572	\$ -	\$ 45,107
1	\$ 42,054	\$ 2,481	\$ 572	\$ 400	\$ 45,507
2	\$ 42,054	\$ 2,481	\$ 572	\$ 800	\$ 45,907
3	\$ 42,054	\$ 2,481	\$ 572	\$ 1,200	\$ 46,307
4	\$ 42,054	\$ 2,481	\$ 572	\$ 1,600	\$ 46,707
5	\$ 42,054	\$ 2,481	\$ 572	\$ 2,000	\$ 47,107
6	\$ 42,054	\$ 2,481	\$ 572	\$ 2,400	\$ 47,507
7	\$ 42,054	\$ 2,481	\$ 572	\$ 2,800	\$ 47,907
8	\$ 42,054	\$ 2,481	\$ 572	\$ 3,200	\$ 48,307
9	\$ 42,054	\$ 2,481	\$ 572	\$ 3,600	\$ 48,707
10	\$ 42,054	\$ 2,481	\$ 572	\$ 4,000	\$ 49,107
11	\$ 42,054	\$ 2,481	\$ 572	\$ 4,400	\$ 49,507
12	\$ 42,054	\$ 2,481	\$ 572	\$ 4,800	\$ 49,907
13	\$ 42,054	\$ 2,481	\$ 572	\$ 5,200	\$ 50,307
14	\$ 42,054	\$ 2,481	\$ 572	\$ 5,600	\$ 50,707
15	\$ 42,054	\$ 2,481	\$ 572	\$ 6,000	\$ 51,107
16	\$ 42,054	\$ 2,481	\$ 572	\$ 6,400	\$ 51,507
17	\$ 42,054	\$ 2,481	\$ 572	\$ 6,800	\$ 51,907
18	\$ 42,054	\$ 2,481	\$ 572	\$ 7,200	\$ 52,307
19	\$ 42,054	\$ 2,481	\$ 572	\$ 7,600	\$ 52,707
20	\$ 42,054	\$ 2,481	\$ 572	\$ 8,000	\$ 53,107
21	\$ 42,054	\$ 2,481	\$ 572	\$ 8,400	\$ 53,507
22	\$ 42,054	\$ 2,481	\$ 572	\$ 8,800	\$ 53,907
23	\$ 42,054	\$ 2,481	\$ 572	\$ 9,200	\$ 54,307
24	\$ 42,054	\$ 2,481	\$ 572	\$ 9,600	\$ 54,707
25	\$ 42,054	\$ 2,481	\$ 572	\$ 10,000	\$ 55,107
26	\$ 42,054	\$ 2,481	\$ 572	\$ 10,400	\$ 55,507
27	\$ 42,054	\$ 2,481	\$ 572	\$ 10,800	\$ 55,907
28	\$ 42,054	\$ 2,481	\$ 572	\$ 11,200	\$ 56,307
29	\$ 42,054	\$ 2,481	\$ 572	\$ 11,600	\$ 56,707
30	\$ 42,054	\$ 2,481	\$ 572	\$ 12,000	\$ 57,107
31	\$ 42,054	\$ 2,481	\$ 572	\$ 12,400	\$ 57,507
32	\$ 42,054	\$ 2,481	\$ 572	\$ 12,800	\$ 57,907
33	\$ 42,054	\$ 2,481	\$ 572	\$ 13,200	\$ 58,307
34	\$ 42,054	\$ 2,481	\$ 572	\$ 13,600	\$ 58,707
35	\$ 42,054	\$ 2,481	\$ 572	\$ 14,000	\$ 59,107
36	\$ 42,054	\$ 2,481	\$ 572	\$ 14,400	\$ 59,507
37	\$ 42,054	\$ 2,481	\$ 572	\$ 14,800	\$ 59,907
38	\$ 42,054	\$ 2,481	\$ 572	\$ 15,200	\$ 60,307
39	\$ 42,054	\$ 2,481	\$ 572	\$ 15,600	\$ 60,707
40	\$ 42,054	\$ 2,481	\$ 572	\$ 16,000	\$ 61,107



## II. SOCIAL SECURITY

By law the congregation must pay the employer's share of the Social Security tax for the Deacon. Therefore, it is not included in the cash salary. The Deacon pays the employee's share of the Social Security tax.

## III. REIMBURSABLE MINISTRY EXPENSES

The following expenses should be paid by the congregation in full regardless of whether the Deacon is under call full-time or part-time.

