

Administrative Rule 307 – Vacancy Dues

BOARD OF PENSIONS ADMINISTRATIVE RULES

Section:	3 (Dues)	Subject:	Vacancy Dues
Rule Number:	307		
Reference:		Resource:	Member Services
Article IV, Section 4.5 (Vacancy Dues)		Original Date:	4/91
		Revision Dates:	8/94, 6/95, 4/97, 6/02, 8/11

When a Permanent Pastoral Relationship is Dissolved

Whenever a pastoral relationship between a pastor, co-pastor or associate pastor and a church is dissolved, the church is required to pay “vacancy dues” until the earlier of 1) the installation of a new minister in the vacated position, 2) 12 months, or 3) the decision of the session not to conduct a search to replace the minister.

Vacancy dues are 12% of the last installed minister's total annual effective salary.

Vacancy dues are not payable by union or federated churches or when the church is regularly supplied.

Suspension of Vacancy Dues

Vacancy dues are suspended when the church

- remits dues for an interim or commissioned Lay Pastor
- remits post-retirement service dues
- remits dues to either the denominational plan or the Medical Plan for a minister of another denomination.

Suspended vacancy dues will resume if the twelve month period was not satisfied prior to the position being temporarily occupied and continue until a total of twelve months' dues are paid or the position is once again occupied by an installed minister.

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Waiver of Vacancy Dues

A church may be eligible for a waiver of the 12% vacancy dues when it cannot afford to remit the dues because of extenuating circumstances. The extenuating circumstances can be, but are not limited to, severe financial hardships, a drastic membership drop, or division of the church membership.

The Board will consider a waiver of vacancy dues following receipt of a letter from the presbytery of jurisdiction requesting the waiver and describing the reason for the request. The Executive, the Moderator of the Committee on Ministry, or the Stated Clerk shall sign the letter requesting the waiver of vacancy dues.

The final decision on the waiving of dues rests solely with the Board.

Abolishing the Installed Position

Abolishment of a position means that the position no longer exists at the church. If it has been decided that a position is no longer needed, and will never be filled again, the church is not required to pay vacancy dues on that position. Since the presbytery approves the creation of installed positions, the Board requires written presbytery confirmation that the position has been abolished before the Board will update its records. The Executive, the Moderator of the Committee on Ministry, or the Stated Clerk shall sign the confirming letter.