

GUIDELINES
FOR
CLERGY COMPENSATION
(Adopted May 2019)

Committee on Ministry
Clergy Compensation Guidelines
Editing Group

CENTRAL PACIFIC CONFERENCE
UNITED CHURCH OF CHRIST

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Introduction

The relationship between an authorized minister and a congregation or other setting of ministry is profoundly multi-faceted, having pastoral, personal, ecclesiastical, and spiritual dimensions. These compensation guidelines are put forth by the Committee on Ministry in order to honor and value authorized ministers and create an environment of best practices for the ministers and ministry settings of the Central Pacific Conference, United Church of Christ.

The procedures and recommendations offered here are guidelines rather than requirements, worthy goals rather than arbitrary mandates. In the UCC each local congregation sets personnel policies and salary levels. Usually the minister's compensation package is based on a budget developed by the church governing board or finance committee and ratified by a congregational meeting. Compensation for ALL local church employees should be fair and just, taking into consideration the size of the church and the employee's experience, skills, and education. Other factors that churches typically consider are the church's income, special needs, supply and demand, and the geographical location.

In spite of best intentions, some congregations, because of a smaller membership or financial constraints, may be unable to provide sufficient compensation for full-time pastoral service. Congregations in these circumstances are encouraged to meet with the Conference Minister to review their situation and to consider creative alternatives, such as the calling of a part-time, bi-vocational, or lay minister and/or sharing a minister with another congregation. A congregation should not expect a minister to work full-time for part-time compensation. In the case of some ministers, a phased or one-time compensation adjustment might be considered to bring them into line with the Compensation Guidelines. Sometimes, satisfactory alternatives to salary guidelines may be negotiated with clergy. Such alternatives may include additional vacation, study leave, days off, or other benefits. Churches that are not able to approach guideline standards should consider options for part-time ministries that fit their budget while treating their ministers with fairness, justice, and integrity. Recommendations specific to part-time ministers are listed in *italics* in this packet.

Beginning in 2019, Committees on Ministry throughout the United Church of Christ will be guided by a new edition of the Manual on Ministry (known as "MOM"), which regulates the polity and practices of the UCC pertaining to ordained ministry. The new MOM introduces several changes that may affect the ministry of local churches in the CPC. For example, the categories of Licensed Ministry and Commissioned Ministry are being phased out, to be replaced by Lay Ministerial Standing. These and other changes may offer new options to congregations with members who could qualify as Authorized Ministers of the UCC. For more information about the new Manual on Ministry, contact the CPC Committee on Ministry or the Conference Minister.

Ministers serving in non-congregational settings are authorized through a Four-Way Covenant involving the individual, a calling body, a local church, and a Conference or Association representing the United Church of Christ. Such positions (for example: chaplains, counselors, certain faculty and administrators, non-profit organization and social service agency staff, and denominational leaders) are often subject to institutional compensation guidelines that differ

from those recommended here. While this document is primarily intended to help congregations plan compensation for their ministers, it can also be a useful guideline or point of comparison for individuals serving with calling bodies in a variety of other ministry settings.

2019 Compensation Guidelines

The last major review and rewriting of the CPC Clergy Compensation Guidelines was undertaken in 2013. We have reason to believe that the Guidelines are increasingly being utilized by our congregations and ministers. Between 2012 and 2018 CPC clergy compensation moved upward from 28th to 20th place among the 38 Conferences of the UCC. During this same period, the average clergy salary in the CPC increased by nearly 16½% from \$49,425 to \$57,548. Although the Guidelines have been improved and updated annually, the Editing Group has always expected to do another major review and rewriting after five years.

Our work on these 2019 Guidelines began in summer 2018. We evaluated the compensation offered to clergy by the churches in our own Conference and consulted with the UCC Ministerial Excellence, Support and Authorization Team (MESA), and the UCC Pension Boards. We researched the compensation guidelines of other United Church of Christ Conferences, as well as those being used by selected other denominations and judicatories in our geographic region. For our 2019 CPC Guidelines, we adapted and employed useful concepts, innovations, and language from a number of excellent sources.

As we have done since 2013, the Housing section (pages 8-9), as well as the Benefits, Reimbursements, and Paid Leave sections (pages 10-15) are coordinated with MESA's latest (2017) Sample Call Agreement, so that the compensation resources available from the UCC and CPC websites will be consistent. For our 2019 Guidelines, the congregational membership categories and the recommended salary steps found on pages 6 and 7 have been reconfigured to more accurately reflect the demographics and practice of pastoral ministry in the CPC.