**Travel Reimbursement** – Two options are available:

1. Reimbursement for miles driven according to the ~~2022~~2023 IRS allowance
2. Furnish a car and all related expenses (gas, maintenance, insurance, etc.)

**Continuing Education** – In the Evangelical Lutheran Church in America, congregations and Ministers of Word and Service are expected to contribute annually to a continuing education fund or to maintain an annual budget line from which the Deacon draws continuing education expenses. The establishment of a fund enables money to be carried between years so that the Deacon will be able to participate in a broader scope of continuing education events. Congregations are recommended to contribute **\$1,000** with a **\$700** minimum; the Deacon is to contribute **\$300**. Registration fees, materials, lodging, meals, and travel expenses may be drawn from this fund. Two full weeks, including Sundays, of continuing education per year are expected. We especially encourage congregations to support the Deacon's attendance at the synod theological convocation held each October.

**First Call Theological Education (FCTE)** – All persons newly ordained as Deacons in the Evangelical Lutheran Church in America are expected to participate in FCTE for three years. A congregation served by a Deacon in FCTE is sent an invoice by Region 8 for the congregation's share of support for the annual retreat and colleague groups. The synod contributes an equal amount for each person. It is intended that the FCTE fee be taken from the Deacon's Continuing Education budget line leaving the remaining amount for participation in other educational activities.

**Publications and Media Resources** – It is recommended that the congregation pay for books, journals, software, etc., directly or as a direct expense reimbursement so that these expenses will not be taxable for the Deacon. An annual allowance of at least **\$200** is recommended.

**Professional Expenses** – Congregations should be aware that Deacons are often required or asked to attend church or community events which cost additional money (i.e., synod ministries, community ministries, a school function in which youth of the church are performing, etc.). It is appropriate that the Deacon receive reimbursement for all expenses related to carrying out her/his call.

**Synod Assembly Expenses** – It is the responsibility of the congregation to provide the financial support necessary for the deacon(s) to attend the Synod Assembly.

**Technology** – In our current environment, computers, and other technological items are often considered essential to ministry. Congregations are encouraged to discuss the needs of the particular context. Congregations should assume the costs of a computer, cell phone service, or other needed items in accordance with IRS guidelines. Tax policy concerning technology reimbursements changes rapidly; please consult a tax professional to ensure compliance with the law.

#### IV. BENEFITS

A Minister of Word and Service should be enrolled by the congregation in the ELCA Pension and Health, Dental, Disability and Survivor plans. If not enrolled in the ELCA Plan, the Deacon should be provided with a retirement plan and health insurance. *Congregations in the Southwestern Pennsylvania Synod are urged to provide a minimum contribution (based on cash salary) of 12% per year to the pension plan of the Deacon.*

The Board of Directors for Portico Benefit Services establishes annually the contribution amounts required to fund the Health and Dental, Disability, and Survivor Plans. Contribution rates for the next year are normally available in the fall. Since the contribution rates vary for health and dental according to geographical location and age, you should contact Portico Benefit Services directly for rate information. Phone: 800-352-2876; E-mail: [mail@porticobenefits.org](mailto:mail@porticobenefits.org) Website: <https://porticobenefits.org>

#### **Portico Health Plan – 20222023**

To maintain the current level of health benefits for our Ministers, their families, and lay church workers, it is recommended that the congregations of the Southwestern Pennsylvania Synod offer to provide the Gold+ ELCA health plan option in **20222023** for their Ministers and lay church workers. In some cases, Platinum, Silver+ and Bronze+ plans (with Health Savings Account contributions) may be more beneficial for Ministers and their families. Please be in conversation about these options and consult a Portico Representative for assistance in weighing options, especially for part-time Ministers.

For Deacons with less than a full-time call, it is recommended that congregations provide health, dental, disability and survivor insurance to be proportionately funded by the congregation and the Deacon. This is especially encouraged if the Deacon has no other health insurance. The cash salary could be appropriately adjusted to cover the insured's share of health insurance costs including the addition of family coverage.

#### CONDITIONS

**Vacation:** Four weeks, including Sundays, paid vacation is expected.

**Continuing Education:** Two weeks, including Sundays, per year are expected. An agreement to allow these two weeks to be carried over in a three-year period allows the Minister of Word and Service the opportunity for a more extended study leave.

