



GULF-ATLANTIC DIOCESE

COMPENSATION & BENEFITS GUIDELINES – 2019/2020

Intent: It is the intent of the Gulf-Atlantic Diocese to encourage competitive compensation to all church employees consistent with their position responsibilities, performance, experience, educational credentials and the congregations' ability to pay.

Responsibilities: The Diocese will provide guidelines to assist parish management in administering employees' compensation and benefits and may be able to consult with parish management at their request. It is the responsibility of the individual parishes to specifically manage the compensation and benefits for the employees in each parish within the diocesan guidelines if possible.

Compensation Guidelines:

1. Included in this policy is a set of salary ranges for various positions in most congregations. These ranges are full time annual salaries and represent total cash compensation; i.e. base salary and in the case of full-time ordained clergy, housing. These numbers do not include any benefit costs, e.g., pension.
2. Salaries for all positions should be calculated based on an individual's experience and credentials. In the case of full-time paid clergy, the fair rental value of church owned housing should be subtracted from the calculated salary in order to arrive at a final stipend.
3. Relatively junior employees and/or employees in smaller congregations would normally be paid at the lower end of the ranges. More senior employees and/or employees in larger congregations would normally be paid further into the ranges.
4. Employees should not be paid lower than the established minimum or higher than the established maximum for the assigned rate range if possible but in no case less than the legal minimum wage (state or Federal, whichever is greater).
5. In the case of part time employees, salaries should be calculated starting at the full time equivalent and then converting it into an hourly rate. Employees who are paid "per event" should have payments determined with the appropriate salary grade in mind.
6. Salary grades will be reviewed and adjusted on an annual basis based on existing market conditions.
7. A valuable resource that we have employed this year is a website from [Christianity Today International](http://ChristianityTodayInternational.com). You can sign up for a one time use or an annual membership is also available. The diocese has joined as an annual member and we will be happy to work with you to prepare reports for your specific positions based upon your specific circumstances. Contact Harris Willman at: Hwillman@GulfAtlanticDiocese.org for assistance.

Narrative Salary Ranges for 2019/2020

Hourly Lay Church Employees

- The entry level lay positions such as Office Clerk or Nursery Supervisor are typically part-time and should be paid an hourly rate from \$9.62 for a novice to \$15 for a long-term seasoned employee. The median for this part-time position is \$11.54. For this level of part-time employee, no paid vacation or benefits is expected.
- The second level of lay employees might include the Bookkeeper, an Office Assistant, or Junior Ministry Director and again, they are typically part-time with an hourly rate between \$14.21 for the novice and \$21.29 for the seasoned employee. The median for this part-time position is \$16.51. The annual salary range should be between \$29K and 48K. This level of employee would typically be granted 12 to 15 days of paid vacation and possibly other benefits.
- The third level of lay employees might include the Parish Administrator, an Executive Secretary, or Senior Ministry Director who would be paid \$14.68 to \$19.68 per hour. The median for this part-time position is \$16.88. It is not unusual for these positions to be full-time and paid an annual salary between \$ 31K and \$41K. This level of employee would typically be granted 15 to 18 days of paid vacation plus other benefits,

Ordained Clergy Employees

Note: Clergy are typically paid as salaried employees of the church, not as hourly employees.

- The entry level base salary for ordained clergy positions like Deacon, Associate, or Youth Leader would be in the salary range of \$35K to \$51K. The median for this full-time position is \$42K. This level of full-time employee would typically be granted 12 to 15 days of paid vacation.
- A Priest in the Assistant Rector, Christian Education Director, or Pastoral Care Director positions would typically earn a base salary of \$45K to \$65K depending of experience and time in position. The median for this full-time position is \$54K. This level of full-time employee would typically be granted 15 to 18 days of paid vacation.
- The top level of Church Leadership is typically called the Rector in the Anglican tradition and would typically earn a base salary between \$70K to \$120K. The median for this full-time position is \$83K. This level of full-time employee would typically be granted 20 to 24 days of paid vacation.

Employee Benefit Guidelines

*Note: The following benefit levels are based on “**the average congregation contribution**” for a variety of benefits. These are only guidelines for your consideration when deciding what benefits your congregation can afford to provide for your employees. A smaller congregation might want to scale down these amounts while a larger church might be able*

to scale these benefits up for their employees. Also note that part-time employees (less than 30 hours per week) would typically not receive any benefits.

Hourly Lay Church Employees

- The entry level lay positions such as Office Clerk or Nursery Supervisor are typically part-time and therefore not eligible for any benefits.
- The second and third levels of lay employees might include the Bookkeeper, an Office Assistant, Parish Administrator, an Executive Secretary, or Ministry Directors. If this tier is part-time, they are not typically eligible for any benefits. For full-time employees in this category, use the following guidelines for each type of benefit.

Benefit	Annual Contribution
Medical Insurance	\$7,400 to \$10,800
Pension or Retirement Fund	\$3,000 to \$3,800
Continuing Education	\$400 to \$800

Ordained Clergy Employee Benefits

Note: The diocese expects its churches to support their clergy employees with some level of medical insurance whether full time or part time.

- The entry level for ordained clergy positions like Deacon, Associate, or Youth Leader should be considered for the following levels of benefits:

Benefit	Annual Contribution
Medical Insurance	\$7,400 to \$10,800
Pension or Retirement Fund	\$3,000 to \$3,800
Continuing Education	\$1,000 to \$2,000

- A Priest in the Assistant Rector, Christian Education Director, or Pastoral Care Director positions should be considered for the following levels of benefits:

Benefit	Annual Contribution
Medical Insurance	\$7,400 to \$10,800
Pension or Retirement Fund	\$3,000 to \$3,800
Continuing Education	\$1,000 to \$2,000

- The Rector or Senior Pastor should be considered for the following levels of benefits:

Benefit	Annual Contribution
Medical Insurance	\$9,500 to \$12,200
Pension or Retirement Fund	\$4,400 to \$6,000
Continuing Education	\$1,300 to \$2,300

Other benefits like Life Insurance and Disability Insurance may also be considered if the church has the financial ability to add additional benefits.

Many full-time clergy qualify for a housing allowance. Based on survey responses, on average, a housing allowance accounts for 30% of the position's total compensation. On average, base salary accounts for 70% of the position's total compensation.