



## Sample Housing Allowance Designation

*The clergy housing allowance must be officially designated prior to being paid. An official designation must be in writing as a part of an employment contract, as a budget line item, in meeting minutes, in a church resolution, or "in any other appropriate instrument evidencing such official action."*

### When A Parsonage Is Provided

Compensation for \_\_\_\_\_ will include rent-free use of the church parsonage located at \_\_\_\_\_. This will be in effect until otherwise provided. In addition, \$\_\_\_\_\_ per \_\_\_\_\_ is designated as a housing allowance to cover additional housing-related expenses. This designation shall be in effect immediately and for all future years unless otherwise provided.

### When No Parsonage Is Provided

Compensation for \_\_\_\_\_ will include \$\_\_\_\_\_ per \_\_\_\_\_ designated as a housing allowance. This designation shall be in effect immediately and for all future years unless otherwise provided.

