Pastor’s Compensation is defined as base salary prior to any reductions, deductions or exclusions.

If there are any flat dollar amounts paid to the pastor – such as a utilities allowance, educational allowance, etc. where the pastor does not submit a receipt but receives the allowance regardless of what was spent, those allowances should be added to salary.

If the pastor is housed in a church-provided parsonage, the spreadsheet will calculate the value of the parsonage for pension purposes. Wespath has set that at 25% of compensation.

If the pastor owns or rents for housing, delete the parsonage cell (D11) and enter the dollar amount of the housing allowance in cell D13.

The GMC pension plan calls for pastors to contribute 5% of their compensation for a personal contribution to pension, but I am not enforcing that (yet). Enter a dollar amount from $0 to the maximum allowed by the IRS. The spreadsheet will only allow the church to match up to 5% of the pastor’s compensation.

Save the spreadsheet under the pastor’s name and email it back to me.

I also need to know when the church/pastor intend to begin to make contributions. It has to start on the 1st day of the month: for instance: January 1st

And I need to have the email address of the person in the church who is responsible for paying the bills. All benefits bills will be sent via email. If no other email address is offered, the bill will go to the pastor.