

**POLICY #23 OF THE COMMITTEE ON MINISTRY  
PRESBYTERY OF SUSQUEHANNA VALLEY**

**SALARY SUPPLEMENT SUPPORT FUND**

**A. APPLICATION FOR SALARY SUPPLEMENT SUPPORT FUND**

1. The session must notify the Committee on Ministry by June 1st, if it is anticipated that salary supplement support may be needed in the following year.
2. The Committee on Ministry may on its own initiative consult with the session as to possible need.
3. When a session requests salary supplement support, an application form will be provided, which will request the following information for review by the Committee on Ministry.
  - a. Budgets for the current and the two preceding years, annual financial reports for the most recent two years, records of all sources of income (including giving units, pledging units, potential giving units, investments, bonds, certificates of deposit, etc.) records of church membership and average worship attendance for the past 10 years (available online through the PCUSA website);
  - b. Past, present, and future planned stewardship strategies for campaigns and year-round teaching;
  - c. The church's mission and/or vision statement.
  - d. Current goals for church life and mission, and whether redevelopment or revitalization has been or will be considered.

**B. NEGOTIATION WITH SESSIONS**

1. The the Committee on Ministry liaison or other representative shall discuss the purpose and function of the salary supplement support with the session to determine:

- a. The church's ability to increase support on its own.
- b. Whether support is needed for more than one year.
- c. The church's ability to pay pension/medical dues on the salary supplement support.

2. The Committee on Ministry may recommend assistance from the Committee on Congregational Ministries on strategy or redevelopment needs, and/or assistance from the Committee on Mission Support on stewardship needs, and/or assistance from the Committee on Nurturing Ministries on leadership development and training.

C. ANNUAL APPROVAL: Approval of salary supplement support shall be made annually by the Committee on Ministry, ordinarily at its October meeting and recorded in its minutes. Support will be paid in quarterly installments at the end of each quarter.

Revised 11/2003