A number of our sources are questioning the practice of some congregations that hire "assistant" ministers with the expectation that these can be paid less than duly-called "associate" ministers, even though the work performed is similar if not identical. This practice is neither fair nor just, and for these reasons the CPC Clergy Compensation Guidelines will no longer recognize any difference between assistants and associates as far as compensation is concerned. Moreover, we strongly recommend that as a "best practice" CPC congregations should phase-out the hired "assistant minister" category entirely.

Finally, "best practices" also includes fair and just compensation for non-ministerial staff such as administrators, musicians, educators, and custodians. Many of these will be "non-exempt" employees and subject to state or federal minimum wage laws. The jurisdictions represented in the Central Pacific Conference have different rules regarding the minimum wage and who qualifies for it. It is best to check with your state government and/or qualified local advisors for legal requirements.

How to Determine Ministerial Compensation

The initial compensation package of a newly called minister is customarily negotiated by the search committee within budget parameters determined by the finance committee and the governing board. Included in the agreement will be salary, housing, benefits, reimbursements and other considerations, with reference made to current CPC Guidelines and the latest MESA Sample Call Agreement.

The total compensation agreement should then be reviewed regularly, at least annually. If the present compensation is below the recommended guidelines, it is suggested that a plan be agreed upon to move toward meeting guidelines within a reasonable time. Cost of living adjustments should be considered annually in addition to alignment with the guidelines. The IRS requires that the portion of a minister's compensation to be considered as "housing" for tax purposes must be requested by the minister annually and recorded in the minutes of the church's governing board.

Reimbursement accounts should be adjusted annually to reflect anticipated costs for the coming year. Mileage reimbursement allowances 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.

It is recommended that in each church, a small, select subcommittee responsible to the governing board – including representatives of the committees responsible for personnel, finances, stewardship, and pastoral support – be given the task of reviewing clergy compensation. The minister(s) should be consulted in the course of this review. Compensation reviews and proposals should not be made by a budgetary, pastoral relations, or personnel committee alone.

Please be aware that because federal tax structures (IRS and Social Security codes) are unique for ministers, and because each minister's family dynamics and needs differ, the compensation package should be allocated in consultation with the minister so as to maximize their income [see Worksheet, pg. 16]. Churches are encouraged to first calculate the total compensation to be allocated, and then in consultation with the minister to re-allocate the individual line items.

Clergy tax advisors strongly recommend that UCC clergy be classified as employees and given a W-2 form by the church. Ministers should not file Schedule C for the regular income received from the church. For Social Security and Medicare, however, clergy are considered self-employed by the IRS and must file Schedule SE. On the W-2 form there is a space for the church treasurer to report the minister's housing allowance. This should be listed in Box 18 as "non-taxable housing allowance."

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I. COMPENSATION

A. Cash Salary

The following chart provides guidance for determining the cash salary of full-time ordained ministers in a local church setting. According to figures from the Pension Boards' 2018 Salary Study, the Central Pacific Conference average salary of \$57,548 ranked very close to the median point of clergy salaries throughout the United Church of Christ

The chart below presents salary guidelines related to the membership of a church with various Steps within each membership category. The Steps relate to experience, responsibilities, special skills, advanced degrees or certifications, appropriate non-ministerial life experience, and other factors deemed important for salary calculations. If the actual cash salary of a minister (before any re-allocation of funds to other line items) is below that of the applicable membership size and Step, the position may be considered to be less than full time.

The salaries listed in the chart are for all ordained ministers (solo, senior, associate, or lay, including youth ministers, ministers of Christian education, ministers of faith formation, and similar positions).

Part time ministers should be paid the percentage of their position: for instance, half-time position paid at 50% of the equivalent full-time ranking.

Suggested Minimum Cash Salary for 2019 (Includes 2.8% Social Security-based cost of living adjustment, see page 9.)

