



Presbytery of Charlotte

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Last Updated 11.06.2023.

FORM: Pastoral Hire – Financial (Feasibility & Sustainability) Clearance Form

[INTRODUCTORY INFORMATION REGARDING CHURCH & PASTOR]

Name of Church:	
Name of Cluster:	
Point of Contact on the PNC: (Pastoral Nominating Committee)	
Total Annual Compensation (Salary/Housing):	\$
Total Professional Allowances/Reimbursements:	\$
Other Notes for Reference:	

[ASSESSMENT OF BUDGET]

Does the church have a budget in place to support the future payments to the pastor?	
Has that budget been provided to the Comptroller/Treasurer for review?	
Does that budget include at least a 12M (months) projection for future income and expenditures?	
Is the funding coming from ongoing operations or specific assets designated for the call?	
Has a list of any outstanding debt, loans, or liability been made available as well for review?	
Does the budget include the required support for Unified Mission Giving?	
Have expenses been reviewed to ensure that no expenses are missing (utilities, board pension dues, staffing, repairs & maintenance, etc.)	

[*** PROOF OF SOURCING ****]

Have bank statements for the past 6M (months) been provided to the Comptroller/Treasurer for review?	
Do those bank or investment statements reflect the ability of the church to achieve the income/revenue assumptions it has for the next 12M? <i>Ex. Church's budget includes an annual revenue projection of \$700,000. If the church is projecting \$700,000 in annual revenue, we would expect to see income on the church's bank or investment statements of approximately \$58K per month (\$700K divided by 12) not including income/revenue that is seasonal in nature.</i>	
Do those bank statements reflect the ability of the church to achieve the expenditures/payables assumptions it has for the next 12M?	
Do those bank statements reflect the ability of the church to meet its debt service obligations (if any are present) for the next 12M?	

[FINAL ASSESSMENT OF FORESEEABLE RISK RELATED TO FUNDING]

Has the church experienced any financial issues in it's prior year or recent years that should be disclosed to the pastor for the sake transparency?	
If those issues exist – have they been resolved?	
Does the church have a competent treasurer, financial clerk, or accountant who understands the complexities of clergy tax who will be overseeing the payroll process to ensure that the pastor's taxes will be handled correctly?	
Are there any other issues that were identified during the financial review process that should be brought to the attention of the pastor or PNC?	

[FINAL DETERMINATION OF FEASIBILITY & SUSTAINABILITY]

Final Determination of Financial Clearance by Comptroller/Treasurer:	
Date of Signature:	
Comments:	
Recommendations:	