

Guidelines for Compensation and Reimbursement of full time ordained ministers in the Pacific Northwest Conference of the United Church of Christ Rev. April 2009 Recommended by the Committee on Ministry

The purpose of this guideline is to assist churches and clergy in establishing fair and comparable compensation for full time ordained ministry throughout the Pacific Northwest Conference. The guidelines take into account the size of the church, the experience of the minister and the cost of living differences in the variety of geographical locations of the churches of our Conference.

The guideline also seeks to standardize the basic benefits, which every full time ordained minister can reasonably expect and to remind the churches that in addition to compensation there are costs associated with ministry that are the responsibility of the church.

Positions which do not pay the minimum set out by the guidelines will be considered proportionately part time. This allows the minister time to seek additional income. There may also be special factors that suggest the amount be greater than the indicated range.

The first part of this Guide will describe the various components of the compensation and reimbursement for ordained clergy. This will be followed by worksheets for the calculation of a compensation and reimbursement agreement between a local church and their called full time ordained minister.

It is to be noted that it is an advantage to both the church and the clergy to use existing tax benefits to maximize the compensation of clergy. Tax implications for clergy, which are different than for many other employees, complicate the understanding and reporting of compensation. Both the church and the clergy must keep clear records. Flexibility within the law to maximize tax benefits is encouraged. A church may want to consult with the Conference or a tax specialist who is trained in church and clergy taxes. As tax laws change frequently, the information provided in this Guideline is current up to April 1, 2009.

There are three parts to the compensation of Clergy. Gross Salary includes a salary and a designated housing allowance or the value of a furnished parsonage. Basic Benefits are based on Gross Salary or other recognized benefit options. The third part of compensation relates to time: vacation, study leave, sabbatical leave, maternity/paternity leave; sick leave; disability leave; and termination. Separate from and in addition to compensation, there are expenses of ministry for the church to reimburse. These include the cost of travel on church business, expenses of ministry and continuing education.

GROSS SALARY

In this guideline, “gross salary” refers to the amount of compensation that includes both a cash salary and a designated cash housing allowance or parsonage value. For income tax purposes, an ordained minister

is an employee of the church and must receive an annual W-2 statement on which the cash salary portion is reported. For social security purposes, an ordained minister is self-employed and pays 15.3% social security taxes on both the cash salary and a housing allowance or the value of a parsonage. There are separate worksheets for calculating compensation in churches providing a housing allowance (Worksheet A) and a parsonage (Worksheet B).

HOUSING ALLOWANCE

To be excluded from income, a housing allowance must be designated in official church records in advance each year. The amount can be changed during the year. The amount excluded from income for tax purposes for clergy housing is generous. It includes mortgage payments (interest and principal), utility costs, furnishing and repair costs. The limit is the amount designated that does not exceed the lesser of the actual cost or the fair market value. Tax deductions for a “home office” may be affected by a housing allowance exclusion. Applicable tax law and regulations need to be checked before an additional deduction is taken.

The amount of gross salary for full time ordained ministry receiving a housing allowance is determined by using the table in Worksheet A. If a parsonage is provided, use Worksheet B. If a parsonage is provided an additional Utilities Allowance is recommended as well as agreements on the care and maintenance of the property.

On worksheets A, the size of the church as reported in the current UCC Yearbook and the amount of ministry experience, advanced certification or degrees, or educational or vocational experience that is brought to the position identify a starting range for salary amount. Negotiation among the church, minister and conference will determine the actual starting amount within that range.

The next step is for the church to determine the geographical factor assigned to it. The Conference is divided into the following categories: Eastern Rural or Town, Eastern Urban, Western Rural, Western Town and Western Urban. Each category has a factor representing geographical differences in cost of living and housing. This factor is to be multiplied by the starting amount to determine the Gross Starting Salary. The minister then determines what portion of that amount should be designated as a housing allowance.

On Worksheet B for churches providing a parsonage, the size of the church as reported in the current UCC Yearbook and the amount of ministry experience, advanced certification or degrees, or educational or vocational experience that is brought to the position identify a starting range for salary amount. Negotiation among the church, minister and conference will determine the actual starting amount within the range.

The next step is for the church to determine the geographical factor assigned to it. The Conference is divided into the following categories: Eastern Rural or Town, Eastern Urban, Western Rural, Western Town and Western Urban. Each category has a factor representing geographical differences in cost of living and housing. This factor is to be multiplied by the starting amount to determine the Gross Starting Salary. 30% of the Gross Starting Salary or the fair rental value of the parsonage is designated as the Housing Allowance.

BASIC BENEFITS

The standard basic benefits to be paid by the church include retirement annuity, social security contribution, health and dental coverage for individual or family, disability and life insurance, and workers compensation. Other benefits may be negotiated or arranged for beneficial tax consequences.

United Church of Christ Pension Board Retirement Annuity This annuity is a fixed amount that is paid by the church each year for the minister's retirement. The recommended amount to be paid by all churches is 14% of the Gross Salary as defined in these guidelines. This amount includes both the cash salary and the housing allowance or the value of the parsonage furnished. A minister may make additional tax sheltered payments. Additional non-sheltered payments may also be made. The minister should consult with the Pension Boards for limitations on the amount of contributions.

