

## Presbytery of Chicago

### Instructions for Pastoral Terms of Call Form and Process for an Installed Pastoral Relationship

#### **Note to Pastor Nominating Committees (PNC) and COM Liaisons:**

**A background check is required** for the final candidate who is being called to serve in an installed pastor relationship with a congregation. Please contact the Stated Clerk of Chicago Presbytery to initiate this requirement - [khockenberry@chicagopresbytery.org](mailto:khockenberry@chicagopresbytery.org)  
Once the background check is complete and the candidate for the call is cleared to continue, the please follow these steps:

1. PNC requests the Session to call a Congregational Meeting for the purpose of calling a new pastor or new associate pastor.
2. PNC completes two copies of the Terms of Call form ( a 2-page form, below)
  - a. The Terms of call should contain all the details as requested.
  - b. Please note the option for the congregation to provide a 3-month Sabbatical Leave for this pastor or associate pastor in the seventh year of service.
3. These Terms of Call must be presented to the congregation in written form (hard copy or electronic) for their consideration. The vote shall be by written ballot or electronic poll.
4. Following the affirmative vote of the congregation, two members of the PNC should sign and date where indicated. The Moderator of the Congregational Meeting should note the vote count and sign where indicated. The minister or candidate for ministry should then date and sign the form, indicating acceptance of this call.
5. Please scan a copy of this completed Terms of Call form and email it to the Stated Clerk of Presbytery: [khockenberry@chicagopresbytery.org](mailto:khockenberry@chicagopresbytery.org)
6. Please mail both original hard copies of the form to the Presbytery of Chicago, 815 W Van Buren Street, Suite 415, Chicago, IL 60607.
7. The Terms of Call will be forwarded to the Commission on Ministry for approval. The required signatures will be obtained, and a completed signed copy will be sent to the candidate and the Clerk of Session.
8. Plans can then begin for the ordination and/ or installation of the called minister into service with the particular congregation.
9. Annual Boundary Training is required for all minister members of Chicago Presbytery.

**Presbytery of Chicago - Presbyterian Church (U.S.A)  
 Terms of Call for an Installed Pastoral Relationships (Pastor or Associate Pastor)**

The \_\_\_\_\_ Presbyterian Church (U.S.A.) (PIN \_\_\_\_\_ )  
 of \_\_\_\_\_, Illinois, belonging to the Presbytery of Chicago,  
 being well satisfied with your qualifications for ministry and confident that we have been led to  
 you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our  
 church and fruitful for the Reign of God, earnestly and solemnly calls you,

(Name): \_\_\_\_\_,

to undertake the ordered ministry of (Title): \_\_\_\_\_

of this congregation, promising you in the discharge of your duty all proper support,  
 encouragement, and allegiance in Jesus Christ.

This Call shall be effective on (date): \_\_\_\_\_.

This Call shall be for (circle one) an indefinite term or a designated term.

[Designated term effective from \_\_\_\_\_ until \_\_\_\_\_.]

That you may be free to devote (circle one) full-time (40 hrs/wk) or part-time ( \_\_\_ hrs/wk)

service to the ministry of the word and sacrament among us, we promise and obligate  
 ourselves to pay you in regular payments the following effective salary and vouchered  
 expenses:

Effective salary & Benefits		Reimbursable expenses by voucher	
Cash Salary		Automobile Expense	
Fair Rental or Value of Manse		Business/Professional Expenses	
Housing		Continuing Education	
Utilities		Other expenses	
Deferred Compensation		Moving costs (up to)	
Vacation time (4 wks min)			
Continuing Ed time (2 wks min)		<b>SECA Supplement (up to 50%)</b>	
Board of Pensions Benefits Plan Dues	(Amount \$ _____)		Required

We further promise and obligate ourselves to review with you annually the adequacy of this  
 compensation.

Sabbatical Agreement: In the seventh year of service, the congregation will provide for a  
 three-month Sabbatical Leave, continuing the salary and benefits for that period, and  
 providing needed coverage for pulpit supply or other coverage as needed during this period  
 of time. (We agree \_\_\_\_\_).

In testimony whereof we have subscribed our names this \_\_\_\_\_ day of  
 \_\_\_\_\_, 20\_\_\_\_\_:



Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Congregation Representative

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Congregation Representative

Having moderated the congregational meeting which extended a call for ministerial services, I do certify that the call has been made in all respect according to the rules laid down in the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation for this call was \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
Moderator of the Meeting

**Acceptance of Terms of Call**

This is to certify that I have received and accepted the terms as stated above and the presbytery boundary training requirements.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

**Certification of the Call (Presbytery Use only)**

**A. By the Presbytery of Chicago / Commission on Ministry**

On behalf of the Presbytery of Chicago, this Call has been reviewed and approved by the Commission on Ministry:

Date of Action \_\_\_\_\_  
Stated Clerk

**B. By the Minister / Candidate's current Presbytery of Membership**

The \_\_\_\_\_ Presbytery has been contacted with a request for transfer for this minister or candidate.

The transfer was completed on (Date) \_\_\_\_\_.

(Hard copy of the email or correspondence is attached.)

Fully executed and signed copy of this Terms of Call form to be sent to the Minister, Clerk of Session, and filed with the Presbytery of Chicago.