

Assistance in completing 2022 Pastoral Support Worksheet

This is the fifth year that PDF forms being used for completing the pastoral support worksheet. In 2018 many users of Apple made computers (Macs) were not able to get the form to work correctly. I think this was solved in 2019. After additional research it was determined the problem arose on Mac computers where the basic file reader called “Preview” was used not Adobe Acrobat Reader. Make sure to use Adobe Acrobat Reader. If you don’t have a free copy of this software please download for the appropriate computer are using.

In 2022 there are two worksheets available depending on appointment. Both worksheets must be completed with a computer. The worksheets do all the calculations for benefit costs after the pastoral compensation is entered. The compensation information is provided on the first page and the second page contains the benefit costs. If the worksheet is printed off for manual entry the calculated fields will provide wrong information on the printed copy. If you desire a manual copy please email Bruce Galvin at bruce.galvin@pnwumc.org to request.

If you are not able to complete the form using a computer please contact the district service center for their assistance 1-888-818-4288. The coordinating district administrator can take your information and enter it into the worksheet and return completed worksheet. Once plan compensation is approved at charge conference the worksheet file can be completed and emailed to your district service center coordinator Anna Conklin (aconklin@pnwumc.org) or . Laura Velonza lvelonza@pnwumc.org.

Here are a few tips for completing either worksheet for full-time with benefits and everyone else. The example here is using a Microsoft OS computer.

For all users;

With some browsers when you open up the document it does not automatically come up in Adobe Acrobat Reader (see note above about Macs). Make sure the input fields are highlighted

and tool bar ribbon plus save icon () is displayed at top left of screen. If they are not when go to save document it will not save the information entered. If this is the case make sure to click on the Adobe Acrobat icon () on the upper right hand corner of screen. When you do a



dropdown box will be displayed click on the “Open in Acrobat Reader”. This will bring document up in correct format to save with the input fields highlighted.

Assistance with Pastoral Support Worksheet

Full-Time with benefits;

Enter the church name, pastor's name and the date. If the pastor serves more than one church and is full-time please combine the two compensations and use this form so the benefits are calculated correctly on second page.

Enter the cash salary and housing exclusion, if provided, and check box if the church pays for the family health insurance. The cash salary and housing exclusion will be added together to get the total cash salary. The total cash salary must equal or greater than minimum salary of \$44,010. The plan compensation is protected so cannot be changed.

By default the housing is set to "No" which will not allow any amount entered for parsonage value. The form will allow an amount to be added to the housing allowance line. If parsonage is provided to pastor click on the dropdown box and select "Yes". Once "Yes" is checked the parsonage amount field will automatically calculate the 25% of total cash salary and enter it. It will then not allow an entry in the housing allowance field.

If professional allowance is allowed enter an amount in this field. On the second page all the benefit costs will be calculated with the grand total at the bottom of second page. Nothing can be entered on second page. It is done automatically.

Part-Time and those with no benefits

The information supplied above for full-time is the same except one must enter appointment information (level of part-time) and status (conference relationship). Each field has a dropdown box with the options available. The information provided in these two fields will determine the benefits available and the cost for these benefits on second page. If you are not sure of the pastor's status please consult the pastor.

If your pastor is not eligible for any benefits make sure to select the "No Benefits" option from the dropdown status list. It is possible that a part-time local pastor has waived their right to benefits. I have not listed all the available statuses. If status is not listed for your pastor just select the "No Benefit" option.

The remainder of the form is similar to the information provided above for full-time pastors. Make sure you understand the housing dropdown box and what it does.

If you have questions about the terminology used in the form please refer to the definitions document. This form was prepared by Bruce Galvin, Benefits Officer. If you have questions about the form contact him at bruce.galvin@pnwumc.org.