



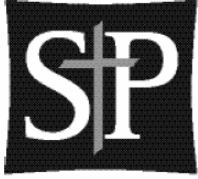
**2009**  
Compensation and Benefits  
Guidelines

for

Pastors.....Page 3  
Rostered Lay Persons .....Page 11  
Lay Program Staff.....Page 11  
Support Staff.....Page 18

**SAINT PAUL AREA SYNOD**  
Evangelical Lutheran Church in America  
105 West University Avenue  
St. Paul, Minnesota 55103-2094  
651.224.4313





## Saint Paul Area Synod

105 West University Avenue St. Paul, MN 55103-2094  
651.224.4313 Fax 651.224.5646 www.spas-elca.org

*A synod of the Evangelical Lutheran Church in America*

TO: Congregational Presidents / Treasurers  
Pastors and Rostered Lay Persons

FROM: Bishop Peter Rogness

DATE: October 1, 2008

RE: **2009 Compensation Guidelines**

The enclosed 2009 compensation guidelines are provided as a starting point for determining compensation for pastors and lay staff. However, these are only guidelines. They cannot possibly speak to all our congregations with their varying financial and personnel resources and expectations.

These guidelines emerge from ongoing review of current salaries, salaries paid in other denominations, the ELCA Board of Pensions overall picture of compensation, and synod staff's ongoing work with congregations. There has also been comparison with teachers and other professionals with comparable education and responsibility. For 2009, the following items should be noted:

- **Cost of Living increase:** For 2009, a cost of living increase has been added to each 2008 salary figure. These increases average 3.5%. As indicated in **I.A.2., Housing Costs**, on page 4, salaries may need to be adjusted to accommodate higher housing costs in your particular area.
- **Housing Allowance:** In previous years, an assumed housing allowance has been stated in the guidelines. It has become clear in conversations with congregations and pastors that the amount designated as housing allowance by clergy varies widely, therefore, we have chosen to make no assumption as to the dollar amount that will or should be used. These guidelines simply refer to the salary/housing total figure, and the clergy person is left to determine how much of the remuneration may qualify as housing allowance under IRS definitions. Housing allowance for clergy is referenced on pages 4 and 5.
- **A cost of living increase alone is not an adequate adjustment.** Each year a staff person has an additional year of experience which adds value to the shared ministry. Both factors need to be considered in providing fair compensation.
- **Health Incentive from ELCA Board of Pensions:** Last year the Board of Pensions introduced an incentive of a two-percent discount on health insurance contributions synod-wide if 75% of a synod's plan participants (members and participating spouses) take the health risk assessment. This was intended to be a one-year introductory incentive... but as of September *not one synod* made the 75% level, though several came very close. This incentive is once again in place for 2009. The congregations of this synod would stand to save **\$54,000** if 75% of our synod's Pension plan members took the online health risk assessment. *You who read this memo should remind, prod, and nag your staff people to take this step!*

If you have questions or suggestions, please contact Myrna Lamberton at the synod office. May God's kingdom be furthered through the ministries of our many congregations and institutions.

# 2009 Compensation Guidelines for Pastors

*Note: Persons serving in part-time positions should receive pro-rated salary and benefits.*

	<b>Page</b>
<b>I. COMPENSATION</b>	
A. Base Salary	
1. Years of Experience .....	4
2. Housing Costs .....	4
3. Additional Functions.....	4
4. Ongoing Considerations.....	4
B. Housing .....	5
C. Social Security and Medicare.....	5
<b>II. BENEFITS</b>	
A. Pension and Major Medical/Dental Plan .....	6
B. Additional Retirement Contributions.....	6
C. Medical Expense Reimbursement.....	6
D. Paid Leaves	
1. Maternity / Paternity .....	6
2. Sick.....	6
3. Disability.....	6
<b>III. REIMBURSED PROFESSIONAL EXPENSES</b>	
A. Automobile Allowance .....	7
B. Sabbaticals .....	7
C. Continuing Education .....	7
D. Professional Ministry Expense.....	7
<b>IV. NON-FINANCIAL COMPENSATION</b>	
A. Vacation Time.....	7
B. Pulpit Supply .....	7
C. Continuing Education Time .....	7
<b>V. PENSION AND BENEFITS WORKSHEET -- Clergy.....</b>	<b>8</b>
<b>ELCA PENSION AND MAJOR MEDICAL/DENTAL</b>	
<b>CONTRIBUTION GRID .....</b>	<b>8</b>
<b>VI. COMPENSATION WORKSHEET FOR PASTORS .....</b>	<b>9</b>

## I. COMPENSATION

### A. SALARY is based on the following

#### 1. Years of Experience

Graduate			\$ 50,660		
1	to	5 years	51,560	to	59,000
6	to	10 years	55,520	to	62,900
11	to	15 years	59,490	to	66,920
16	to	20 years	63,370	to	70,850
21	to	25 years	67,340	to	75,170
26	to	30 years	71,310	to	79,130
31	to	35 years	75,260	to	83,100

*Note: These figures are guidelines and are not intended to restrict a congregation in fairly compensating a pastor.*

**2. Housing Costs.** The above guideline figures include an amount to be designated as “Housing Allowance.” In determining your pastor’s salary and housing package, the cost of housing in your area should be considered. **See I. B.** for more detailed information concerning the IRS housing allowance for clergy.