Social Security Tax Employer Contribution Ministers are now considered by the IRS as employees for income tax purposes and are no longer permitted to file Schedule C Tax forms advantageous for self-employed persons. All churches pay 7.65% of gross salary for all other employees of the church. For social security purposes, ministers are still considered self-employed and they must pay 15.3% Social Security and Medicare taxes. As a matter of fairness, it is recommended that churches voluntarily pay the employer's half of this tax. It must be reported as income on a minister's W-2 form and the minister is responsible for making estimated quarterly tax payments due for income and social security taxes. The minister may request that the church withhold income tax and social security tax and make monthly 941 payments as is done for other employees. However the church must report the social security tax withheld as extra income tax and not FICA.

Group Comprehensive Health and Dental Insurance

It is strongly recommended that all ministers and their families be covered by the United Church of Christ Health Benefits Plan offered by the UCC Pension Boards. The UCC Health Benefits Plan offers basic medical coverage with a four-tiered rate structure; a three-tiered price structure for home delivery pharmacy service; lower reimbursements for services received from non-network providers; disease management program for cardiac, asthma and diabetes; stand-alone dental coverage; and two lower cost, higher deductible/out-of-pocket non-Medicare Health Plan options. A minister does not need to provide evidence of good health if s/he and dependents enroll within the first 90 days of eligibility. After that initial eligibility period, evidence of good health must be provided.

Long Term Disability and Life Insurance It is strongly recommended that all ministers be covered by the United Church of Christ Life Insurance and Disability Income Benefit Plan provided through the UCC Pension Boards. This plan protects both churches and ministers against the unpleasant and often costly conditions that arise when a minister becomes disabled. The 2004 Plan has three key parts: 1. A life insurance program, 2. A short-term disability program that can replace a portion of salary/housing compensation (80%) for up to five months, and 3. a long-term disability program that can replace a portion of salary/housing compensation (80%) when a disability continues beyond six months. Participation requires that the church is paying adequate UCC Pension Board dues for the minister. A minister does not need to provide evidence of good health if s/he enrolls within the first 90 days of eligibility. After that initial eligibility period, evidence of good health must be provided. The premium is 1.5% of salary (cash compensation plus housing allowance or parsonage value).

In case of disability the local church pays full salary/housing compensation until short term disability is established and the disability plan payments begin. The church will also pay the health/dental premiums and the pension payments until long term disability is established and those payments begin.

Workers Compensation When required by the State, the amount of this insurance, either paid to the appropriate state agency, or secured as a policy from the UCC Insurance Boards where permitted, is a cost of employment of a minister. This insurance pays for on the job injuries which are excluded from coverage in the Basic Health Plan. In the State of Washington this mandatory insurance is secured from the State Labor and Industries Board. A minister is rated as “clerical, administrative employee” like a paid organist, choir director, or church secretary. A separate higher rate exists for church custodians. Voluntary insurance is available for unpaid volunteers. The rate is multiplied by the number of hours worked and payable quarterly. The rate changes every year.

Other Financial Benefits

There are additional benefits which may be negotiated and provide tax benefits to ministers by legally using pre-tax dollars to pay for certain expenses. Clear records must be kept on these accounts and they are subject to IRS rules for reporting, reimbursement, and not carrying over from year to year. These benefits are not reportable as income on a minister’s W-2. Consultation with a tax specialist trained in clergy and church taxation can assure that such benefit accounts are set up correctly with proper personnel policy considerations for all employees.

Medical Care Reimbursements A church may adopt a Medical Care Reimbursement Plan or contribute to a qualifying Medical Savings Plan in addition to the basic benefit Group Health Plan to reimburse medical, dental, mental, vision, prescription or other medical expenses (including the Group Health Plan deductible expenses) which are not reimbursed by the employee’s group coverage. The amount budgeted for this category should be the amount reasonably useable in one year as it cannot carry over and accumulate from year to year (unless it is a qualified savings plan). The minister must account to the church for the expenses. Qualified payments under this plan are not taxable for income or social security purposes and are not reported on a minister’s W-2.

Dependent Care Reimbursement Account If your minister has small children or a frail parent or other dependant that requires paid care for your minister to work, the IRS Code allows an employer to set up a plan to reimburse employees for dependent care expenses up to an annual amount. Payments made to family members or unlicensed providers are not deductible. The minister must file special IRS forms and, when qualified, reimbursements are not taxed for income or social security purposes.

Life Insurance The UCC Pension Boards offers additional group life insurance. Contact the Pension Board for current values and rates.

AGREEMENTS ABOUT TIME

Professional Work Week Ministers are salaried professionals, which means that they are called to get a job done without reference to the number of hours worked. In ministry, in addition to emergencies that can come at any time, there is always more that can be done: another person to visit, another letter to write, more polishing on the sermon, another committee that needs to meet, another person requesting counseling. To maintain a fresh, energetic and healthy ministry, a church must encourage its minister to

seek a balance in her or his life among work, family and leisure. The church must provide not only adequate financial compensation, vacation and study time but must encourage time off weekly. It is suggested that 40 to 45 hours a week and 2 days off each week allow a healthy amount of time to do the work of ministry. This expectation should be discussed and negotiated at the time of call and reviewed annually. Such a standard does not imply that there should be overtime pay or additional compensation for working more than the stated hours. It does allow a minister to say “no” and to protect time off in non-emergency situations. It is also reasonable to expect ministers to account for how they spend their time to a Pastoral Relations committee or a Diaconate Board.

Some ministers use a “unit” system to gauge their work schedule. Each unit is a morning, an afternoon or an evening without regard for the number of hours in that time period. There are 21 units each week. 11-12 units constitute a full workweek.

