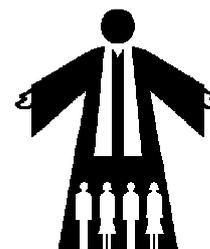


# Pastoral Care Committee Report 2018



We request that church leadership boards give priority to the care of all pastoral leadership staff. Realizing that staffing and financial resources of local churches can vary, we encourage the appropriate local committee to annually review and recommend appropriate action in all areas of this report.

**Confirm Review of Report:** The local church leadership board or appropriate sub-committee of the board should review this report at their first annual meeting (March) and advise the District Superintendent that it has been reviewed. Local church boards are requested to send to copies of church board minutes verifying discussion on the following items:

**I. Personal Well-Being:** Every pastor is encouraged to maintain sound mental health and physical fitness through sufficient nourishment, exercise, and rest, with the following recommendations:

## **A. Physical**

1. A full-time pastor is entitled to an annual paid vacation. As a minimum guideline, we suggest the following schedule for total years of full-time service to the denomination, including previous & current assignment:

|              |         |                                |
|--------------|---------|--------------------------------|
| 0-4 Years    | 2 Weeks | (14 days, including 2 Sundays) |
| 5-14 Years   | 3 Weeks | (21 Days, including 3 Sundays) |
| 15 –24 Years | 4 Weeks | (28 Days, including 4 Sundays) |
| 25 years+    | 5 weeks | (35 days, including 5 Sundays) |

2. The full time pastor is required to take at least one day per week for relaxation, healthy family interaction, and refreshment of the mind, soul and body. Since this is not always possible, we recommend compensating days off be given and that the local church leadership board **insist** on a regular day off.

3. All pastoral leaders are encouraged to develop disciplines and routines that include:

- a healthy diet that considers appropriate nutritional awareness and portions of intake on a daily basis
- an appropriate amount of sleep to promote wellness and the efficient accomplishment of daily tasks
- a physical fitness routine that includes at least 20 minutes cardio vascular activity at least 3 days a week.

3. The Sacramento District offers a year round vacation resource to all full time pastors/associates at a fully furnished condominium that sleeps 8 people, located in Kings Beach, CA (1 mile from the north shore of Lake Tahoe). Rental reservations can be made through the District Office, and are made for 7 days, (Monday 4 pm-Monday 10 am), at the following cost:

- Senior Pastors & Full-Time Associates: **\$285 for one week** (\$235 + \$50 refundable security deposit)
- Retired Pastors & Off-District Pastors: **\$470 for one week** (\$420 + \$50 refundable security deposit)

4. Local churches are also encouraged to consider a SUMMER vacation resource for full time ministers and their families through **LOVE for Pastors** (Loma Ocean View Escape) at Point Loma Nazarene University. For info please call: (619) 849-2735, or access their web site at:

<http://www.pointloma.edu/experience/academics/centers-institutes/center-pastoral-leadership>

## **B. Emotional**

Pastoral leaders bear significant burdens as a result of sharing in the spiritual development of people from a wide range of backgrounds. They are also under significant time demands that can adversely affect their own spiritual

vitality. Therefore it is critical that pastoral leaders be aware of and have access to professional counseling resources for both crisis management and ongoing treatment as needed. We encourage the following best practices for all pastoral leaders:

1. Maintain effective interaction through Spiritual Mentoring as mentioned in **section E** below.
2. Be willing to seek professional assistance for emotional and mental well being whether through professional resources in your own local community, or through referrals which can be obtained confidentially through other referrals the office of the Sacramento District Superintendent, or through referrals.
3. Please notify the office of the Sacramento District Superintendent for-whenver financial assistance is needed for professional counseling resources.

### **C. Educational**

1. Each church leadership board should encourage its entire pastoral staff to enrich their ministry at the local church by providing funds and time for continuing education. This should be a line item on the church budget separate from the pastor's compensation. This may include ministerial conventions, seminars, directed studies, as well as special college and seminary courses. This provision may also include the purchase of professional development materials (software, books and periodicals), and the payment of professional dues.
2. According to the *Manual of the Church of the Nazarene*, the expectation for all assigned and unassigned licensed and ordained ministers is to continue a pattern of Lifelong Learning to enhance the ministry to which God has called him or her. A minimum expectation is 20 contact hours each year. (Manual 529.6) see <https://learning.nazarene.org/>. Each church should consider granting an occasional Sunday and or daylong opportunities for the full time pastoral leader to a) visit other churches to gain insight for worship and missional ministries, b) be scheduled as a guest speaker for an appropriate event, and c) interact in settings that enhance creative ministry planning.