**3. Additional Functions.** Salary often is driven by other factors in addition to years of experience. While these are more difficult to objectively quantify, they should enter into the conversation about salary level. Some of these factors are:

**a) Ratio of Staff to Size of Congregation (Based on Worship Attendance).**

The size of the congregation and the ratio of staff to worship attendance should be considered. For example, a solo pastor with no program staff serving a congregation with average worship attendance of 250 + should receive an additional \$1000 compensation to reflect the added demands placed upon him/her.

**b) Supervisory Responsibilities for Program Staff**

- (1) \$1500 for supervision of 2-3 program staff
- (2) \$2500 for supervision of 4+ program staff

**c) Additional Education**

Add \$500 to \$1500 for additional earned degrees beyond the Master of Divinity.

**d) Previous work experience prior to ordination**

Experience may also include un-ordained ministry in the church and/or secular work which enhances a person’s skills for ministry. Experience prior to ordination is calculated at the rate of one-half year for each year up to ten years of prior experience (5 years credit).

#### 4. Ongoing Considerations.

**a) Cost of living** is not an adequate adjustment when used alone. Each year also brings with it an additional year of experience. Using only cost of living adjustments year after year ignores the accumulating experience level and results in the pastor gradually slipping below guidelines.

**b) Review** of job performance and changes in levels of responsibility should also be considered annually, and may warrant additional salary consideration.

## B. HOUSING

A unique feature of clergy compensation is the distinctive tax law regarding housing allowance for ordained ministers. This originated for clergy (and the military) because it was at one time standard for housing to be the "parsonage." In the Saint Paul Area Synod, fewer than 10% of congregations provide parsonages, so the guidelines now reflect the more standard practice of designating a portion of the pastor's salary as "housing allowance."

1. When there is a housing allowance, the pastor determines the amount of compensation to be set aside for housing allowance (based on IRS guidelines, publication 517) and submits it to the church council. The church council must annually include the amount to be designated for housing in the council minutes prior to the beginning of the new tax year. The pastor assumes full responsibility for complying with IRS definitions of "*cost to provide a house.*"
2. When a parsonage is provided for the pastor, all utility costs and repairs are paid by the church. It is recommended that congregations with a parsonage also provide for a housing equity allowance. The purpose of this allowance is to provide financial resources for a pastor to purchase housing upon retirement, or when a new call requires purchase of a home. Each year a minimum of \$150 a month or 5 % defined compensation (the figure on which contributions to the ELCA Pension and Other Benefits Plan is calculated), whichever is greater, should be placed into a fund that accumulates interest in the pastor's name. The establishment of this fund should be negotiated by the church council and pastor. Consultation with the pastor and perhaps the Board of Pensions and a financial consultant can be helpful in determining the most beneficial housing equity allowance model.
3. When there is a parsonage, it is recommended that a furnishing allowance be provided. This is nontaxable income to be used for household expenses. The church council must designate this amount annually.

## C. SOCIAL SECURITY AND MEDICARE

1. All pastors are considered self-employed for social security purposes and therefore will pay a self-employment tax of 15.3 % of their income in 2009. Thus, it is recommended that the church or calling agency give a social security allowance, even though it is taxable, to their pastor(s) to pay at least half (7.65%) of his/her self-employment tax as they do for the other employees of the church when they pay the employer's share of the FICA tax. To determine half of the tax, multiply the pastor's salary (including housing allowance or the fair rental value of the parsonage) by .0765. This allowance is included on the pastor's W2 as taxable income.