**Salary Steps below do NOT include housing allowance,
parsonage, or benefits)**

Church Membership	Learning Step	Advancing Step	Proficiency Step	Mastering Step
Under 60	\$30,000	\$36,000	\$48,000	----
60-110	\$34,000	\$40,000	\$52,000	\$64,000
111-180	\$38,000	\$44,000	\$56,000	\$68,000
Over 180	----	\$48,000	\$60,000	\$72,000

Guide to the Steps

Cash salary guidelines are based upon the reported membership of the congregation and the skills, education, and experience of an ordained minister, regardless of title or leadership role. Please note:

- The preceding chart suggests a salary range within each Step, varying with the size of the congregation. The range begins with the suggested amount listed and increases until reaching the amount listed for the next Step (for example, the range for the Learning Step of a church with under 60 membership is \$30,000-\$35,999.)
- A summary of the growth in experience and practice of ministry expected within each Step is provided below. The “Marks of Ministry” available through the UCC website (www.ucc.org) also offers a wide-ranging interpretation of the gifts, skills, and responsibilities of expected of ordained ministers in the United Church of Christ.
- Truly outstanding performance in ministry may merit a raise in salary within the appropriate range, or even an advancement to the next Step.
- An adjustment should be considered for ministers who have received less than adequate increases in the past year(s).

Learning Step = 0-5 years of active ministry. Starting out with little ministerial or applicable life experience; gaining essential skills and insights in the practice of ordained ministry.

Advancing Step = 5-15 years of active ministry and/or applicable life experience. Has developed the necessary abilities and background to function capably within a solo pastorate or comparable ministerial role, including staff supervision.

Proficiency Step = 15-25 years of active ministry. In addition to high-level functioning in all aspects of ministry, has acquired special skills through ministerial practice, life experience and/or advanced degree(s). Effectively manages the responsibilities of a solo or senior pastor, including staff supervision.

Mastering Step = 25 or more years in ministry including applicable life experience. Expertly handles executive responsibility, shares ministerial wisdom, and exercises distinguished leadership. Valued as a mentor and spiritual resource by the Conference, the denomination and the wider community.

B. Housing

For authorized ministers, the cost of housing will be a part of the minister's compensation package. After the theoretical salary and housing compensation are agreed upon, the minister may choose to re-allocate that total compensation in a more beneficial way for their particular economic circumstances, in accordance with the IRS tax code (see page 4).

- 1) If a **parsonage** is provided, full utilities, basic telephone/internet service, and maintenance costs are to be paid by the church. Furthermore, it is recommended that the church consider an **equity development plan** for ministers living in a church-owned home. Toward this end, it is suggested that a church provide an amount equal to 3%-5% of the minister's **salary basis** [see below] to be invested for the minister's benefit in one of the following ways:
 - as an additional contribution to the UCC annuity fund,
 - in an IRA, or a TSA (through the Pension Boards UCC),
 - in another agreed upon investment vehicle.

A minister who is furnished a parsonage may exclude from income the fair rental value of the parsonage, including utilities. However, the amount excluded cannot be more than the reasonable pay for the minister's services. For more information, see IRS Publication 517.

[In the case of a parsonage, the recommended “**salary basis**” for UCC Pension Board purposes = cash salary + either the value of comparable rental housing in the area or the value of housing calculated at 30% of salary, whichever is higher.]

- 2) If a **housing allowance** is provided, the amount received should permit the minister to buy, furnish, and maintain a median-priced house in the church community. A suggested housing allowance should be approximately 1% per month of the value of the median-priced standard 3-bedroom home in the community. This figure is estimated to cover the costs for a 30-year mortgage at 5% interest, with a 20% down payment, along with other related housing costs: utilities, furnishings, property taxes, maintenance, insurance, etc.

The congregation and minister should reach agreement on whether or not it is essential for the minister to live in the church community. The scope and meaning of “the church community” as referenced above is open to interpretation, and should be thoroughly discussed by the congregation and the minister. Congregations in small to medium-sized towns may wish to consider the entire town to be the “church community” and will determine the value of median-priced house on a town-wide basis. Congregations in larger cities that draw from many different neighborhoods may wish to use a city-wide median value, or perhaps an average that includes several nearby neighborhoods. Congregations that serve mainly a single neighborhood or a few neighborhoods in a larger city may want to base their housing value on a more limited portion of the wider community. Local realtors, chambers of commerce, county housing authorities, and online databases can be helpful in estimating the value of a median-priced house in the

church community. To insure consistency, it is recommended that a single reliable source of up-to-date housing information be selected and referred to annually.