#### **Leave at Birth, Adoption or Foster Care, Sick Leave, Bereavement, and Family Illness:**

Please refer to the "Family Leave Policy of the Southwestern Pennsylvania Synod." For a copy of the "Family Leave Policy" call the synod office at 412-367-8222 or download directly from the "[DeaconsFor Congregations](https://www.swpasynod.org/deacons)" section of the synod's website <https://www.swpasynod.org/deacons>. ~~We see it as best practice that all congregational leave policies be provided in writing at the time of call.~~<http://www.swpasynod.org>

**Sabbatical Leave:** Please refer to the "Sabbatical Leave Policy which can be downloaded directly from the "~~Deacons~~" section of the synod's website <https://www.swpasynod.org/deacons>. ~~We see it as best practice that all congregational leave policies be provided in writing at the time of call.~~<https://www.swpasynod.org> For Congregations" section of the synod's website <http://www.swpasynod.org>

**ELCA Rostered Couples:** When a rostered couple both receive separate calls within the synod, the synodical bishop will assist the congregations in establishing equitable considerations to the rostered

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couple. Congregations should note, however, that 1) Portico Benefit Services establishes the annual rates for benefits (which considers rostered couple plan members) outside the control of local synods, and 2) a congregation or combined parish is expected to provide all parts of the established minimum compensation guidelines to extend an independent call to a rostered ELCA person.

# ***APPENDIX D***

## **INTERIM MINISTRY**

PROVIDING CONTINUING PASTORAL CARE AND LEADERSHIP

IN THE “BETWEEN TIMES”

**Southwestern Pennsylvania Synod  
Evangelical Lutheran Church in America**

**~~2022~~**

**2023**

*These Guidelines, established by the Southwestern Pennsylvania Synod Assembly, are provided in order to assist congregations in calling or entering into an agreement with an interim pastor.*

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*Excerpts from the Model Constitution for Congregations of the ELCA (~~2016~~2019):*

\*C9.06. At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or the Congregation Council.

\*C9.07. During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

\*Required Article in Model Constitution for Congregations of the ELCA

### **TYPES OF INTERIM LEADERSHIP**

Pastors who provide continuing Word and Sacrament ministries and leadership to congregations in the “between times” fall into one of five types of interim ministries as described below.

*All interims not under call to a congregation are appointed by the bishop and sign contracts to which the congregation(s), the pastor and the bishop are all parties. The bishop may withdraw the appointment of an interim at any time.*

#### **Local Interim and Worship Supplies**

- Local pastor under call in a neighboring congregation
- Congregation Council and pastor agree upon specific tasks
- Agreement is for an initial three month period
- Once agreement is renewed twice, congregation, pastor, and synod staff discuss future options
- In most settings, the pastor will serve 20 hours per month
- Compensation includes a monthly stipend and reimbursement at the IRS rate for miles driven while working (mileage from any site, including the rostered minister’s home, to and from any ministry site)
- Worship supplies will be assigned by synod and are to be paid according to rates adopted by Synod Assembly

#### **Transitional Interim**

- For congregations that expect to move through the call process as expediently as possible
- Pastor serves for an initial period of three months, renewable according to progress being made in the call process
- Pastor serves for 20 to 40 hours per week
- Pastor is not under call
- Compensation includes a monthly stipend, Social Security Tax allowance, reimbursement at the IRS rate for miles driven while working (mileage from any site, including the rostered minister’s home, to and from any ministry site), continuing education allowance up to \$250 every three months, and one week of paid vacation (including one Sunday) for every three months of service
- Congregations are to provide a proportionate subsidy for health insurance

#### **Intentional Called Interim**

- Appropriate following a period of conflict, following a long pastorate, or when a congregation is uncertain about its future

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- Pastor serves the congregation for at least 12 months
- Pastor serves at least 20 hours per week and up to full time
- Pastor is either retired or called by Synod Council
- When under call, compensation package is based upon SWPA Synod Guidelines, pastor's years of experience, congregation's previous pastoral compensation, and responsibilities of the interim pastor
- When under agreement with Congregation Council, compensation includes a monthly stipend, Social Security Tax contribution, reimbursement at the IRS rate for miles driven while working (mileage from any site, including the rostered minister's home, to and from any ministry site), continuing education reimbursement up to \$250 every three months, and one week of paid vacation (including one Sunday) for every three months of service.
- Congregations are to provide a proportionate subsidy for health insurance.

