

**Clerks' Tip of the Month**  
**Session Records Review and**  
**Terms of Call/Contracts with Pastors**



One of the jobs of a presbytery is to establish pastoral relationships, which includes establishing a minimum compensation for pastors.

Sessions review and approve either the terms of call or the contract and, in the case of terms of call, the congregation also approves. In order that the presbytery can fulfill its duties of review, it needs information concerning the terms of call/contract. We have not provided clear enough instructions to churches on how to submit this information—which has resulted in a failure of the presbytery to fulfill its duty.

In order to obtain the necessary information, the Committee on Ministry has posted on the NCP website a form for churches to use to report pastor compensation:

[https://www.thepresbytery.org/application/files/9615/3254/2495/Change\\_of\\_Salary\\_Form\\_ENR-111 .pdf](https://www.thepresbytery.org/application/files/9615/3254/2495/Change_of_Salary_Form_ENR-111.pdf). (Yes, it is an obsolete Board of Pensions form which we have re-purposed.) And, as part of the sessions records review, beginning this year, we will require all congregations to note in their minutes that the terms of call/contract information has been provided to the presbytery. For this first year, we will not mark an exception for a failure to have this information in the minutes, since the only previous notice of this requirement was a Clerk's Tip this past spring. But please add this to your to-do list. Give me a call if you have any questions.

If you have a tip you think others could use or a topic you would like information on, please let me know at [scoe@thepresbytery.org](mailto:scoe@thepresbytery.org).

Sara Coe, Stated Clerk (National Capital Presbytery), 240-514-5352