**Note:** *The Board of Pensions webpage calculator offers to calculate a "social security tax allowance" which results in an allowance of about 6.7%. See their webpage for the assumptions that explain why they use a lower figure.*

2. Congregations are to file federal tax W2 forms for clergy, not a 1099 form.

## **II. BENEFITS**

### **A. RETIREMENT AND MAJOR MEDICAL / DENTAL BENEFITS**

The congregation should budget for and participate in the ELCA Pension and Other Benefits Plan for clergy and lay employees. The plan provides retirement, survivor, disability, and health (medical/hospital, prescription drug, dental, behavioral health) benefits. The congregation's contribution is the total of the base salary, housing, and social security reimbursement multiplied by the appropriate total percentage. This percentage will vary according to the age of the pastor and the health coverage she or he requires. (*See grid on page 8.*) Members of the plan may decline health coverage if they can demonstrate coverage under another employer-provided group plan (through a spouse) and still participate in the ELCA disability, survivor and retirement plans. The premiums for medical/dental coverage continue to be fully employer-paid; it should be noted that recent years have seen significant increases in co-pays and deductibles, resulting in substantially higher employee cost.

### **B. ADDITIONAL RETIREMENT CONTRIBUTIONS**

One way to save for future retirement is to make salary reduction contributions to the ELCA Retirement Plan. To contribute to this plan, the member determines the amount and asks the employer to withhold that amount from his or her salary and remit it to the ELCA Retirement Plan. The contribution agreement forms are available from ELCA Board of Pensions or online at [www.elcabop.org](http://www.elcabop.org). This is contributed as pre-tax money, so no federal income tax (10% +) or state income tax (6% +) is paid on the amount. When the pastor retires, this amount will be eligible for the housing allowance exclusion (meaning the pastor will pay no tax on it to the extent that it is used for housing).

### **C. MEDICAL EXPENSE REIMBURSEMENT PLAN**

The Board of Pensions health plan includes an optional flexible spending account (pre-tax dollars) administered by the Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

### **D. PAID LEAVES**

#### **1. Maternity / Paternity**

Paid maternity/paternity leave of up to six weeks is recommended when a child is born or adopted.

#### **2. Sick**

Paid sick leave of up to six weeks and provision for partial disability thereafter as coordinated with the ELCA Board of Pensions is recommended.

#### **3. Disability**

In case of disability due to an accident, illness, or surgery, the ELCA disability benefits begin after two months. A member must apply for disability benefits within six months of becoming disabled. Any period of disability — beginning date and length of disability — is based on an attending doctor's recommendation and by decision of the ELCA Board of Pensions. It is presumed that the congregation will continue paying salary for the two months prior to the disability benefit coverage. Unused vacation time and accumulated sick leave can be used in these months.

### III. REIMBURSED PROFESSIONAL EXPENSES

#### A. AUTOMOBILE ALLOWANCE

The automobile allowance is considered as reimbursement for ministry-related expenses and is not part of a pastor's salary if substantiated. An allowance of 55 cents per mile (IRS guideline beginning July 1, 2008) is recommended based on actual miles driven and reported by the pastor. In lieu of such an allowance, the congregation may lease a vehicle for the pastor's use in ministry activity.

#### B. SABBATICALS

After every six years of service in a current call, this synod recommends a pastor be given a sabbatical from six weeks to three months with full pay, in lieu of two weeks continuing education time. The pastor would be expected to return to the present call for at least one year following the sabbatical.

#### C. CONTINUING EDUCATION

Congregations should insist that their pastor(s) take time to intentionally update and acquire new skills for ministry. This is essential for effective, ongoing ministry. Recognizing this, the ELCA expects a minimum of 50 contact hours annually in continuing education (or 150 hours each three year period). A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. Therefore, it is recommended that each year a minimum of two weeks and \$800 be made available to a pastor for continuing education, cumulative up to six weeks over a three-year period. This is not vacation time, so if it is not used for the purpose of ministry in the present setting, the person loses the time and funds at the end of employment.

#### D. PROFESSIONAL MINISTRY EXPENSES

A minimum suggested guideline of \$500 for professional ministry-related expenses should be in the budget. These expenses may be for books, robes, periodicals, professional dues, entertaining, and hospitality costs incurred in performance of the duties of the pastoral office. Qualifying expenses must be substantiated by the pastor or the money received becomes taxable as regular income. Professional expenses are designated as such by the congregation and acknowledged by the IRS.

### IV. NON-FINANCIAL COMPENSATION

#### A. VACATION TIME

A minimum of four weeks, including Sundays, should be provided since pastors are expected to be available for special services and emergencies around the clock and are not able to take advantage of long holiday weekends. Congregations unable to meet minimum salary guidelines may want to give additional vacation time.

**Note regarding part-time ministry:** The same number of weeks apply. For example, a full time pastor would work 48 full-time weeks and have four full-time weeks of vacation; a half-time pastor would work 48 half-weeks and receive 4 half-weeks vacation.

