

**Annual Review Report
(When No Change in Compensation)**

[Due by July 1 in any year in which Compensation Report Form not filed, to verify that an annual review has been conducted]

Church Name and City _____

Minister's Name & Date Ordained _____

If a compensation report form containing the date of the annual review of the minister and the date of the congregational meeting considering the terms of call has not been filed by July 1 of any year, the moderator and the clerk shall file this report by July 1 for each minister:

Date the annual review was conducted by a committee established by the Session for this purpose:

Date of the congregational meeting at which the adequacy of compensation of the minister has been reviewed, after prior review by the Session: _____

In order to secure the required annual review in congregations that have not filed a report of compensation or report of changed terms for each pastor, or the new special report as to annual review of each pastor and annual congregational meeting for the review of the adequacy of each pastor's compensation, the following will be implemented, as appropriate, by the Committee on Ministry:

1. Send a letter to the moderator and clerk of each congregation that has not filed a report by mid-July [after the July Presbytery meeting], reminding them of the requirement and the deadline, and asking that they conduct the review and the congregational meeting promptly and submit the required report.
2. Delay any actions requested of COM for the congregation or its pastors [including approval of terms of call for new pastors, appointment of installation/ordination commissions, etc.] until the annual review and congregational meeting for each current minister associated with the church has been completed.
3. Note in the annual review of minutes of congregational meetings, the failure to comply with the requirement for annual review of compensation for all pastors, and direct the congregation to correct the deficiency promptly. ["Annual review of pastor's salary by Congregation..." is already on the checklist for the Clerk's minutes review.]
4. On behalf of the Presbytery, call a congregational meeting of the church for the purpose of reviewing the adequacy of compensation for all its pastors.

Moderator: _____ **Clerk:** _____

Date of report _____

**For Clergy and Certified Christian Educators
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