According to the IRS, the value of the annual housing allowance must be formally approved at the annual meeting of the church or by the appropriate church board each year prior to receipt of the allowance by the minister. The approval must be officially recorded in church minutes and be retained in the church files.

A minister who receives a housing allowance may exclude the allowance from gross income to the extent it is used to pay expenses in providing a home. Generally, those expenses include rent, mortgage, utilities, repairs, and other expenses directly relating to providing a home. For more information, see IRS Publication 517.

[In the case of a housing allowance, the recommended “**salary basis**” for UCC Pension Boards purposes = cash salary + housing allowance.]

Suggested Formula:

Value of median-priced three-bedroom house x 1% x 12 = Housing Allowance

- If a median-priced house in the community is \$100,000, the church’s minimum housing allowance would be \$100,000 x 1%, or \$1,000 per month. (\$12,000 per year).
 - If a median-priced house in the community is \$200,000, the church’s minimum housing allowance would be \$200,000 x 1%, or \$2,000 per month. (\$24,000 per year).
 - If a median-priced house in the community is \$250,000, the church’s minimum housing allowance would be \$250,000 x 1%, or \$2,500 per month. (\$30,000 per year).
- 3) For churches that cannot provide either a parsonage or a sufficient housing allowance to purchase a home in the community, a home (house or condo) for the minister might be leased or rented. Full utilities, basic telephone/internet service, and maintenance costs are to be paid by the church. An equity development plan, described above under “parsonage,” should be included.

C. Cost of Living Adjustment (COLA)

It is recommended that each year ministers receive a cost of living adjustment based on the annual federal COLA as applied to Social Security payments. This calculation is released in October for the following year, and may be viewed at <https://www.ssa.gov/cola/>. The increase applies to the salary basis (cash + housing) as defined on pp. 8 and 9.

NOTE: The Cost of Living Adjustment (COLA) is not a performance-based raise in pay. Instead, its purpose is to prevent the minister’s salary from inadvertently decreasing due to inflation and higher costs of living. A merit increase above and beyond the COLA may be warranted for exceptional leadership and service.

D. Social Security Offset

Since clergy are treated as self-employed for social security purposes, ministers must pay the full current 15.3% on the salary basis. To equate social security for ministers with regular employees, it is recommended that churches pay to the minister a social security allowance of 7.65% of the minister's salary basis or, where a parsonage is provided, 7.65% of fair market rental value plus cost of utilities for social security. This is taxable income, which must be reported on a minister's tax returns.

II. BENEFITS

Benefits are provided for authorized ministers as an expense of the ministry setting. The various benefit plans of the UCC are designed to assist in financial security during the years of ministry and the years of retirement. Detailed information about the Annuity Fund, UCC Health and Dental Benefit Plan, Life Insurance & Disability Income Benefit Plan, and the Flexible Spending Accounts are available from the UCC Pension Boards (www.pbucc.com). Participation in the Pension Board plans requires at least half-time employment.

A. Annuity Fund

Quarterly contributions to the Annuity Fund, an IRS 403(b) tax-deferred annuity administered by the UCC Pension Boards, are a customary part of the compensation package for UCC clergy. The annuity payments are made by the ministry setting directly to the UCC Pension Boards. Local churches pay a recommended contribution of 14% of salary basis. [For a description of salary basis, please see page 7.] A percentage higher than 14% may be agreed upon by the church, the minister, and the Pension Boards.

Additionally, clergy have the option of making personal contributions on a before-tax basis.

B. Health and Dental Insurance

The UCC Health Benefit Plan provides medical and dental insurance to pastors and their families and is a customary part of the compensation package for UCC clergy. Clergy who work at least 20 hours a week are eligible to participate in this plan administered by the UCC Pension Boards. If the minister desires health and dental insurance, the ministry setting should provide one of the following options:

- 1) quarterly payments for the full cost of the annual premium paid directly to the Pension Boards;
- 2) payments not to exceed the UCC annual premium applied to the cost of a comparable plan of another insurer;

NOTE: Despite cutbacks and limitations imposed by the U.S. Congress and state legislatures, Affordable Care Act healthcare exchanges are open in the states served by the Central Pacific Conference. These exchanges present new options to churches and clergy, but carry costs and compromises. Through the ACA, subsidies are available that may lower premium and out-of-pocket costs; however, the ACA excludes clergy and lay employees from accessing these subsidies if they participate in a church health plan, such as the UCC plan. In addition, each exchange has particular network availability, premiums and deductibles, and schedules of benefits. It is important, if churches explore ACA options, to fully understand what these options mean to clergy and their families. Please contact the Pension Boards for the latest info on ACA legislation.