#### B. PULPIT SUPPLY

The cost of pulpit supply in the pastor's absence is borne by the congregation. In addition to mileage reimbursement of 55 cents per mile (IRS guideline beginning July 1, 2008) the following fees are recommended per Sunday for pastors from outside the membership of the congregation:

One Service	\$125.00
Two Services	150.00
Additional Services	25.00 each

#### C. CONTINUING EDUCATION

A minimum of two weeks should be provided. See Letter of Call, *Definition of Compensation, Benefits, and Responsibilities of the Pastor* form **Item D.2.** and paragraphs **III.B.** and **III.C.** above.

## PENSION AND OTHER BENEFITS WORKSHEET - CLERGY

1. If **providing a housing allowance**, add the following to determine pension and other benefits:

Base Salary (including Housing Allowance)	\$	
Social Security Allowance (7.65%)		
<b>Total defined compensation</b>	<b>\$</b>	
<b>Total pension &amp; benefits cost</b>	<b>\$</b>	

*(Multiply defined compensation by total of Medical and Dental, Disability, Administration & Retiree Support and Regular Pension percentages from table below)*

2. If **providing a parsonage**, add the following to determine pension and other benefits:

Base Salary	\$	
Social Security (7.65%)		
30 % of Base Salary + Social Security + Housing Equity		
Furnishing Allowance (if paid directly to pastor)		
<b>Total defined compensation</b>	<b>\$</b>	
<b>Total pension &amp; benefits cost</b>	<b>\$</b>	

*(Multiply defined compensation by total of Medical and Dental, Disability, Administration & Retiree Support and Regular Pension percentages from table below)*

### ELCA BOARD OF PENSIONS-PENSION AND OTHER BENEFITS CONTRIBUTION RATES FOR 2009 (as a % of defined compensation)

Coverage	Rates <sup>1</sup>	Monthly minimum	Monthly maximum
<b>Health benefits</b>			
Member	12.40 %	\$ 484	\$ 654
Member and spouse	21.80 %	\$ 847	\$1,145
Member and children	21.80 %	\$ 847	\$1,145
Member, spouse and children	31.10 %	\$1,210	\$1,636
<b>Retirement</b>	10 - 12% <sup>2,3,4</sup>		
<b>Disability</b>	2.00 %		
<b>Survivor</b>	0.00 % <sup>5</sup>		
<b>Retiree support</b>	0.70 % <sup>6</sup>		

1. Rates are a percentage of *defined compensation*.
2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.
3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.
4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11%.
5. Survivor Benefits Plan contribution is suspended.
6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA predecessor church bodies.

# COMPENSATION WORKSHEET FOR PASTORS

This worksheet is designed to help congregations build a compensation package for pastors using the synod's guidelines. Each item below is described within this document. Use only items which apply.

Name \_\_\_\_\_ Year \_\_\_\_\_

	<b>This Year</b>	<b>Guidelines</b>	<b>Proposed</b>
<b>TAXABLE INCOME</b>			
Base Salary, including Housing Allowance <i>(Based on experience, size of congregation, responsibility and education)</i>	\$ _____	\$ _____	\$ _____
Social Security Reimbursement	\$ _____	\$ _____	\$ _____
<b>NONTAXABLE INCOME</b> (Housing Allowance portion of Salary is also non-taxable)			
Housing Equity <i>(When parsonage is provided)</i>	\$ _____	\$ _____	\$ _____
Furnishing Allowance <i>(When parsonage is provided)</i>	\$ _____	\$ _____	\$ _____
Utility Allowance for Parsonage <i>(If utilities are not paid by congregation)</i>	\$ _____	\$ _____	\$ _____
<b>Total Salary</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>BENEFITS</b>			
ELCA Pension and Medical/Dental Plan <sup>1</sup>	\$ _____	\$ _____	\$ _____
Other <i>(Such as Medical Expense Reimbursement, additional retirement contribution, etc)</i>	\$ _____	\$ _____	\$ _____
<b>Total Benefits</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>REIMBURSED PROFESSIONAL EXPENSES</b>			
Automobile	\$ _____	\$ _____	\$ _____
Sabbatical	\$ _____	\$ _____	\$ _____
Continuing Education	\$ _____	\$ _____	\$ _____
Professional Ministry Expenses	\$ _____	\$ _____	\$ _____
<b>Total Reimbursed Professional Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>NON-FINANCIAL COMPENSATION</b>			
Vacation Time	_____	_____	_____
Continuing Education	_____	_____	_____
Other	_____	_____	_____

<sup>1</sup> Board of Pensions phone 612.333.7651 or [www.elcabop.org](http://www.elcabop.org)

## NOTES

# 2009 Compensation Guidelines for Associates in Ministry, Deaconesses, Diaconal Ministers, and Other Lay Program Staff

*Note: Persons serving in part-time positions should receive pro-rated salary and benefits*