Annual Vacation and Holidays It is recommended that a minister have at least one month paid vacation each year, including four Sundays, with complete freedom from all parish responsibilities during that time. To encourage the use of vacation time, a church may limit the amount of carryover days from one year to the next. Vacation days may be lost if not used. At the end of a ministry, accrued but unused vacation days are paid.

It is recommended that a pastor receive the following floating holidays (if services are scheduled on a holiday, another day is recommended): New Year’s Day, Martin Luther King, Jr’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day and the day after.

This will make it agree with what is in Worksheet A on page 10 and Worksheet B on page 14. Sick and Personal Necessity Days It is recommended that one day/month of service be accrued for sick days up to a total of 65 days during which full compensation and benefits will be paid. If agreed, sick days may be taken not only for the minister’s health but to care for a sick family member. Unused days have no value at the end of a ministry. 6 days/year of personal leave which are not carried over from year to year is recommended unless compassion dictates further extension. Personal and compassionate leave allows a pastor to be with his or her immediate family at times of special celebration such as weddings or graduations and at times of personal emergency or unusual family responsibility.

Camp Week The camp program of the Conference depends upon the participation and leadership of local church clergy. Every church is encouraged to include in the job description of their pastor at least one week (including Sunday) to participate as a leader or counselor in one of the summer camps at Pilgrim Firs or N-Sid-Sen.

Annual Study Leave Churches are strongly encouraged to make sure that time and financial assistance is provided for study and continuing education. This is essential for inspirational and creative ministry to occur, and is an investment in dynamic ministry for the whole church. A minimum of two weeks (in addition to vacation time and including Sundays) each year and from \$500 to \$1000 in an accountable reimbursement fund is recommended. The amount should take into consideration the distance required to travel to attend continuing education programs and the meals and lodging required to participate as well as tuition and book expenses. Study leave should not be allowed to accumulate and unused study leave has no financial value at the end of a ministry. The Conference annual Clergy Retreat, Annual Meeting

and required training seminars are not considered study leave but are part of the regular work time of a minister.

Sabbatical Leave Sabbatical leave is an important part of a minister's development. It enables the pastor to experience the kind of sustained training and personal renewal needed to be of greatest service in the church. It provides an opportunity both for the church and the pastor to reflect on present ministry and grow in vision for the future after a significant period of service. It is suggested that Sabbatical time accrue at the rate of two weeks/year of service up to a total of 12 weeks after 6 years. Accumulated Sabbatical time could be taken beginning after the fourth year of ministry. The leave is with full pay and benefits. A plan for the Sabbatical must be acceptable to both the church and the pastor. It might include academic or independent study, extensive travel, reflection and writing time or some project of interest. At least one full year of ministry in the church is expected after completion of a Sabbatical. Unused Sabbatical time would have no financial value at the end of a ministry.

The congregation is encouraged to deposit an agreed amount each year into an account to help finance Sabbatical time for both the church and the pastor.

Maternity/Paternity Leave When appropriate, it is recommended for a pastor and church to negotiate at the time of call maternity or paternity leave. This would apply equally to biological and adoptive situations. A leave of up to three months with full pay and benefits is recommended for a mother and up to one month with full pay for a father.

COSTS OF MINISTRY REIMBURSED BY THE CHURCH

Automobile or Travel Expenses A major portion of a pastor's professional expenses is incurred by using her/his own car for church business. Two possible ways of covering these expenses are recommended:

- a) The pastor is given the exclusive use of a church owned or leased automobile for church-related business use. If the car is to be garaged at the home of the pastor, the cost of commuting to the church and any personal use of the car must be figured and repaid by the pastor to the church or included as income on a W-2. The church provides a credit card to the pastor for fuel, servicing, and repair of the automobile. Other costs of travel, tolls, ferry fees, parking fees, bus, or other transportation should also be reimbursed from an accountable plan. The expenses must be for business purposes, reimbursement must be requested within a reasonable time and any advanced amounts in excess of the expenses must be returned within a reasonable time. Church owned automobile insurance is available through the U.C.C. Insurance Board.
- b) If the pastor uses his/her own car, the church should reimburse any miles driven for church business at the established IRS rate. An amount larger than the IRS reimbursement may be paid if the true cost of operating the particular automobile can be shown to be greater. Other travel related expenses should also be reimbursed in the amount incurred. Reimbursement must be from an accountable plan.

To set a church budget amount for travel, previous pastoral experience may be used. Style of ministry for the church and pastor may be taken into consideration. Is the pastor at the church or out in the

community? What are the distances to hospitals, meetings, parish homes and the frequency of such trips?. Costs from \$ 1000/year to \$ 3000/year are not unusual. The budget should be considered a target for planning purposes. If actual costs exceed the amounts budgeted; it is recommended that these costs be fully reimbursed.

Study and Sabbatical expenses An annual budget amount should be provided to a pastor for the purchase of books, tuition, lecture and seminar costs to encourage continuing growth and vitality in ministry for the congregation. Expenses incurred for these purposes up to an agreed amount should be reimbursed under an accountable plan. Amounts from \$500/year to \$1000/year are customary.