### **Transitional Called Interim**

- Initiated by synod staff based on availability of pastor who would fit the needs of the congregation
- Following an abbreviated call process, congregation issues a two year term call which will be followed by consideration of an open-ended call to that pastor; if the open-ended call is not extended, congregation moves to another interim situation at the end of the pastor's two year term
- Compensation package is based upon the SWPA Synod Guidelines, pastor's years of experience congregation's previous pastoral compensation, and responsibilities of the interim pastor
- If congregation does not issue an open-ended call after the first two years, a three month severance package must be given

### **Long Term Interim**

- Appropriate when congregation is unable to call a pastor
- Pastor may be retired; In some circumstances the pastor may be called by the Synod Council at the request of the bishop; request for renewal must come annually from the Congregation Council to the synodical bishop
- When under call, compensation package is based upon SWPA Synod Guidelines, pastor's years of experience, congregation's previous pastoral compensation and responsibilities of the interim pastor
- When under agreement with Congregation Council, compensation includes a monthly stipend, Social Security Tax allowance, reimbursement at the IRS rate for miles driven while working (mileage from any site, including the rostered minister's home, to and from any ministry site), continuing education reimbursement up to \$250 every three months, and one week of paid vacation (including one Sunday) for every three months of service.
- In exceptional circumstances, a congregation may request less than 20 hours per week and compensation will be adjusted accordingly with the approval of the bishop
- Congregations are to provide a proportionate subsidy for health insurance

**20222023 COMPENSATION RATES**

Compensation for pastors serving interims under agreement is based on a \$30/hour calculation. Any hours above the agreement are to be compensated at a minimum of \$30/hour.

**Interims under Call** - at 20 hours or more per week: Compensation based on synodicalsynod guidelines, including health, dental, disability, survivor, and pension benefits.

**Interims under Agreement with Congregation Council** - at 20 hours per week: \$2,400 monthly stipend plus an allowance for the church's 50% share of the Social Security Tax (.08284 x \$2,400) and provide a proportionate subsidy for health insurance.

**Local Interim** - at 20 hours per month: \$600 monthly stipend.

**Worship Supplies:**

- \$130 for one Sunday service with
  - \$40 added for each additional service on Sunday morning;
  - \$60 additional same-weekend services on Saturday evening or Sunday evening.
- \$130 for Special services, including Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving, Christmas Eve, midweek services, etc.
  - \$40 additional service (i.e. Christmas Eve)
  - \$60 for additional services at a different time of day.

**Mileage:** Mileage is to be compensated at the IRS mileage rate for 20222023. For interims under contract or supply worship leaders, mileage from any site, including the leader's home, to and from any ministry site.

\*\*\*\*\*

Because some Interim pastors serve under call and some serve by agreement with the Congregation Council, compensation standards vary.

- When a call is extended either by a congregation or by the Synod Council, the congregation(s) being served is expected to provide a compensation package that is based upon synodical guidelines and includes benefits. (This may be adjusted according to the hours of service agreed upon.)
- Those congregations served by interim pastors who are not under call are expected to provide at least a monthly stipend and travel reimbursement. The provision of health, dental, disability, survivor, and pension benefits is encouraged under these circumstances as well.
- Social Security Tax allowance, vacation, sick leave, and continuing education benefits are included in all cases except for Local Interim and Worship Supplies.

The selection of an interim pastor and their compensation package will be guided by the synodical bishop, who will strive to balance the requirements and abilities of the congregation with equitable considerations for the pastor.

# **EXHIBIT 1**

**Southwestern Pennsylvania Synod  
Evangelical Lutheran Church in America  
Sabbatical and Health Leave Policy for  
Ordained Pastors and Deacons**

*Guidelines Adopted by the Southwestern Pennsylvania Synod Council, 3/19/2022*

*Summary: Sabbatical leave of three to six months shall be offered by congregations and other ministry organizations to pastors and deacons who have been ordained at least five years and served their current call for three years. Further sabbaticals shall be granted every five years. Compensation during sabbatical leave shall remain unchanged for the pastor or deacon. The congregation is responsible for the costs of pulpit supply and emergency coverage, or the salary of an interim pastor, during a sabbatical leave.*

## **PURPOSE**

This policy specifies the manner in which sabbatical and health leaves for clergy (ordained ministers of word and sacrament/pastors and ministers of word and service/deacons) will be provided.