	Page
<b>I. COMPENSATION</b>	
A. Base Salary	
1. Years of Experience .....	12
2. Additional Education .....	12
3. Supervisory Responsibilities for Program Staff.....	12
4. Ongoing Considerations.....	12
<b>II. BENEFITS</b>	
A. Social Security, Worker’s Compensation .....	12
B. Pension and Major Medical / Dental Plan .....	12
C. Medical Expense Reimbursement.....	13
D. Paid Leaves	
1. Maternity / Paternity .....	13
2. Sick.....	13
3. Disability.....	13
<b>III. PROFESSIONAL EXPENSES</b>	
A. Automobile Allowance .....	13
B. Sabbaticals .....	13
C. Continuing Education .....	13
D. Professional Ministry Expense.....	13
<b>IV. NON-FINANCIAL COMPENSATION</b>	
A. Vacation Time.....	14
B. Continuing Education Time .....	14
<b>V. ELCA PENSION AND MAJOR MEDICAL/DENTAL CONTRIBUTION GRID .....</b>	<b>14</b>
<b>VI. COMPENSATION WORKSHEET .....</b>	<b>15</b>

## I. COMPENSATION

A. **SALARY** is based on the following<sup>1</sup>:

### 1. Years of Experience

0	to	5	33,300	to	37,950
6	to	10	38,580	to	42,290
11	to	15	42,970	to	46,670
16	to	20	47,360	to	51,060
21	to	25	51,750	to	55,460
26	to	30	56,140	to	59,840
31	to	35	58,530	to	64,230

*Note: These figures are guidelines and are not intended to restrict a congregation in providing fair compensation. These figures assume a BA degree; for lay program staff without a BA, adjust accordingly.*

### 2. Additional Education

Add \$1500 to \$3000 for additional earned degrees beyond a B.A. \$3000 is recommended for a seminary degree leading to lay rostered status. Add \$200 to \$500 for certification in a specific area.

### 3. Supervisory Responsibilities for Program Staff

- a) \$ 500 for supervision of 1 program staff
- b) \$1000 for supervision of 2-3 program staff
- c) \$1500 for supervision of 4+ program staff

### 4. Ongoing Considerations

- a) **Cost of living** is not an adequate adjustment when used alone. Each year also brings with it an additional year of experience. Using only cost of living adjustments year after year ignores the accumulating experience level and results in an employee gradually slipping below guidelines.
- b) **Review** of performance and changes in levels of responsibility should also be considered annually, and may warrant additional salary consideration.

## II. BENEFITS

### A. SOCIAL SECURITY, WORKER'S COMPENSATION, ETC.

- 1. All congregations should provide Workers Compensation coverage, since definite liability accrues to the congregation in case of accidental death or disability in conjunction with one's employment.
- 2. Congregations are required to pay half of the Social Security taxes (7.65% of taxable income) for all lay employees and to file federal tax W2 forms for lay employees.

### B. PENSION AND MAJOR MEDICAL / DENTAL PLAN

- 1. The congregation should budget for and participate in the ELCA Pension, Medical and Dental Plan for lay persons. The cost is determined by the salary multiplied by the appropriate percentage total. (*See grid on page 14.*)
- 2. Staff members who work 17.5 hours or more per week should receive benefits commensurate with other staff. Congregations are encouraged to give \$100 a month toward medical expenses for persons working less than 17.5 hours.

---

<sup>1</sup> For persons involved in youth ministry, please see youth ministry guidelines on pages 16-17.

### **C. MEDICAL EXPENSE REIMBURSEMENT**

The Board of Pensions health plan includes an optional flexible spending account (pre-tax dollars) administered by the Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

### **D. PAID LEAVES**

#### **1. Maternity / Paternity**

Paid maternity/paternity leave of up to six weeks is recommended when a child is born or adopted.

#### **2. Sick**

Paid sick leave of up to six weeks and provision for partial disability thereafter as coordinated with the ELCA Board of Pensions is recommended.

#### **3. Disability**

In case of disability due to an accident, illness, or surgery the ELCA disability benefits begin after two months. Any period of disability — beginning date and length of disability — is based on a medical doctor's recommendation and by decision of the ELCA Board of Pensions. It is presumed that the congregation will continue paying salary for the two months prior to the disability benefit coverage. Unused vacation time and accumulated sick leave can be used in these two months.

## **III. PROFESSIONAL EXPENSES**

### **A. AUTOMOBILE ALLOWANCE**

The allowance is considered as reimbursement for expenses and not part of an employee's salary. An allowance of 55 cents per mile (IRS guideline beginning July 1, 2008) is recommended based on actual miles driven and reported by the staff person.