Ministry expenses These expenses are really a part of the operating costs of a church and it is recommended that they be reimbursed in full under an accountable plan. Because there may be some flexibility in whether or not to incur some of the costs, a reasonable amount may be set for budget purposes. These costs often involve the expectations of the church and the ministry style of the pastor. Expenses that are considered by a church to be ordinary and necessary for the performance of ministry include, but are not limited to, the following: out of town travel to church meetings; registration, meals and lodging for the Conference Annual Meeting and clergy events; professional materials like books, journals, papers, tapes, films, office supplies or equipment; business meals; entertainment and gifts for conducting church business and developing normal pastoral relationships; professional dues and fees for memberships in religious and civic organizations to represent the church; business use of the telephone, professional equipment, purchase and cleaning of clergy vestments, refreshments provided to youth groups, props for children sermons, costs for attending church functions, child care expenses when incurred for a minister and spouse to attend church functions for which the presence of the spouse is expected and vital to the continuing ministry of the church. A budget amount of \$ 500/year to \$ 3000 or more/year may be reasonable depending on the circumstances. Because unreimbursed business expenses for ministers are reduced significantly as deductions on tax schedules, it is always advantageous to both the minister and the church to maximize these reimbursements.

Moving expenses It is customary for a church to pay the reasonable moving expenses to relocate a minister and her or his family to the area of a local church when calling a pastor.

Pastoral Fees and Honoraria Traditionally to supplement inadequate pay, ministers have received extra compensation for special services like weddings, memorial services, baptisms and counseling. It is recommended that there be an agreement between the church and a pastor that includes consideration of when and for whom such fees or honoraria are expected and are self-employed income of the pastor. Many full time pastors provide all these services for members of the congregation without expectation of additional compensation. Some payment for these same services provided to non-members may be appropriately expected. Whether the payment goes to the church or the minister depends on the understanding each has of the job description of the minister. If it is an expected part of the ministry of a local church and handled within the normal workweek of the pastor, the church may be entitled to the payment. If it is understood to be voluntary and in addition to the regular workweek of the pastor, the pastor may be entitled to the payment. If the pastor is part time these services are most likely to be understood as additional compensation for the pastor.

Termination and Severance Compensation

The call to a pastorate is for an indeterminate period of time. It is usually provided that either the church or the minister may end the ministry with 60 days notice. A pastor resigns a call by a written letter to the

Church's governing board stating the intention to leave and setting a last day for service to the congregation that is at least 60 days from the date of the resignation letter. That period may include unused vacation time or the unused vacation time may be extended beyond the date of last service. There is no additional compensation for unused sick or personal necessity days, study leave or sabbatical leave.

When a church decides to terminate a ministry, for reasons other than a loss of ministerial standing, under the conditions set forth in its by-laws, a minimum of 60 days notice is to be given. The church and the minister, with the assistance of the Conference Minister and/or the Committee on Ministry, will negotiate termination dates and severance compensation that take into consideration the circumstances of the church and the minister. If a pastor's and her or his family is residing in a parsonage, a reasonable period of time will be allowed for them to make other housing arrangements and vacate the parsonage. When justified by the circumstances pay and benefits may be extended 3 to 6 months beyond the termination date or until such time as the pastor undertakes new employment.

Usually a minister residing in a church parsonage has 30 days beyond the end time of ministry to vacate the parsonage unless additional time is determined to be appropriate in the circumstances and agreed upon by the church.

Annual Review The total Compensation Agreement including salary, housing, benefits, and time agreements should be reviewed at regular intervals. If the present compensation is below suggested guidelines, it is recommended that a plan be agreed upon to move toward meeting guidelines within a reasonable time. Cost of living and merit increases should be considered annually in addition to alignment with the guidelines. The Housing Allowance amount must be determined by the minister annually and recorded in the minutes of an official body of the church. Reimbursement accounts should be adjusted annually to reflect anticipated costs for the coming year. Mileage reimbursement amounts are changed annually by the IRS and are announced in November for the following year. Workers Comp. basic fees also change annually. Other benefits and reimbursements might be considered in the place of increased cash salary because of the beneficial tax consequences.

Associate/Assistant Compensation Associate/Assistant Pastors should receive at least 65% to 90% of the Senior Pastor's salary, depending on position descriptions, scope of responsibility, length of service, experience and years in the ministry; with the expectation that, after 5 years in the position, the salary should be at least 75% of the cash salary of the senior pastor. The Associate Pastor salary should not be less than minimum guideline for a 251 member church in that geographic location.

WORKSHEET A

SALARY AND HOUSING ALLOWANCE

Calculation of Starting Gross Salary (includes salary and housing allowance)

Congregation size/ Pastoral Experience	Less than 75 members	Between 76 and 150 members	Between 151 and 250 members	Between 251 and 550 members	Over 550 members
1-4 years	35,700-40,800	38,200-45,900	40,800-48,400	43,400-51,000	45,900-53,600
5-15 years	40,800-48,400	45,900-53,500	48,400-58,700	51,000-61,200	53,600-70,700
Over 15 years	48,400-60,700	53,500-68,900	58,700-74,000	61,200-79,100	70,700-89,300

Select/negotiate starting amount from above table: _____

Find and enter geographic factor for local church _____

- Eastern Rural and Town = 1.0
- East Urban = 1.1
- Western Rural = 1.1
- Western Town = 1.2
- Western Urban = 1.3

Multiply starting salary by geographic factor: _____ = Gross starting salary

For beneficial tax purposes the gross starting salary must be divided between salary and a housing allowance designating for housing allowance the lesser of actual cost or fair rental value (including utilities, furnishings, maintenance and other allowable tax costs.)

