**Checklist for the Approval of Calls**

**Great Lakes City Classis**

* Does the call include all the text of Formulary 5: *Call to a Minister of Word and Sacrament* as revised in 2017?
* Is the legal title of the church and the name of the minister clearly stated?
* Is the position correctly identified as a senior or associate minister?
* Are the particular services required of the minister included?
* Are the amount of the salary and arrangements for housing included?
* Do the salary and benefits meet or exceed the minimum in the *Compensation Guidelines for Ministers of Word and Sacrament* approved by the classis?
	+ minimum salary plus housing allowance meet the requirement for the number of years of experience and the size of the congregation?
	+ Retirement Fund: 11% of base salary and housing allowance or greater. For full-time ministers, the contribution to the Plan must meet or exceed the EBPH level set by the Board of Benefits Services. (BCO, 1.II.12.3)
	+ Medical Insurance (including family)
	+ Life Insurance as provided by the RCA
	+ Long-Term Disability Insurance as provided by the RCA
	+ Housing: Use of a parsonage including all utilities, or a housing allowance of at least 30% of the base salary
	+ Self-Employment Tax: One-half of the rate payable by a self-employed person, or 7.65 percent. This reimbursement is calculated on the base salary plus housing. If a pastor has elected not to be part of the Social Security system, an equal allowance is to be made for another appropriate retirement program.
	+ Professional Development: A minimum of one week with a stipend equal to not less than 1/52 of the annual minimum base salary (excluding housing allowance).
	+ Vacation: 4 weeks (including 4 Sundays) unless less than 5 years of experience
	+ Car Allowance: For business miles driven at the IRS per mile rate or for actual expenses.
* If fulltime, does the call meet the minimum salary and benefits as specified by the classis (above), or is a waiver attached?
* If part-time, does the attached worksheet state the percent of full-time and the approximate number of hours per week? (17.5 hours – 29 hours per week)
* If this is a part-time call, is compensation fairly prorated?
* If a waiver application is submitted, do the circumstances of the church justify the approval of the waiver?
* Is the call dated and signed by the members of the consistory and the supervisor of the call?
* Has the *Worksheet for Calls and Contracts* been completed and attached to the call, including the number of years since ordination for the minister and the number of confessing members of the church?