



Sample Call Offer Letter – to a minister to serve a congregation as an installed pastor.

This template offer letter is intended for use following a verbal conversation between the PNC Moderator / Chairperson and the minister or candidate chosen by the PNC. This letter would “put in writing” the verbal offer to a minister or candidate. It is not a substitute for the actual Terms of Call form, which is available on the Presbytery of Chicago Website, in the Resources / For PNC’s section.

If you would like a MS Word formatted copy of this template letter, please email the Presbytery Office.

[Congregation / Church Letterhead]

[Date]

Rev. [Full Name]

[Address]

[City, State, ZIP]

Dear Rev. [Last Name],

Grace and peace to you in the name of our Lord Jesus Christ.

On behalf of the Pastor Nominating Committee of [Church Name], [City, State], we are pleased to extend to you a Call to serve as our Pastor [or Associate Pastor], beginning on [start date], pending approval by the Congregation and the Presbytery of Chicago. We look forward to your leadership in worship, pastoral care, and the shared mission of Christ’s Church.

In gratitude for your potential ministry among us, we offer the following terms of call:

Compensation and Benefits

Cash Salary: \$[amount] per year

Housing Allowance: \$[amount] per year OR Use of Manse and Utilities

Total Effective Salary: \$[amount] per year

SECA Offset/ Employer Cost (7.65 % of Total Effective Salary): \$[amount]

Medical, Pension, and Disability Benefits (full family coverage) through the Board of Pensions Dues: Paid in full, according to the requirements of the Benefits Plan of the Presbyterian Church (U.S.A.): Employer cost: \$[amount]

Auto and Professional Expenses: \$[amount] annually, for reimbursable ministry-related expenses (minimum of \$3,000)

Continuing Education: \$[amount] annually (minimum of \$1,000)

Continuing Education time: Two weeks,)including two Sundays)

Vacation: Four weeks annually (including four Sundays)

Family Medical Leave: Up to 12 weeks

Moving Expenses: up to \$[amount]

After 7 years of service, a 12-week sabbatical

Other benefits:

Please respond to this offer by contacting me at this phone number: _____.

Thank you for your prayerful consideration of this Call.

With gratitude and anticipation,

Faithfully,

[Name], Pastor Nominating Committee chairperson(s)

[Congregation / Church Name]