Amount of Gross starting salary designated for Housing Allowance: _____

Calculation of Basic Benefits

Gross Starting Salary from above _____

United Church of Christ Pension Annuity (14% of Gross starting salary) _____

Employer's portion of social security tax (7.65%) _____

Workers Compensation tax (number of hours times annual state factor) _____

U.C.C. Health Plan _____

U.C.C. Disability and Life Insurance Plan (1.5% gross salary) _____

Worksheet A – page 2

Calculation of Additional Benefits

Optional Dependent Care Reimbursement Account _____

Optional Medical Reimbursement Account _____

Optional Life Insurance (PBUCC group policy) _____

Optional Other Benefit or Reimbursement Account _____

Total Compensation of Minister _____

Other Benefits

Full time position—Recommended: A full time workweek is considered to be a minimum of 40 to a maximum of 50 hours/week with 2 days off each week. The position is salaried so no overtime pay accrues. If the gross starting salary is below the compensation guideline the position is considered proportionally part time and the minister may seek additional employment.

Number of full time hours/week _____

Number of days off/week _____

Holidays—Recommended: 10 floating holidays each year
Number of Holidays each year _____

Sick and Personal Necessity Leave Recommended 12 sick days/year accumulating up to 65 days and 6 personal necessity days/year.

Number of sick days/year _____

Number of sick days which may be accumulated _____

Number of personal necessity days/year _____

Camp Week—Recommended: at least one week, including Sunday, spent as a leader or counselor at one of the Conference Summer Camps at Pilgrim Firs or N-Sid-Sen.

Camp week encouraged _____(yes/no)

Worksheet A -- page 3

Vacation—Recommended: 1 month paid vacation each year with a maximum carryover from year to year of 2 weeks. Vacation time accrues 1 week for each 12 weeks worked and up to 6 weeks unused and accumulated vacation will be paid upon termination.

Number of vacation days/year _____ including _____ Sundays
Maximum carry over days _____
Unused days will be paid at termination _____ (yes/no)

Study Leave—Recommended: 2 weeks/year with a maximum carryover from year to year of 1 week. Study leave must be used or lost each year and unused study leave has no financial value at termination.

Number of study leave days/year _____ including _____ Sundays
Maximum carry over days _____
Unused study leave compensated at termination? _____ (yes/no)

Sabbatical Leave—Recommended: two weeks at full salary/year of service accumulated until the 4th through 6th years when they may be taken in addition to vacation and study leave for the year in order to complete a plan of study, travel, and rest acceptable to both the church and the minister. It is expected that the minister will return to the church and complete at least one additional year of service to the church. A church may want to budget an amount equal to two weeks Gross Salary/year to be accumulated in a fund to be used to pay for ministerial coverage during Sabbatical time. Unused sabbatical time has no financial value at the time of termination. When appropriate and agreed upon sabbatical time earned at another church may be carried forward to a new position.

Amount of Sabbatical time _____ months after _____ years with full salary and benefits. Accrued Sabbatical time may be taken beginning after _____ years of service. Unused sabbatical time will be compensated at termination _____ (yes/no)

Maternity/Paternity Leave—Recommended: This benefit should be negotiated when appropriate and include both natural and adoptive parenting. A 3 month full salary or 6 month ½ salary is suggested for maternity leave. Up to one month at full salary is suggested for paternity leave.

Amount of Maternity/Paternity Leave _____ weeks
Paid at _____ (full/half/other) salary and benefits

Disability—Recommended: A church is expected to continue full salary and benefits in the event of disability until the PBUCC Disability or other Plan is in effect.

Sick Days—Recommended: 2 days/month accumulating up to 65 days. Unused days are not paid at termination.

_____ days/month accumulating up to _____ days
unused days will be paid at termination _____ (yes/no)

Worksheet A—page 4

Personal Necessity Days—Recommended: up to 6 days/year with no accumulation or payment for unused days at termination.

_____ days/year accumulating up to _____ days
unused days will be paid at termination _____ (yes/no)

Termination Notice and Pay—Recommended: A pastor will give 60 days notice of intention to end a ministry. A church will give at least 60 days notice of intention to end a ministry and negotiate a severance package with the minister and a Conference representative.

Pastor will give _____ days notice to end a ministry
Church will give a minimum of _____ days notice with full pay and negotiate severance pay with the minister and a representative of the Conference.

Reimbursements

Minister’s travel reimbursement (auto mileage at IRS stated rate or actual costs allowed by IRS; parking, ferry, auto rental, other travel costs. This must be an annual “use or lose it” account and should be considered an estimate only for budgeting purposes. Full reimbursement should be made for these costs)... _____

Minister’s Study and Conference reimbursement (This must be an annual “use or lose it” account for books, subscriptions, study and conference costs including tuition, registration, out of town housing, food and materials costs)..... _____

Cost of Ministry reimbursement (see discussion pages 6-7) _____

Annual Review of Compensation and Benefits—Recommended: Compensation, benefits and time are reviewed annually. If low on the guideline schedules a plan considered implementing guideline discussed along with consideration of cost of living and merit increases.

Compensation agreements will be considered _____

Moving Expenses—Recommended: that the church pay all reasonable moving expenses to relocate pastor to local church community

Moving Expenses up to _____ will be paid by the church.

