

**PASTORAL CALL FORM**  
**FIRST PRESBYTERIAN CHURCH, BUTTE, MONTANA**

The First Presbyterian Church of Butte, Montana belonging to Yellowstone Presbytery, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

**Karolee Larson**

to undertake the office of

Pastor – Part Time Teaching Elder

of this congregation, beginning November 1, 2023, promising you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

That you may be free to devote part-time (.52 = 1080 hours annually including forty Sunday) to the ministry of Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses (fill in those which are agreed to):

<b>Effective salary</b>		<b>Reimbursable expenses (by voucher)</b>	
Cash Salary	\$ 3,592.00	Automobile exp. (IRS Empl Rate)	\$ 1,000.00
Fair rental value of manse	\$ _____	Business/professional expenses	\$ 300.00
Housing Allowance	\$ 24,000.00	SECA Supplement (up to 50%)	\$ 2,274.00
Utilities Allowance	\$ _____	Continuing Education	\$ 600.00
Deferred Compensation	\$ _____	Book allowance	\$ 550.00
 <b>Total</b>	 \$ 27,592.00		

Full medical, pension, disability, and death benefit coverage under the Board of Pensions (\$10,761).

Family Leave in accordance with First Presbyterian Church Family Leave Policy- (Family Leave Policy attached)

Paid Vacation 4 WEEKS (INCLUDING 4 SUNDAYS)

Paid Continuing Education TWO WEEKS, INCLUDING 2 SUNDAYS (CUMULATIVE TO SIX WEEKS)

TOTAL PACKAGE: \$43,076.00

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

Included is Job Description and Covenant of Support. These documents provide a framework for input and discussion with personnel committee and approved by session within first three to six months of Call.

In testimony whereof we have subscribed our names this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Having moderated the congregational meeting which extended this call for ministerial services, I do certify that the call has been made in all respect according to the presbytery policy and the Form of Government, and that the persons who signed the foregoing call were authorized to do so by vote of the congregation.

Vote of the congregation at the meeting was \_\_\_\_\_ in favor of the candidate and \_\_\_\_\_ opposed.

Date \_\_\_\_\_ (signed) \_\_\_\_\_ moderator of the meeting.

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**Certification of Call**

**A. Action by Presbytery of Call**

1. The Presbytery of Yellowstone has reviewed and approved this call.

Date of action \_\_\_\_\_ (Signed) \_\_\_\_\_  
Stated Clerk or Authorized Signer

**B. Action by the Minister's/Candidate's Presbytery**

1. The Presbytery of Greater Atlanta finds it expedient (not expedient) to release \_\_\_\_\_ to accept this call.

Date of action \_\_\_\_\_ (Signed) \_\_\_\_\_  
Stated Clerk or Authorized Signer

**C. Acceptance of the Call**

This is to certify that I have received and accepted the call.

Date of action \_\_\_\_\_ (Signed) \_\_\_\_\_  
Minister

# **Part Time Teaching Elder/Pastor Job Description and Responsibilities of the Congregation**

## **First Presbyterian Church, Butte, Montana**

### **DUTIES:**

The pastor will be responsible for the following:

- Pray for the Church
- Equip the saints for the work of ministry (Eph 4:12)
- Maintain competency of ministry through study and reading
- Prioritize self-care through spiritual and physical routines
- Lead worship and preach at regular Sunday services
- Administration of sacraments
- Provide pastoral care
- Provide Spiritual Direction
- Moderate the session and congregational meetings
- Serve as head of staff
- Work with committee chairs
- Provide administrative leadership
- Officiate weddings and funerals as needed
- Lead new membership classes
- Arrange for substitute preachers on Sundays when unable to preach
- Have regular open office hours at the church and/or stated location
- Participate with Ministerial Association
- Participate with Yellowstone Presbytery
- Liaison between community and church as needed

The Congregation and session will be responsible for the following:

- Pray for the pastor
- Pray for the congregation/church
- Participate in the life and ministries of the church
- Support the pastor in our ministry
- Support pastor by honoring a weekly sabbath day of rest
- Provide regular financial compensation according to the terms outlined below
- Provide a performance review to the pastor annually
- Discuss goals