### **D. Inspirational**

1. Each local church should provide the needed finances to send any and all pastoral staff and spouses to special events, such as Pastoral Team Retreat, The Reunion (Youth/Missions Convention/District Assembly), and General Assembly. We also encourage consideration of helpful conferences and seminars sponsored by other organizations as deemed appropriate and applicable to the local church mission. The amount budgeted should include the total registration fee plus any and all expenses (transportation, lodging, and meals).
2. Full payment of all shares for others will result in the District depositing \$100.00 towards registration of the senior/lead pastor for the Pastoral Team Retreat.
3. Local churches may also consider assisting a small church pastor, church planter, evangelist, missionary or retired pastor in attending such functions.
4. If appropriate, each church should consider giving their senior/lead pastor time away for district family camp (not as vacation time) and care for financial expenses if at all possible.

### **E. Spiritual Mentoring**

Each church leadership board should be aware that every pastoral leader must have a spiritual mentoring relationship that is sensitive to their unique situation (single, male/female, and ethnicity). Spiritual mentoring opportunities with a respected colleague should provide for:

1. authentic accountability on a regular basis regarding personal behavior and spiritual well being,
2. mutual encouragement in establishing specific disciplines necessary for those in spiritual leadership, and
3. safeguarding personal/family Sabbath time and accountability to a healthy home environment.

\* Please contact the District Superintendent for assistance with identifying or locating a spiritual mentor.

#### **F. Extended Illness**

In the event of a severe pastor/family illness requiring time away from ministry responsibilities, we recommend that the church leadership board, in consultation with the District Superintendent, consider the following understandings relative to the pastor's responsibilities:

1. Delegate local responsibilities to qualified leaders within the congregation.
2. Provide for necessary personal needs (meals, transportation, child care, etc.)
3. Arrange for adequate financial support.
4. Establish an appropriate duration of actual sick leave as recommended by a pastor's primary physician.

### **II. Personal Encouragement & Appreciation**

1. Each church is encouraged to recognize all members of the paid pastoral staff at appropriate times of the year: birthdays, anniversaries, Christmas, etc. Special attempts should be made to show appreciation and express love to the pastors and families at all times, being careful to remember children in the home. Suggested gifts could include but not be limited to gift certificates to favorite restaurants, retail stores or other places of interest to your pastoral family.
2. Each church should participate in some form of annual appreciation for the pastoral staff, such as the nationally designated Clergy Appreciation Month. *Focus on the Family* has helpful resources available at: <http://www.thrivingpastor.com/clergyappreciation>.
3. We encourage local churches to remember retired ministers, missionaries, and evangelists with special and appropriate acts of love, kindness, and prayer.
4. In times of personal crisis, the immediate and long term needs of a pastoral leader should be addressed and identified so that the local church and district can respond in an appropriate manner.

### **III. Compensation**

#### **A. Salary**

1. Each church, where possible, should endeavor to employ its senior/lead pastor on a full-time basis.
2. The salaries of the senior/lead pastor and pastoral staff are to be carefully reviewed semi-annually as a minimum. It should be recognized that a salary increase is only an actual increase when it is above the current cost-of-living index. When a pastor leads a church in growth that is reflected in increased finances, this should be a factor in determining the amount of increase in his or her salary and benefits. The church board secretary is requested to notify the District Office when a salary increase is given, stating the amount of the increase.
3. A study should be made of the compensation of pastoral staff to determine means of limiting tax liability. Professional assistance is available through Pensions and Benefits USA ([www.pbusa.org](http://www.pbusa.org)). We recommend local churches seek assistance relating to tax laws and their impact on the tax liability of all pastoral staff.
4. With regard to interim or temporary pastoral supply, consideration should be given to reimbursement for a) travel at the **2018** IRS mileage rate (54.5 cents/mile for business miles); b) food and lodging, and c) a minimum honorarium relative to the following factors of the specific local church:
  - **Worship size (0-75)** \$150.00 for one service, \$175.00 for multiple one day services
  - **Worship size (76-200)** \$200.00 for one service, \$250.00 for multiple one day services
  - **Worship size (201-349)** \$250.00 for one service, \$300.00 for multiple one day services
  - **Worship size (350+)** \$350.00 for one service, \$400.00 for multiple one day services
5. Salary and/or honorarium for full time interim pastors or tenured evangelists serving long-term should be equal to the full time senior/lead pastor's weekly salary plus benefits.