WORKSHEET B

SALARY AND PARSONAGE

Calculation of Starting Gross Salary (includes salary and value of parsonage and utility allowances)

Congregation size/ Pastoral Experience	Less than 75 members	Between 76 and 150 members	Between 151 and 250 members	Between 251 and 550 members	Over 551 members
1-4 years	28,000-30,600	29,300-35,700	30,600-38,200	31,900-40,800	33,100-43,300
5-15 years	30,600-38,200	35,700-43,300	38,200-48,500	40,800-51,000	43,300-53,600
Over 15 years	38,200-48,500	43,300-56,100	48,500-61,200	51,000-63,800	53,600-71,456

Select/negotiate starting amount from above table: _____

Find and enter geographic factor for local church _____
 Eastern Rural and Town = 1.0
 East Urban = 1.1
 Western Rural = 1.1
 Western Town = 1.2
 Western Urban = 1.3

Multiply starting salary by geographic factor: _____ = cash salary

Calculate 30% of cash salary or fair market rental value of parsonage
 which ever is less _____ plus annual utility allowance of _____
 total _____ = housing allowance for social security purposes

Add housing allowance to cash salary _____ = gross starting salary

Calculation of Basic Benefits

Gross Starting Salary from above _____

United Church of Christ Pension Annuity (14% of Gross starting salary) _____

Employer's portion of social security tax (7.65%) _____

Workers Compensation tax (number of hours times annual state factor) _____

U.C.C. Health Plan _____

U.C.C. Disability and Life Insurance Plan (1.5% gross salary) _____

Worksheet B—page 2

Equity Sharing Fund (An amount contributed annually by the church and accumulated in a fund to be paid to the minister after termination of service and vacating the parsonage to compensate for lost equity from not owning a home while living in the parsonage and share appreciated value of parsonage during years of service. Recommended 3% of gross starting salary each year, paid at time of termination or when ownership of housing changes.

Equity Fund _____ per each year of service

Calculation of Additional Benefits

Optional Dependent Care Reimbursement Account _____

Optional Medical Reimbursement Account _____

Optional Life Insurance (PBUCG group policy) _____

Optional Other Benefit or Reimbursement Account _____

Total Compensation of Minister

Other Benefits

Full time position—Recommended: A full time workweek is considered to be a minimum of 40 to a maximum of 50 hours/week with 2 days off each week. The position is salaried so no overtime pay accrues. If the gross starting salary is below the compensation guideline the position is considered proportionally part time and the minister may seek additional employment.

Number of full time hours/week _____

Number of days off/week _____

Holidays—Recommended: 10 floating holidays each year

Number of Holidays each year _____

Sick and Personal Necessity Leave Recommended 12 sick days/year accumulating up to 65 days and 6 personal necessity days/year.

Number of sick days/year _____

Number of sick days which may be accumulated _____

Number of personal necessity days/year _____

Worksheet B -- page 3

Camp Week—Recommended: at least one week, including Sunday, spent as a leader or counselor at one of the Conference Summer Camps at Pilgrim Firs or N-Sid-Sen.

Camp week encouraged _____(yes/no)

Vacation—Recommended: 1 month paid vacation each year with a maximum carryover from year to year of 2 weeks. Vacation time accrues 1 week for each 12 weeks worked and up to 6 weeks unused and accumulated vacation will be paid upon termination.

Number of vacation days/year _____ including _____ Sundays

Maximum carry over days _____

Unused days will be paid at termination _____ (yes/no)

Study Leave—Recommended: 2 weeks/year with a maximum carryover from year to year of 1 week. Study leave must be used or lost each year and unused study leave has no financial value at termination.

Number of study leave days/year _____ including _____ Sundays

Maximum carry over days _____

Unused study leave compensated at termination? _____(yes/no)

Sabbatical Leave—Recommended: two weeks at full salary/year of service accumulated until the 4th through 6th years when they may be taken in addition to vacation and study leave for the year in order to complete a plan of study, travel, and rest acceptable to both the church and the minister. It is expected that the minister will return to the church and complete at least one additional year of service to the church. A church may want to budget an amount equal to two weeks Gross Salary/year to be accumulated in a fund to be used to pay for ministerial coverage during Sabbatical time. Unused sabbatical time has no financial value at the time of termination. When appropriate and agreed upon sabbatical time earned at another church may be carried forward to a new position.

Amount of Sabbatical time _____ months after _____ years with full salary and benefits. Accrued Sabbatical time may be taken beginning after _____ years of service. Unused sabbatical time will be compensated at termination _____ (yes/no)

Maternity/Paternity Leave—Recommended: This benefit should be negotiated when appropriate and include both natural and adoptive parenting. A 3 month full salary or 6 month ½ salary is suggested for maternity leave. Up to a month at full salary is suggested for paternity leave.

Amount of Maternity/Paternity Leave _____ weeks

Paid at _____ (full/half/other) salary and benefits

Disability—Recommended: A church is expected to continue full salary and benefits in the event of disability until the PBUCC Disability or other Plan is in effect.

Worksheet B—page 4

Sick Days—Recommended: 2 days/month accumulating up to 65 days. Unused days are not paid at termination.

_____ **days/month accumulating up to _____ days**
unused days will be paid at termination _____ (yes/no)

Personal Necessity Days—Recommended: up to 6 days/year with no accumulation or payment for unused days at termination.

