



POTOMAC CONFERENCE CORPORATION

Human Resources

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<http://www.pcsda.org>

LAPTOP COMPUTERS FOR PASTORS

This program is designed to enhance the ministry of Potomac Conference Corporation pastors by making available a new laptop computer to every Potomac pastor who needs one. It will be made 100% available to all full-time pastors and to part-time pastors on a percentage basis according to the staffing guidelines. Note: this program is only for **new laptop computers and the accompanying software**. No exceptions, please.

This is a three-way plan whereby the local church commits \$300, the pastor \$300, and the Potomac Conference Corporation will commit up to \$1,500 towards a laptop computer.

The laptop computer will be the property of the pastor. The conference portion will be amortized over three years. If the pastor terminates, takes a call out, or retires before three years, the conference portion will be returned on a pro-rata basis through a payroll deduction in the last paycheck or out of the final termination check. After three years, the computer will be considered fully amortized, and the pastor will be eligible to once again participate in the laptop computer program.

The pastor will be required to submit to the treasury department a receipt for the computer, along with a \$300 check from the church.

Cost of the computer: (copy of the receipt required) \$ _____

Local church contribution: (attach check) \$ - 300.00

(If working in a district, more than one check may be sent equaling \$300)

Pastor contribution: \$ - 300.00

Conference contribution: (up to \$1,500 maximum) \$ _____

If less than full time multiply by staffing guideline: x _____%

Conference contribution for part time pastor: \$ _____

Name of Church(es) _____

Pastor's Name _____
(Please print)

Address _____
(Street) (City) (State) (Zip Code)

Pastor's Signature _____ Date _____

Computer Model Purchased _____