### **B. SABBATICALS**

After every six years of service in present call, instead of the two weeks continuing education time, this synod recommends rostered staff be granted a sabbatical from six weeks to three months with full pay. They would be expected to return to the present call for at least one year following the sabbatical.

### **C. CONTINUING EDUCATION**

Congregations should insist that their staff members take time to intentionally update and acquire new skills for ministry. This is essential for effective, ongoing ministry. Recognizing this, the ELCA expects a minimum of 50 contact hours annually in continuing education (or 150 hours each three year period). A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. Therefore, it is recommended that each year a minimum of two weeks and \$800 be made available to a lay program staff person for continuing education cumulative up to six weeks over a three year period. This is not vacation time, so if it is not used for the purpose of ministry in the present setting, the person loses the time and funds at completion of employment.

### **D. PROFESSIONAL MINISTRY EXPENSES**

A minimum suggested guideline of \$250 for professional expenses should be in the budget. These expenses may be for books, periodicals, professional dues, entertaining, and hospitality costs incurred in performance of the duties of the staff person and must be substantiated by the employee to be reimbursed. Professional expenses are designated as such by the congregation and acknowledged by the IRS.

#### IV. NON-FINANCIAL COMPENSATION

##### A. VACATION TIME

A minimum of two weeks vacation time after one year; three weeks after five years, and four weeks after ten years of service should be provided.

##### B. CONTINUING EDUCATION

A minimum of two weeks of continuing education should be provided. See the ELCA Letter of Call Definition of Compensation, Benefits, and Responsibilities for Associate in Ministry, Deaconess, or Diaconal Minister under Call form Item D.2. and paragraph III.C. above.

-----

#### ELCA BOARD OF PENSIONS-PENSION AND OTHER BENEFITS CONTRIBUTION RATES FOR 2009 (as a % of defined compensation)

Coverage	Rates <sup>1</sup>	Monthly minimum	Monthly maximum
<b>Health benefits</b>			
Member	12.40 %	\$ 484	\$ 654
Member and spouse	21.80 %	\$ 847	\$1,145
Member and children	21.80 %	\$ 847	\$1,145
Member, spouse and children	31.10 %	\$1,210	\$1,636
<b>Retirement</b>	10 - 12% <sup>2,3,4</sup>		
<b>Disability</b>	2.00 %		
<b>Survivor</b>	0.00 % <sup>5</sup>		
<b>Retiree support</b>	0.70 % <sup>6</sup>		

1. Rates are a percentage of defined compensation.

2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.

3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.

4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11%.

5. Survivor Benefits Plan contribution is suspended.

6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA predecessor church bodies.

## COMPENSATION WORKSHEET FOR LAY PROGRAM STAFF

This worksheet is designed to help congregations build a compensation package for lay program staff using the synod's guidelines. Each item below is described within this document. Use only items which apply.

Name \_\_\_\_\_ Year \_\_\_\_\_

	<b>This Year</b>	<b>Guidelines</b>	<b>Proposed</b>
<b>SALARY</b> <i>(Based on experience, responsibility, education and cost of living increases.)</i>	\$ _____	\$ _____	\$ _____

<b>BENEFITS</b>			
ELCA Pension and Medical/Dental Plan <i>(Multiply total salary by total of Medical and Dental, Disability, Administration &amp; Retiree Support and Regular Pension percentages)</i>	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
<b>Total Benefits</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

<b>REIMBURSED PROFESSIONAL EXPENSES</b>			
Automobile	\$ _____	\$ _____	\$ _____
Sabbatical	\$ _____	\$ _____	\$ _____
Continuing Education	\$ _____	\$ _____	\$ _____
Professional Ministry Expenses	\$ _____	\$ _____	\$ _____
<b>Total Reimbursed Professional Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

<b>NON-FINANCIAL COMPENSATION</b>			
Vacation Time	_____	_____	_____
Continuing Education	_____	_____	_____
Other	_____	_____	_____

**Minneapolis Area Synod and Saint Paul Area Synod  
Children, Youth & Family Ministry Salary/Qualification Guidelines 2009**

<u>Qualification</u>	<u>Years of paid professional CYF experience*</u>	<u>Salary level</u>
BA - College degree any field**	Graduate	Level 1
	1 - 5	Level 2
	6 - 10	Level 3
	11+	Level 4+
BA - Youth ministry/church professional	Graduate	Level 1
	1 - 5	Level 2
	6 - 10	Level 3
	11 +	Level 4+
MA - Children/Youth/Family Ministry Diaconal, Deaconess	Graduate	Level 4
	1 - 5	Level 5
	6 - 10	Level 6
	11 +	Level 7+
Clergy - Children/Youth/Family focus (Refer to pages 3-9 for guidelines that are specific to clergy)	Graduate	Clergy salary grid on page 17
	1 - 5	
	6 - 10	
D.Min - Children/Youth/Family focus	11 +	
	0 - 5	Level 6
	6 - 10	Level 7
PhD - Children/Youth/Family focus	11 +	Level 8+
	0 - 5	Level 7
	6 - 10	Level 8
	11 +	Level 8+