## **B. Housing**

1. Churches should discuss with all paid pastoral staff the option of purchasing their own home. The church may wish to consider an interest-free loan, down payment assistance, or a shared equity arrangement. Churches may also consider the long-term value of a church-owned parsonage. We encourage pastors and church boards to review the materials available through Pensions and Benefits USA ([www.pbusa.org](http://www.pbusa.org)) for comparing the benefits of providing a parsonage or providing a housing allowance. Pensions and Benefits USA also provides helpful resources in Finance and Compensation Planning Memos, as well as the Pastor's Compensation Worksheet.
2. When any pastor or staff purchases their own home, a housing allowance should be established commensurate with current housing and utility costs, or what tax laws refer to as the fair rental value.
3. If a local church owns a parsonage, the appropriate committee or board should be aware of and responsible for needed repairs, maintenance, and improvements. We recommend a parsonage inspection semi-annually by the leadership board or appropriate committee so that repairs are cared for properly and adequately.

## **C. Health Insurance**

1. Providing health insurance for any or all full time paid pastoral staff is the responsibility of the local church.
2. For those churches that are financially able we urge local church leadership boards to consider:
  - a. providing dental and vision care for any or all paid pastoral staff.
  - b. assisting with medical expenses not paid by insurance for any or all paid pastoral staff.
3. Other insurance coverages that may be considered for any or all full time paid pastoral staff are long term care insurance and long-term disability insurance through private carriers.

## **D. Local Church Expense**

1. The local church should reimburse ministry related pastoral car expense at a rate approved by the local church board. The **2018** IRS mileage rate is 54.5 cents/mile for business miles. Because of tax benefits, some churches may choose to provide a vehicle for professional/pastoral use only.
2. Each church should make provisions for a comfortable, well-equipped office for its pastors. This provision should include: supplies, postage, telephone, computer, email service, fax, and when possible, secretarial help.
3. Recognizing that hospitality may be incurred as a local church expense, consideration should be given to establishing an account to reimburse pastors for expenses incurred in carrying out appropriate professional responsibilities such as hosting for meals, providing refreshments, etc.

# **IV. Sacramento District Sabbatical Policy**

## **A. Purpose:**

1. Pastors often face a high level of stress and demand in their career. To encourage adequate opportunity for reflection and renewal of a vision for ministry, the Pastoral Care Committee recommends that each local church adopt the *Sabbatical Policy & Understandings for Full Time Pastoral Leadership*. During each seventh consecutive year of service in one congregation, a sabbatical rest of one to three months may be considered for qualified full-time pastors.
2. It is assumed that a qualified pastor has demonstrated deep compassion for people, loyalty to the church, a consistent work ethic, and significant leadership impact as evidenced by the overall health and effectiveness of the church in their current assignment.
3. The sabbatical is an intentional time away from normal responsibilities to provide full time-paid pastoral staff and their family an opportunity for extended ***personal rest, spiritual renewal, and professional development***. It is hoped that during a sabbatical the pastor will be able to replenish their vision and passion for continued effective ministry at their current assignment.

4. It is preferred that a sabbatical be taken in consecutive weeks. However, a two session sabbatical could be considered by the local church leadership board.

**B. Procedure:**

1. The full time pastor should submit a written proposal for a sabbatical to the local church leadership board and District Superintendent for consideration at least three to five months prior to a potential starting date. The proposal should reflect the intentions and objectives of the sabbatical (e.g. renewal, rest, travel, projects, continuing education), and the amount of time requested. Final approval for a sabbatical rests with the local church leadership board.
2. The impact of a full-time pastor's absence should be a determining factor in the schedule and approval of a sabbatical leave. A sabbatical proposal should describe how the pastor's normal duties will be conducted and by whom during the sabbatical absence (e.g. congregational care, pulpit/teaching responsibilities and administrative duties).
3. In churches with multiple full time staff, only one pastoral staff member should be absent on sabbatical at any given time.