## **SABBATICAL LEAVE**

Sabbatical Leave should be considered by both clergy and congregation as an integral feature of clergy's life and ministry. The clergy and congregation should plan together a definite sabbatical schedule which provides benefits in ministry for both.

Sabbatical leave is a privilege granted by a congregation to its leader. It is an opportunity the congregation provides its leader to experience a renewal of oneself and of one's mission. It is a time for reflection, spiritual re-encounter, renewal, and community.

The distinct benefits of a sabbatical leave are twofold:

- a) The mission of the congregation benefits from the opportunity to be re-empowered through caring for the ministry of the congregation in the absence of a pastor or deacon in addition to the presence following sabbatical leave of clergy whose skills and creativity have been renewed or enhanced through a time for reflection, spiritual re-encounter, renewal, and community.
- b) The ministry of the clergy benefits from the personal renewal that comes from an extended time for reflection, spiritual re-encounter, renewal, and community.



GUIDELINES

A. Eligibility, Length and Planning

- 1) To be eligible for sabbatical leave, Clergy shall have been
  - (a) in the ordained ministry for five years and
  - (b) at least three years in their current call.
- 2) Following their first sabbatical, Clergy shall be eligible for sabbatical leave every five years.
- 3) Clergy are expected to stay in the current call for at least one year following the sabbatical.
- 4) A typical sabbatical is three months. Longer or shorter leave can be considered where appropriate. Clergy should only take two weeks vacation in years when a sabbatical leave is taken. Clergy should consider the sabbatical to take the place of their two weeks continuing education. Participation in the Bishop's Theological Convocation should be maintained even in a sabbatical year, unless the clergy is on sabbatical at the time of that event.
- 5) The sabbatical leave plan is to be developed in cooperation with and/or reviewed by the Mutual Ministry Committee of the congregation and presented to the Congregation Council for approval six months to one year before the leave is to begin. Special circumstances shall be considered. Clergy and the calling body shall seek the counsel of the Bishop before finalizing the agreement.

B. Arrangements for Coverage and Compensation

- 1) The congregation shall assume the responsibility of the arrangements for pastoral coverage, including pulpit supply, during the pastor's/deacon's absence. The congregation may consider beginning a savings plan which would allow for funds to be set aside prior to the time of eligibility for a sabbatical leave. The compensation guidelines should be consulted for direction. A thirteen-month compensation budget may be helpful in accomplishing this.
- 2) Normally the financial consideration for the sabbatical/health leave shall be negotiated by the pastor/deacon and the congregation or agency. It is suggested, however, that the defined compensation (base salary, housing, and Social Security allowance) and ELCA Pensions and Benefits program be maintained at the current budget level. Pastors, deacons and congregations are encouraged to apply for outside funding support when available.

C. Available Assistance

- 1) Congregations and/or pastors/deacons who want assistance in developing sabbatical/health leave plans should contact the synod staff or synod Committee on Ministry. Assistance may also be requested in helping to establish the compensation agreement.

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- 2) Congregations/pastors/deacons considering a health leave should contact Portico or Synod Staff for help in determining whether this type of leave is the most appropriate option.

### D. Documentation

- 1) Any pastor/deacon who is engaged in an extended study leave for more than one month shall make monthly updates to the congregation.
- 2) Within six weeks of the completion of the extended study leave, the pastor/deacon shall present to the congregation a written reflection on the experience and the implications for the ministry of the congregation and ministry in the parish. This written reflection shall be appended to the pastor's/deacon's Annual Report to the Bishop.
- 3) Any pastor/deacon who is engaged in an extended health leave shall at both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, submit a health professional's (i.e., physician, spiritual director, psychologist) statement to the Bishop, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the pastor/deacon relative to his/her ability to return to his/her present call.

### **Extended Health Leave**

The distinct benefits of an extended health leave (health here is defined as physical, emotional, spiritual well-being) are twofold:

- a) The mission of a congregation benefits from the presence of clergy who has been allowed to recuperate fully when their health has been threatened.
- b) The ministry of the clergy benefits from the personal renewal that comes from being able to accept the ministering of others when the need arises.

## ***EXHIBIT 2***

### Southwestern Pennsylvania Synod Evangelical Lutheran Church in America Guidelines for a Family Leave Policy

*Guidelines adopted by the Southwestern Pennsylvania Synod Council, 3/20/2021*

#### Background

The issue of family leave policy and practice has become an important one in recent years. The questions of “who should receive leave?” and “for what purposes?” have become complicated as both parents in many families have joined the work force. In addition, the list of situations for which leave is necessary has grown.