**\*Experience** relates to either paid professional or extensive volunteer experience in children and youth ministry or in a related field. Examples include experience in congregational ministry related to children, youth and family, Youth Encounter, camp counseling, teaching. Experience prior to paid, professional CYF work is calculated at the rate of 1/2 year for each year up to 10 years of prior experience (5 years credit).

**\*\*For additional certification** in youth ministry, add \$1,000-\$2,000 to the proper level.

**Children, Youth & Family Ministry Salary/Qualification Guidelines 2009**  
(Continued)

**Salary range by level:**

Level 1.....	\$33,300		
Level 2.....	34,100	to	40,680
Level 3.....	38,800	to	46,200
Level 4.....	41,500	to	50,650
Level 5.....	44,320	to	55,030
Level 6.....	47,730	to	59,650
Level 7.....	51,400	to	67,480
Level 8.....	67,008	to	81,070

**Clergy compensation by experience level:**

Graduate		\$ 50,660		
1	to	5 years	51,560	to 59,000
6	to	10 years	55,520	to 62,900
11	to	15 years	59,490	to 66,920
16	to	20 years	63,370	to 70,850
21	to	25 years	67,340	to 75,170
26	to	30 years	71,310	to 79,130
31	to	35 years	75,260	to 83,100

**Note: The above clergy guidelines include an amount to be designated as “housing allowance”. See pages 3-9 for salary and benefit guidelines specific to clergy.**

# 2009 Compensation Guidelines for Support Staff

Of all church staff positions, this category of employees is the most varied in education, experience, skills, and responsibilities. Executive level and specialized support positions may be compared to similar positions in other non-profit organizations.

*Note: Persons serving in part-time positions should receive pro-rated salary and benefits*

## I. COMPENSATION

- A. Base Salary
  - 1. Years of Experience.....19
  - 2. Additional Factors.....19
  - 3. Ongoing Considerations.....19

## II. BENEFITS

- A. Social Security, Worker's Compensation.....19
- B. Pension and Major Medical / Dental Plan .....19
- C. Medical Expense Reimbursement.....19
- D. Paid Leaves
  - 1. Maternity / Paternity .....20
  - 2. Sick .....20
  - 3. Disability.....20

## III. REIMBURSED PROFESSIONAL EXPENSES

- A. Automobile Allowance .....20
- B. Continuing Education .....20
- D. Professional Ministry Expense .....20

## IV. NON-FINANCIAL COMPENSATION

- A. Vacation Time.....20
- B. Continuing Education Time.....20

## V. ELCA PENSION AND MAJOR MEDICAL/DENTAL CONTRIBUTION GRID .....21

## VI. COMPENSATION WORKSHEET .....22

## I. COMPENSATION

### A. SALARY is based on the following:

#### 1. Years of Experience

0 to 5 years	23,660	to	28,000
6 to 10 years	28,430	to	32,760
11 to 15 years	33,180	to	37,500
16 to 20 years	37,980	to	42,280
21 to 25 years	42,730	to	47,000
26 to 30 years	47,530	to	51,800
31 to 35 years	52,320	to	56,200

*Note: These figures are guidelines and are not intended to restrict a congregation in fairly compensating support staff.*

#### 2. Additional Factors

Compensation should be increased with additional degree or certification earned supervisory responsibilities, etc. See page 12 for other examples.

#### 3. Ongoing Considerations

a) **Cost of living** is not an adequate adjustment when used alone. Each year also brings with it an additional year of experience. Using only cost of living adjustments year after year ignores the accumulating experience level and results in an employee gradually slipping below guidelines.

b) **Review** of performance and changes in levels of responsibility should also be considered annually, and may warrant additional salary consideration.

## II. BENEFITS

### A. SOCIAL SECURITY, WORKER'S COMPENSATION, ETC.

1. All congregations should provide Worker's Compensation coverage, since definite liability accrues to the congregation in case of accidental death or disability in conjunction with one's employment.

2. Congregations are required to pay Social Security taxes for all lay employees and to file federal tax W2 forms for lay employees.