**C. Understandings:**

1. During the sabbatical, the full-time pastor should continue to receive full compensation and benefits. Any additional funds requested for such items as travel, expenses, etc. should be described in the sabbatical proposal and must be approved by the local church leadership board as a special budget item. Sabbatical leave does not negate any of the pastor's earned vacation; however, vacation days may not be used to extend the length of sabbatical leave.
2. In consultation with the local church leadership board the pastor should establish communication expectations and a plan for emergency contact based on pre-established guidelines. A pastor and local church leadership board might consider establishing a separate phone/cell number account to be used exclusively during the sabbatical to enable a pastor to be relieved of monitoring a current number for church purposes throughout a sabbatical.
3. During the sabbatical, contact with the senior pastor should be limited to the following:
  - a. A church situation that the local church board determines to be an extreme emergency.
  - b. Death or extreme personal crisis of a member of the congregation.\* The district superintendent is always available for local church assistance during a sabbatical.
4. During a senior/lead pastor sabbatical, any hiring or dismissal of personnel should not take place unless approval is pre arranged by the senior pastor and local church leadership board.

**D. Evaluation:**

1. Upon return from a sabbatical, the pastor should meet with the local church leadership board to share the ways in which the sabbatical proposal was fulfilled, and to review significant issues in the church that occurred during the sabbatical relative to their ministry.
2. The first weekend worship service(s) following the pastor's return should include a celebration of renewed vision by the pastor with the congregation.
3. The pastor and the local church leadership board should each prepare a written reflection of favorable and unfavorable aspects of the sabbatical experience for future reference.

### **E. Resources:**

An extensive, excellent resource entitled “Taking a Sabbatical” is available through the District Office, originally published by Christianity Today International, 2010 (BuildingChurchLeaders.com).

### **V. Social Security, Retirement & Life Insurance Benefits**

1. The local church should reimburse the pastor/associate the full amount of Social Security tax based on the total of the salary and housing allowance or parsonage rental value (including utilities) computed on **15.30%** of these stated items. Each local church should review regularly the impact of current tax law as it relates to estate and retirement planning through qualified independent counsel.

2. **The Church of the Nazarene Pensions & Benefits USA** plan is summarized below and available in Spanish, Korean, Portuguese and French at: <http://pbusa.org/index.php/featured-leftmenu/1050-201711news5>

### **2018 APS and P&B USA-Provided Insurance**

| <b>Annual Church P&amp;B Fund Contribution</b> | <b>Life Insurance*</b> | <b>Disability Insurance*</b> | <b>Base APS</b> | <b>Bonus APS</b>     | <b>403(b) Match</b>                             |
|------------------------------------------------|------------------------|------------------------------|-----------------|----------------------|-------------------------------------------------|
| \$0 of P&B Fund Goal                           | \$0                    | \$0                          | \$0             | \$0                  | \$0                                             |
| \$1 to 49% of P&B Fund Goal                    | \$15,000               | \$400/month                  | \$0             | \$0                  | \$0                                             |
| 50% to 99% of P&B Fund Goal                    | \$15,000               | \$400/month                  | \$200           | \$0                  | \$0                                             |
| 100% of P&B Fund Goal                          | \$15,000               | \$400/month                  | \$200           | 10% of P&B Fund Paid | \$0                                             |
| 100% of P&B Fund & Education Fund Goal         | \$15,000               | \$400/month                  | \$200           | 10% of P&B Fund Paid | 50% Match of 403(b) Contributions (up to \$250) |

\*Complete details regarding these plans may be found at [pbusa.org](http://pbusa.org).

### **Description of Benefits:**

#### **What’s new in 2018?**

The APS program remains unchanged from 2017.

#### **What is an Annual Pension Supplement (APS) contribution?**

This is intended as a basic retirement contribution to the Nazarene 403(b) Retirement Savings Plan accounts of eligible full-time Nazarene ministers whose churches pay at least 50 percent of their Pensions and Benefits Fund goal according to Funding the Mission. The 2018 base APS contribution amount is \$200.

#### **What is a bonus APS contribution?**

If a church pays 100 percent or more of its P&B Fund goal, each minister who received an APS base contribution will also receive an APS bonus contribution equal to 10 percent of the P&B Fund amount paid by his or her church. Bonus amounts for churches with more than one eligible minister will be shared equally by all who serve that church.

### **What is the 403(b) match?**

If a church pays 100 percent or more of its P&B Fund AND Education Fund goal, each minister who received an APS base contribution also will receive an APS bonus contribution equal to 10 percent of the P&B Fund amount paid by his or her church AND also will receive a 50 percent match of his or her personal (by salary reduction or salary addition) Nazarene 403(b) Retirement Savings Plan account contributions (to a maximum of \$250 annually).