_____ **days/year accumulating up to _____ days**
unused days will be paid at termination _____ (yes/no)

Termination Notice and Pay—Recommended: A pastor will give 60 days notice of intention to end a ministry. A church will give at least 60 days notice of intention to end a ministry and negotiate a severance package with the minister and a Conference representative.

Pastor will give _____ days notice to end a ministry
Church will give a minimum of _____ days notice with full pay and negotiate severance pay with the minister and a representative of the Conference.

Reimbursements

Minister’s travel reimbursement (auto mileage at IRS stated rate or actual costs allowed by IRS; parking, ferry, auto rental, other travel costs. This must be an annual “use or lose it” account and should be considered an estimate only for budgeting purposes. Full reimbursement should be made for these costs)... _____

Minister’s Study and Conference reimbursement (This must be an annual “use or lose it” account for books, subscriptions, study and conference costs including tuition, registration, out of town housing, food and materials costs)..... _____

Cost of Ministry reimbursement (see discussion pages 6-7) _____

Moving Expenses—Recommended: that the church pay all reasonable moving expenses to relocate pastor to local church community

Moving Expenses up to _____ will be paid by the church.

Parsonage Agreements (Recommended: Set out details of who cares for grounds, who pays for what repairs, who carries insurance for what, when parsonage will be vacated at end of ministry by resignation, termination by church or illness., and other matters of concern to both parties. Attach an additional sheet if necessary.)

Annual Review of Compensation and Benefits—Recommended: Compensation, benefits and time are reviewed annually. If low on the guideline schedules a plan considered implementing guideline discussed along with consideration of cost of living and merit increases.

Compensation agreements will be considered _____

WORKSHEET C (Do not use this worksheet if housing is a parsonage)

**Total Package Clergy Compensation, Basic Benefits and Reimbursements
(minimum level of full time compensation for category)**

Basic Compensation Package Church <76 members; 0-4 yrs. experience in ministry:

Eastern Rural/Town \$44,035

Eastern Urban/Western Rural \$47,828

Western Town \$51,621

Western Urban \$55,414

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$500)

Ministry Resources (recommended: \$1000)

Travel Reimbursement (recommended \$1000)

Total Cost of Ministry

Basic Compensation Package Church >76 members; 0-4 yrs. experience in ministry:

Eastern Rural/Town \$46,744

Eastern Urban/Western Rural \$50,808

Western Town \$54,872

Western Urban \$58,936

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$500)

Ministry Resources (recommended: \$1000)

Travel Reimbursement (recommended \$1500)

Total Cost of Ministry

Basic Compensation Package Church >151 members; 0-4 yrs experience in ministry:

Eastern Rural/Town \$49,453

Eastern Urban/Western Rural \$53,788

Western Town \$58,123

Western Urban \$62,458

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$750)

Ministry Resources (recommended: \$1500)

Travel Reimbursement (recommended \$2000)

Worksheet C—page 2 (Do not use this worksheet if housing is parsonage)

Basic Compensation Package Church >251 members; 0-4 yrs experience in ministry:

Eastern Rural/Town \$52,163

Eastern Urban/Western Rural \$56,768

Western Town \$61,374

Western Urban \$65,980

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$1000)

Ministry Resources (recommended: \$2000)

Travel Reimbursement (recommended \$2000)

Total Cost of Ministry

Basic Compensation Package Church >551 members; 0-4 yrs experience in ministry:

Eastern Rural/Town \$54,872

Eastern Urban/Western Rural \$59,749

Western Town \$64,625

Western Urban \$69,502

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$1500)

Ministry Resources (recommended: \$3000)

Travel Reimbursement (recommended \$2000)

Total Cost of Ministry

Basic Compensation Package Church <76 members; 5-15 yrs experience in ministry:

Eastern Rural/Town \$49,453

Eastern Urban/Western Rural \$53,788

Western Town \$58,123

Western Urban \$62,458

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$500)

Ministry Resources (recommended: \$1000)

Travel Reimbursement (recommended \$1000)

Total Cost of Ministry

Worksheet C—page 3 (Do not use this worksheet if housing is parsonage)

Basic Compensation Package Church >76 members; 5-15 yrs experience in ministry:

Eastern Rural/Town \$54,872

Eastern Urban/Western Rural \$59,749

Western Town \$64,625

Western Urban \$69,502

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$500)

Ministry Resources (recommended: \$1000)

Travel Reimbursement (recommended \$1500)

Total Cost of Ministry

Basic Compensation Package Church >151 members; 5-15 yrs experience in ministry:

Eastern Rural/Town \$57,581

Eastern Urban/Western Rural \$62,729

Western Town \$67,876

Western Urban \$73,024

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$750)

Ministry Resources (recommended: \$1500)

Travel Reimbursement (recommended \$2000)

Total Cost of Ministry

Basic Compensation Package Church >251 members; 5-15 yrs experience in ministry:

Eastern Rural/Town \$60,209

Eastern Urban/Western Rural \$65,709

Western Town \$71,128

Western Urban \$76,546

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$1000)

Ministry Resources (recommended: \$2000)

Travel Reimbursement (recommended \$2000)

Total Cost of Ministry

**Worksheet C—page 4 (Do not use this worksheet if housing is parsonage)
Basic Compensation Package Church >551 members; 5-15 yrs experience in ministry:**

- Eastern Rural/Town \$63,000
- Eastern Urban/Western Rural \$68,689
- Western Town \$74,379
- Western Urban \$80,068