### B. PENSION AND MAJOR MEDICAL/DENTAL PLAN

1. The congregation should budget for and participate in the ELCA Pension, Medical and Dental Plan for lay persons. The cost is determined by the salary multiplied by the appropriate total percentage. (*See grid on page 19.*)

2. Support staff who work 17.5 hours or more per week should receive benefits commensurate with other staff. Congregations are encouraged to give \$100 a month toward medical expenses for persons working less than 17.5 hours.

### C. MEDICAL EXPENSE REIMBURSEMENT

The Board of Pensions health plan includes an optional flexible spending account (pre-tax dollars) administered by the Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

## **D. PAID LEAVES**

### **1. Maternity / Paternity**

Paid maternity/paternity leave of up to six weeks is recommended when a child is born or adopted.

### **2. Sick**

Paid sick leave of up to six weeks and provision for partial disability thereafter as coordinated with the ELCA Board of Pensions is recommended.

### **3. Disability**

In case of disability due to an accident, illness, or surgery, the ELCA disability benefits begin after 90 days. Any period of disability — beginning date and length of disability — is based on a medical doctor's recommendation and by decision of the ELCA Board of Pensions. It is presumed that the congregation will continue paying salary for the two months prior to the disability benefit coverage. Unused vacation time and accumulated sick leave can be used in these two months.

## **III. REIMBURSED PROFESSIONAL EXPENSES**

### **A. AUTOMOBILE ALLOWANCE**

The allowance is considered as reimbursement for expenses and not part of a support staff person's salary. An allowance of 55 cents per mile (IRS guideline beginning July 1, 2008) is recommended based on actual miles driven and reported by the support staff person.

### **B. CONTINUING EDUCATION**

Congregations will want to encourage support staff to intentionally update and acquire new skills for the position. This is essential for effective, ongoing ministry of the church. Therefore, it is recommended that a congregation provide a minimum of one week per year and \$400 annually for continuing education cumulative to a maximum of three weeks and \$1,200.

### **C. PROFESSIONAL MINISTRY EXPENSES**

Professional expenses designated as such by the congregation and acknowledged by the IRS, such as books, periodicals, professional dues, entertaining, and hospitality costs incurred in performance of the duties of the support staff should be reimbursed by the congregation. It is the responsibility of the staff person to substantiate such expenses or reimbursement becomes taxable income.

## **IV. NON-FINANCIAL COMPENSATION**

### **A. VACATION TIME**

A minimum of two weeks after one year, three weeks after five years and four weeks after ten years of service should be provided.

### **B. CONTINUING EDUCATION**

A minimum of one week should be provided.

**ELCA BOARD OF PENSIONS-PENSION AND OTHER BENEFITS  
CONTRIBUTION RATES FOR 2009 (as a % of defined compensation)**

Coverage	Rates <sup>1</sup>	Monthly minimum	Monthly maximum
<b>Health benefits</b>			
Member	12.40 %	\$ 484	\$ 654
Member and spouse	21.80 %	\$ 847	\$1,145
Member and children	21.80 %	\$ 847	\$1,145
Member, spouse and children	31.10 %	\$1,210	\$1,636
<b>Retirement</b>	10 - 12% <sup>2,3,4</sup>		
<b>Disability</b>	2.00 %		
<b>Survivor</b>	0.00 % <sup>5</sup>		
<b>Retiree support</b>	0.70 % <sup>6</sup>		

1. Rates are a percentage of *defined compensation*.
2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.
3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.
4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11%.
5. Survivor Benefits Plan contribution is suspended.
6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA predecessor church bodies.

# COMPENSATION WORKSHEET FOR SUPPORT STAFF

This worksheet is designed to help congregations build a compensation package for support staff using the synod's guidelines. Each item below is described within this document. Use only items which apply.

Name \_\_\_\_\_ Year \_\_\_\_\_

	<b>This Year</b>	<b>Guidelines</b>	<b>Proposed</b>
<b>SALARY</b>			
<i>(Based on experience, responsibility, education and cost of living increases.)</i>	\$ _____	\$ _____	\$ _____
<b>BENEFITS</b>			
ELCA Pension and Medical/Dental Plan <i>(Multiply total salary by total of Medical and Dental, Disability, Administration &amp; Retiree Support and Regular Pension percentages)</i>	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
<b>Total Benefits</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>REIMBURSED PROFESSIONAL EXPENSES</b>			
Automobile	\$ _____	\$ _____	\$ _____
Sabbatical	\$ _____	\$ _____	\$ _____
Continuing Education	\$ _____	\$ _____	\$ _____
Professional Ministry Expenses	\$ _____	\$ _____	\$ _____
<b>Total Reimbursed Professional Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>NON-FINANCIAL COMPENSATION</b>			
Vacation Time	_____	_____	_____
Continuing Education	_____	_____	_____
Other	_____	_____	_____