

# Commission on Equitable Compensation

## APPLICATION FOR CLERGY SUPPORT

### INSTRUCTIONS

In an effort to assist pastors and churches with this application process, the Commission on Equitable Compensation has developed these instructions to further explain the information to be gathered on this form. Applications shall be received by November 1<sup>st</sup> for consideration in the upcoming calendar year. Any applications received after November 1<sup>st</sup> will not be considered in the first tier of applications. If there are any questions, please contact the Treasurer's Office at 1-800-849-4433.

**IDENTIFYING INFORMATION:** Enter the date which you are completing this application, the district, charge, pastor and address information to identify your application.

#### **I. INFORMATION:**

- a. Membership – Enter the total current membership on the rolls for all churches on your charge. Also, enter the average worship attendance on the charge as it was 5 years ago, 2 years ago, 1 year ago, and 1 month ago.
- b. Clergy Support – Attach a copy of the clergy(s)' Pension Worksheet for the year corresponding to the year for which you are applying for equitable compensation support. Enter the specific source and amount of compensation support for all clergy on your charge that you expect to receive from the NC Annual Conference for the current year. **DO NOT** include in this section the amount of equitable compensation support you are requesting (see section III to complete that information).
- c. Other Finances – Enter the total church budget as it was 5 years ago, 2 years ago, 1 year ago and for the current year. Enter the amount of apportionment being asked of your charge for the current year. Also, enter the year-to-date amount of apportionment that has been paid. Circle "yes" or "no" to indicate if your charge's total apportionment was paid 5 years ago, 2 years ago, 1 year ago, and 1 month ago. Include an explanation of how your charge currently raises funds and what efforts have been made to fully fund your ministry needs. Examples of fundraising sources are given. Please be specific.
- d. Include a description of how the future ministry and mission of your charge will be enhanced as a result of receiving equitable compensation support. Please be specific.

#### **II. CLERGY AND CHARGE STATUS:**

- a. Circle the appropriate conference status of your clergyperson(s). Choose only one per clergyperson from the list provided.
- b. Charge Status – If you are on a multi-point charge, please indicate the percentage of salary support provided by each church on the charge.

**III. GRANT REQUEST FOR CALENDAR YEAR \_\_\_\_\_:** (Please indicate in this blank the year for which you are applying for equitable compensation support).

- a. Clergy Salary and Utilities to be paid by charge – Indicate in this blank the amount of the clergyperson(s)' salary and utilities which the charge will be responsible for funding.
- b. Clergy Support Supplement requested - Indicate in this blank the amount of equitable compensation support which you are requesting. This amount should be for 12 months. If your application is approved, this amount will be divided by 12 and paid from the Conference to the Charge on a monthly basis for the length of time approved. Also, indicate if your request is for 12 months to be paid from January through December of the coming year or if it is for 6 months to be paid from July through December. Lines A and B should total the same amount on Line 7 of the attached Pension Worksheet.

#### **IV. REMARKS**

- a. Clergy – Include a statement addressing the topics indicated from the clergyperson(s) serving this charge.
- b. Lay member- Include a statement addressing the topics indicated from any lay member of your charge as designated by the cleryperson(s).

#### **V. APPROVAL**

- a. The pastor, the Administrative Council, and the District Superintendent, shall carefully review the request. Indicate the date of the charge conference at which this application was approved. After the charge conference, announce to the congregation the amount of your request for Equitable Compensation Funds. Include the signatures of the clergyperson(s), the recording secretary of the Charge Conference, and the District Superintendent. Include a statement from the District Superintendent regarding this application.