Add Cost of Ministry Reimbursements

- Cont. Educ. and Conferences (recommended: \$1500)
- Ministry Resources (recommended: \$3000)
- Travel Reimbursement (recommended \$2000)

Total Cost of Ministry

Basic Compensation Package Church <76 members; 16+ yrs experience in ministry:

- Eastern Rural/Town \$57,581
- Eastern Urban/Western Rural \$62,729
- Western Town \$67,876
- Western Urban \$73,024

Add Cost of Ministry Reimbursements

- Cont. Educ. and Conferences (recommended: \$500)
- Ministry Resources (recommended: \$1000)
- Travel Reimbursement (recommended \$1000)

Total Cost of Ministry

Basic Compensation Package Church >76 members; 16+ yrs experience in ministry:

- Eastern Rural/Town \$63,000
- Eastern Urban/Western Rural \$68,689
- Western Town \$74,379
- Western Urban \$80,068

Add Cost of Ministry Reimbursements

- Cont. Educ. and Conferences (recommended: \$500)
- Ministry Resources (recommended: \$1000)
- Travel Reimbursement (recommended \$1500)

Total Cost of Ministry

**Worksheet C—page 5 (Do not use this worksheet if housing is parsonage)
Basic Compensation Package Church >151 members; 16+ yrs experience in
ministry:**

Eastern Rural/Town \$68,418
Eastern Urban/Western Rural \$74,650
Western Town \$80,881
Western Urban \$87,113

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$750)
Ministry Resources (recommended: \$1500)
Travel Reimbursement (recommended \$2000)

Total Cost of Ministry _____

**Basic Compensation Package Church >251 members; 16+ yrs experience in
ministry:**

Eastern Rural/Town \$71,128
Eastern Urban/Western Rural \$77,630
Western Town \$84,132
Western Urban \$90,635

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$1000)
Ministry Resources (recommended: \$2000)
Travel Reimbursement (recommended \$2000)

Total Cost of Ministry _____

**Basic Compensation Package Church >551 members; 16+ yrs experience in
ministry:**

Eastern Rural/Town \$81,965
Eastern Urban/Western Rural \$89,551
Western Town \$97,137
Western Urban \$104,723

Add Cost of Ministry Reimbursements

Cont. Educ. and Conferences (recommended: \$1500)
Ministry Resources (recommended: \$3000)
Travel Reimbursement (recommended \$2000)

Total Cost of Ministry _____

**INDEX BY CHURCH OF LOCATION FOR DETERMINING
GEOGRAPHIC FACTOR**

<u>Church</u>	<u>Location</u>
Anacortes, Pilgrim	WT
Bainbridge Island, Eagle Harbor	WU
Bellevue, Eastgate Cong'l	WU
Bellevue, First Cong'l	WU
Bellingham, First Cong'l	WU
Blaine UCC	WT
Carnation, Tolt	WT
Cathlamet Cong'l	WR
Cheney UCC	ET
Chewelah UCC	ET
Colfax, Plymouth	ET
Colville, First Cong'l	ET
Dayton, First Cong'l	
Deer Park, Open Door	
Eltopia UCC	
Everett, First Cong'l	WT
Federal Way, Wayside	WU
Ferndale, United	WT
Forks, First Cong'l	WT
Fox Island UCC	WU
Guemes Island Community	WR
Kirkland Cong'l	WU
Lakewood, Lakeview	
Lewiston, Cong'l-Presbyterian	EU
Loon Lake Cong'l	ER
Lummi Island Cong'l	
Malden Community	ER
Mercer Island Cong'l	WU
Metaline Falls Cong'l	ER
Monroe Cong'l	WT
Naselle Community	WT
Newport UCC	ET
Olympia CIC	WU
Olympia United Churches	WU
Peshastin UCC	
Pullman Community	ET
Quincy Community	ET
Renton, United Christian	
Richland, Shalom	EU
Ritzville, Zion Philadelphia	ET
Sammamish, Spirit of Peach UCC	WU
Seattle, Ala I Le Ola Church #5	

<u>Church</u>	<u>Location</u>
Seattle, All Pilgrims Christian	
Seattle, Admiral	WU
Seattle Alki	WU
Seattle, Broadview	WU
Seattle, Columbia Lakewood	WU
Seattle, Fauntleroy	WU
Seattle, First Samoan #1	
Seattle German UCC	WU
Seattle, Japanese Cong'l	WU
Seattle, Keystone	WU
Seattle, Magnolia	WU
Seattle, Normandy Park	WU
Seattle, Pilgrim	
Seattle Plymouth	WU
Seattle, Prospect	WU
Seattle, Samoan #2	
Seattle, Samoan #3	
Seattle, Samoan #4	
Seattle, St. Paul's	WU
Seattle, Taiwanese	WU
Seattle, University	WU
Shoreline, Richmond Beach	WU
Spokane, Shalom	EU
Spokane, Westminster	EU
Spokane Valley, Veradale UCC	ET
Suquamish UCC	WU
Tacoma, CCC of Am. Samoa	
Tacoma, First Samoan CCC	
Tekoa, United Church	ET
Tonasket Community Church	
Toppenish, Christian Cong'l	ER
University Place, United Church	WU
Walla Walla, First Cong'l	EU
Wallace, UCC-Cong'l	ER
Wenatchee, Sunnyslope Church	ET
Woodinville, Northshore UCC	WU
Yakima, United Christian Church	EU

New Church Starts

Fairbanks

Seattle, Bethany