**WAIVER FOR THE REQUIREMENTS OF THE COMPENSATION GUIDELINES (2018)**

**FOR MINISTERS OF WORD AND SACRAMENT SERVING RCA CHURCHES**

**Great Lakes City Classis, Reformed Church in America**

Waivers are required under two conditions: 1) for fulltime calls and contracts that do not meet the Compensation Guidelines approved by the classis, 2) for all calls and contracts that do not include the payment of 11% of base salary and housing allowance to the minister’s Retirement Fund and the required insurances – Medical/Health (including family), Group Life Insurance, and Long-Term Disability Insurance as stipulated by the RCA Board of Benefits. For life and LTD insurance purchased through the Board of Benefits Services, effective January 1, 2018, part-time is defined as those working a minimum of 17.5 hours but not more than 29 hours per week. Waivers for insurance for ministers working less than 17.5 hours per week will be approved automatically.

Part-time calls and contracts are not fully bound by the compensation guidelines because such agreements can vary significantly. The use of the salary table on a pro-rated basis is helpful and advised. It is not necessary to apply for a waiver for a part-time call or contract that does not meet the prorated amount for salary, housing, and social security payments. Approval of the call or contract is all that is necessary. However, a waiver is required for any call or contract that does not include payments to the RCA Retirement plan and insurance for those working 17.5 hours or more per week (*BCO*, 1.I.2.7). The following is a template for making this request. A separate waiver form is required to be sent to the RCA Board of Benefit Services (BOBS) for any minister who is not receiving the required payment to the minister’s Retirement Fund. This waiver form is available on request from the stated clerk.

All waivers must be reviewed by the Calls and Contracts Approval Team (CCAT) of the Classis on an annual basis. Signed copies of this waiver request must be kept on file by the Consistory, Minister, and Classis.

**WAIVER REQUEST FOR MINISTERS OF WORD AND SACRAMENT**

**Great Lakes City Classis**

Effective Date for this Waiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Period Covered by the Waiver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Consistory of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Church] and the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of Minister] request the following waiver of the minimum requirements of the Salary and Benefits Guidelines approved by the Classis.

The minister is working \_\_\_\_\_\_\_\_\_ [full-time or part-time]. If part-time, the minister is working \_\_\_\_\_\_ hours per week, or \_\_\_\_\_\_\_ percent of a full-time position.

The consistory and minister are requesting a waiver of the minimum salary so that the salary amount will be $\_\_\_\_\_\_\_\_\_\_\_\_ which is \_\_\_\_\_\_ percent of the minimum requirement of the Classis.

The consistory and minister are requesting a waiver of the following benefits that are part of the minimum standards for compensation as approved by the Classis: [List benefits, such as Medical/Health (including family) Insurance, Group Life Insurance, and Long-Term Disability Insurance, retirement, and professional development.]

Signature of Consistory Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Minister: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Classis Representative (if approved): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_