### **Does P&B provide complimentary life insurance for pastors?**

Yes. Basic life insurance coverage is provided for all eligible full-time Nazarene ministers whose churches contribute to the P&B Fund. The amount of coverage is \$15,000. Additional life insurance may be purchased by the minister or the local church (see [www.pbusa.org](http://www.pbusa.org) for details).

### **Does P&B provide complimentary long-term disability insurance for pastors?**

Yes. Basic disability insurance coverage is provided for all eligible full-time Nazarene ministers receiving their first year of retirement credit after January 1, 1996, whose churches contribute to the P&B Fund. The maximum monthly amount of the benefit is \$400. Additional disability insurance may be purchased by the minister or the local church (see [www.pbusa.org](http://www.pbusa.org) for details).

### **For those not serving a local church, or who are serving under district assignment, what benefits are they eligible for?**

Full-time evangelists, full-time district-assigned ministers, and district superintendents will receive \$1,000 base APS contributions. Basic life insurance coverage will be the same (\$15,000) as for all ministers whose churches contribute to the P&B Fund.

### **When will base and bonus APS contributions be made?**

Since these contributions are based upon the amount of P&B Fund paid, payments are not made until after the close of the fiscal year for which they are payable. This is typically at least 90 days after the end of your district's fiscal year. APS contributions are subject to district office verification of eligibility.

### **When will the matching contributions be made?**

It is anticipated that these contributions will be processed in the first quarter of the calendar year following the calendar year in which your contributions were made. For example, any salary reduction or salary addition contributions made in 2018 will be matched in the first quarter in 2019.

### **I am a grandfathered participant under the Basic Pension Plan (BPP). Will the 403(b) match contributions be used as an offset against my BPP benefit like the base/bonus contributions are?** No.

### **My church contributes to a retirement plan other than the Nazarene 403(b) Plan. Can we instruct P&B to send 403(b) match contributions to that plan?**

No. All matching funds will be determined by your contributions to and contributed into the Nazarene 403(b) Retirement Savings Plan account with Fidelity Investments.

## The Impact of P&B Fund Payment Levels

### **My church pays less than 100 percent of our P&B Fund goal. How will this affect what I receive in benefits from P&B?**

We understand that reaching 100 percent is not always possible, but every church can pay something. If a church pays only \$1, insurance benefits will be available. Depending on the percentage paid, an eligible full-time minister will have either basic life insurance, or basic life insurance and retirement benefits.

### **My church does not pay anything to the P&B Fund. How will this affect what I receive in benefits from P&B?**

Because of funding constraints, it is no longer possible to provide any benefits to ministers serving churches that contribute nothing to the P&B Fund.

### **My church employs more than one full-time minister. How do you determine how much each minister will receive in benefits from P&B?**

P&B uses the chart below to determine the number of APS base grants provided per church. As you can see, the more money contributed into the P&B Fund provides for a larger number of APS base grants.

| <b>Annual Church P&amp;B Fund Contribution (at least 50% of P&amp;B Fund Goal)</b> | <b>Number of APS Grants Available per Church</b> | <b>Total Base APS \$ Available per Church</b> |
|------------------------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| \$1 to \$1,500                                                                     | 1                                                | \$ 200                                        |
| \$1,501 to \$3,000                                                                 | 2                                                | \$ 400                                        |
| \$3,001 to \$5,000                                                                 | 3                                                | \$ 600                                        |
| \$5,001 to \$10,000                                                                | 4                                                | \$ 800                                        |
| \$10,001 to \$15,000                                                               | 5                                                | \$1,000                                       |
| \$15,001 to \$20,000                                                               | 6                                                | \$1,200                                       |
| \$20,001 to \$25,000                                                               | 8                                                | \$1,600                                       |
| \$25,001 and up                                                                    | 15                                               | \$3,000                                       |

## The Importance of P&B Fund Support

As you can see, giving (or not giving) to the Pensions and Benefits Fund can directly affect pastors financially. We encourage every Nazarene church in the United States to support their pastor and other ministers by contributing to the P&B Fund.



Pensions and Benefits USA — Church of the Nazarene  
 17001 Prairie Star Parkway, Lenexa, KS 66220-7900  
 Toll-free phone: 1-888-888-4656  
 help@pbusa.org, www.pbusa.org

***Sacramento District Pastoral Care Committee:***

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