This Synod is concerned for its congregations as well as its Pastors and Deacons. Synod Council decided to explore the issue of family leaves to determine a fair and reasonable policy. In May 1993, the Synod Council asked the Committee on Ministry to study the issue, and to bring response to a Synod Council meeting for discussion. Guidelines were adopted by the 1994 Synod Assembly. In 2021 the Synod Ministry Committee gathered information on policies in synods across the ELCA and recommended the following changes.

#### General Statements Concerning Leave Policy Included In This Report

The Church should include benefits for its called personnel comparable to those of other professionals. However, the Church should not be bound by or confined to the limitations or scope of the policies of other organizations. Therefore, although the decisions contained in these guidelines reflect the general environment of Family and Medical Leave Policy, they are not merely copies of some other policy. Instead, they provide policy that will benefit both the called person and the congregation or affiliated agency.

It is the hope that in all matters of Leave, the called person, and congregation or affiliated agency will work together to determine the level of need and a reasonable response. It is hoped that all issues of policy will be approached in the love and care for each other that reflects whose we are.

The policy suggested by this report assumes full-time employment. Part-time benefits will be adjusted according to each given situation in a manner acceptable by both the called person and the congregation or affiliated agency.

## Definitions

**Called Personnel** - Pastors and Deacons rostered with the ELCA or serving under letters of extended ecumenical service.

**Family** - Included among members of one's family may be any or all of the following: spouse, children, parents and in-laws, siblings, spouse's siblings, grandparents, or other family members for whom the Pastor or Deacon has primary responsibility.

**Illness** - Following the definition provided by West Penn Hospital for a "Serious Health Condition." It is an illness, injury, impairment, or physical or mental condition that involves:

Inpatient care in a hospital, hospice or residential medical care facility.  
or continuing medical treatment by a health care provider.

**Leave** - Time off work agreed upon by pastors or deacons and congregations or affiliated agencies for specific situations involving self or family. At the end of the period of leave, the pastor or deacon will return to his or her same position.

**Parents** - include actual parents or one standing in the place of a parent (i.e. A guardian with whom a person resided as a child)

**Siblings** - One's own brothers and sisters, and those of one's spouse.

## Policy Recommendations

### **Addition of a Family Member**

Addition of children to a family includes birth or adoption. In each case the dynamics to family structure and patterns are modified in similar ways. Each addition means a need for a certain amount of time for adjustment to reach an acceptable level of comfort with the changes.

The ELCA Call Form requires six weeks paid **maternity/paternity or adoptive** leave. In complicated births or other medical concerns a longer period of leave may be appropriate. In these cases, request for additional leave should be made with a doctor's recommendation.

In all cases when a child is added to a family, The Southwestern Pennsylvania Synod recommends that twelve to sixteen weeks paid parental leave (salary and benefits) be granted. In special situations, request for additional leave may be made.

It is recommended that congregations and other affiliated agencies consider instituting a "Phase Back" policy. "Phase Back" refers to a parent returning to work after the addition of a family member with a modified schedule for a specific period of time. Such a pattern allows for both parent and child and congregation to become comfortable with the changes and demands that are placed upon the Church Professional.

### **Family Leave**

Family Leave refers to extended leave for the pastor or deacon to care for a family member of the pastor or deacon. Such leave begins after all provided paid leave has been used. When family leave is needed to care for a seriously-ill family member, the pastor or deacon should state the care he or she will provide, and an estimate of the period during which this care will be provided.

Total family leave should not exceed twelve weeks during a calendar year (which aligns with the federal Family Medical Leave Act [FMLA], although that legislation does not apply to ELCA congregations). While salary is not paid during family leave, housing and health insurance will continue to be paid by the congregation or affiliated agency. Unpaid salary during this period of leave will be used as compensation provided to an interim pastor or church professional.

### **Bereavement**

At the death of a family member, the pastor or deacon will be eligible for up to one week of paid leave. If additional leave is necessary for travel or personal need, such extension of leave will be discussed with Congregation Council, Board of affiliated agency, or appointed personnel officer. Such agent may grant additional leave.

### **Sick Leave**

The ELCA Call Form requires that up to eight weeks of paid sick leave be granted. Provision is made for partial disability in accordance with ELCA Pension and Benefits guidelines.