Instructions for completing form 6: 2010 Appointed Clergy's Compensation

If you are completing the Appointed Clergy's Compensation Form the information below may be helpful.

The 2010 Appointed Clergy's Compensation form is to be completed using the steps below. The approved compensation information reported on this signed form is the compensation that will be effective on January 1, 2010. This data will be entered into the conference clergy compensation data base which generates the clergy pension calculation, graduated salary scale, and information used during the appointment making process. The accuracy of the data on this form is of great importance.

Step 1. Enter the clergy's name.
Step 2. Enter the clergy spouse name. If there is no spouse, enter "N/A"
Step 3. Enter the clergy classification: **AF**-Affiliate Member; **AM**-Associate Member; **DM**-Diaconal Minister; **DR**-Retired Diaconal; **FD**-Deacon in Full Connection; **FE**-Elder in Full Connection; **FL**-Full Time Local Pastor; **LM**-Lay Minister; **OA**-Associate member (other conference); **OD**-Deacon (other conference); **OE**-Elder (other conference or Methodist denomination); **OF**-Full Member (other denomination); **OP**-Probationary Member (other conference); **PD**-Probationary Deacon; **PE**-Probationary Elder; **PL**-Part Time Local Pastor; **PM**-Probationary Members (under 1992 Discipline); **RA**-Retired Associate Member; **RD**-Retired Deacon; **RE**-Retired Full Elder; **RO**-Retired Clergy (other conference or denomination); **RP**-Retired Probationary Member; **SY**-Supply Pastor.

Step 4. Enter the name of the Current District
Step 5. Enter the Clergy birth date.
Step 6. Enter the age as of 6/30/2010.
Step 7. Check the appropriate box for a male or female clergy.
Step 8. Enter the Social Security Number of the Clergy.
Step 9. Enter the Clergy's Board of Pension Number.
Step 10. Enter the number of years the Clergy will have been in ministry on 6/30/2010
Step 11. Enter the number of years the Clergy will have been at the current appointment as of 6/30/2010
Step 12. Enter the information in the Appointment Data table for the current appointment only. Name of the church where the clergy is appointed City where the church is located Current membership for the church Average worship attendance Parsonage information #bedrooms/#bathrooms Parsonage Code: *P=Parsonage; H=Housing Allowance; N=Neither Parsonage nor Housing Allowance*

Step 13. If the clergy is appointed to an extension ministry, indicate the name of the appointment.
Step 14. Enter the information in the Compensation and Other Financial Factors Table for the current appointment only. In column 1 enter the GCFA# for the primary appointment. In column A enter the Charge Conference Approved Salary (this includes all "cash" given to clergy as salary. Any separate payments for insurance, social security, etc. should be counted as salary). In column B enter the amount the Church pays for utilities. This should be a dollar amount, unless the church pays all of the utilities, in which case enter "All". (Note: If the church pays a Housing Allowance, any amount for utilities shall be reported as part of the Housing Allowance, not as a separate amount.) In Column C enter the Housing Allowance. This is for tax purposes only. If the clergy is licensed/ordained AND appointed, they can complete a Housing Resolution form and deduct from federal taxes the amount they state, provided federal government requirements are met for receipts. In column D enter the Housing Exclusion amount. This is for tax purposes only. If the clergy is licensed/ordained AND appointed, they can complete a Housing Resolution form and deduct from federal taxes the amount they state, provided federal government requirements are met for receipts. List the amount of Conference support received as Equitable Salary List the amount District salary support received. Name and enter the amount of any other salary support received. On the TOTAL row list the totals for each column.

Step 15. In the space provided on line 1) enter the amount of the Clergy Reimbursable Account.
Step 16. In the space provided on line 2) enter the amount of Continuing Education dollars included in the Reimbursable Account.
Step 17. In the space provided on line 3) enter the amount of Continuing Education dollars that are not included in the Reimbursable Account.
Step 18. Enter the date of the Charge Conference that approved the compensation.
Step 19. The following signatures must be included to show approval: Clergy, Staff/Parish Relations Chair, Church Treasurer, District Superintendent or Presiding Elder at the Charge Conference.