Because local churches and conferences are in covenant with the UCC, it is recommended that all ministry settings utilize the UCC Health and Dental Plan. This Plan is reviewed annually to adjust contributions to cover claims for benefits, and to adjust benefits as necessary to keep the cost affordable. Actual health and dental rates are available from the Pension Boards by October 1 for the following year. In addition, clergy who participate in the UCC Health and Dental Benefit Plan can continue their coverage uninterrupted as they move from one ministry setting to another.

NOTE: For employees in their first employment relationship with the UCC, application for medical coverage must be made within the first 90 days of employment and does not require a statement of health. Those who apply after 90 days or after a break in UCC coverage will be required to complete a statement of health.

The Conference recommends that local churches pay 100% of the medical premium for full-time ministers and their families.

Individual and family premiums should be covered at 100% for ministers working $\frac{3}{4}$ time or more. Those ministers working less than $\frac{3}{4}$ time should have a percentage of their coverage paid based on the percentage of full-time hours worked. For example, $\frac{1}{2}$ time employees should receive 50% of their individual and family premiums paid.

Optional Vision benefits may be purchased by the employee.

C. Flexible Spending Account (FSA)

Through the Pension Boards, ministry settings participating in the UCC Health Benefit Plan may establish Flexible Spending Accounts (FSA) for clergy. These accounts can provide clergy with tax savings for eligible medical and dependent care expenses. Aside from a modest initial set-up fee, there is no added cost to a local church, as the accounts are funded by the minister's voluntary salary redirection. The accounts operate on a "use it or lose it" basis, so clergy should carefully estimate their expenses if they utilize these accounts. Estimate worksheets are provided by the Pension Boards.

D. Life Insurance and Disability Insurance (LIDI)

The UCC Life Insurance & Disability Income (LIDI) Benefit Plan provides a short-term disability benefit, long-term disability insurance, and decreasing term life insurance for ministers. The annual premium is 1.5% of salary basis. [For a description of salary basis, please see page 7.]

- 1) Short-term disability benefits replace 60% of salary and housing after 30 days of disability, continuing for 22 weeks.
- 2) Long-term disability benefits are payable after 6 months and replace 60% of salary and housing, and may continue to the age of 65 if the disability continues.
- 3) Term life insurance on a minister's life ensures that survivors have some financial protection in the event of a minister's death.

Members of the LIDI plan have the opportunity to purchase additional term life insurance for themselves and their dependents at favorable group rates.

E. Workers' Compensation

Churches as employers are required by law to provide Workers' Compensation Insurance for all employees, including clergy. Coverage is available through agents authorized by the Conference Board of Directors and listed in the Conference Directory, as well as through other local sources.

For further information on this and other employment responsibilities consult "The Church As Employer and Small Business," a publication of the Central Pacific Conference.

F. Minister Liability Insurance

Each ministry setting is encouraged to purchase minister liability insurance if this is not already included in the church's current insurance policy, so as to protect the church and its employees in the event of a lawsuit. This insurance is standard in the policies underwritten by the United Church of Christ Insurance Board (UCCIB.)

G. State Unemployment Insurance

Churches in Oregon, Washington, and Idaho are not exempt from contributions to State Unemployment Insurance. The tax must be paid on wages of clergy and other employees. For information as to the requirements for this tax, see your State Department of Revenue publication.

III. REIMBURSEMENTS

Ministers incur a variety of professional expenses as they carry out the work of the church. Each ministry setting and minister should collaborate in clearly defining such expenses and establishing detailed accounting procedures and appropriate budgetary lines for their reimbursement. It is important that these allowances be adequate so the minister is not in the position of subsidizing the congregation by covering such expenses from her or his own salary.

A. Background Check

The UCC's Ministerial Excellence, Support and Authorization Team [MESA], requires all clergy to submit a criminal background check in order to circulate their profile. It is incumbent on the local ministry setting to reimburse the called minister for this out-of-pocket expense, currently \$160 [as of May 2019].

B. Moving Expenses

It is customary for the local church to pay the reasonable moving expenses to relocate a minister and his or her family to the area of a local church when calling a minister, including the expense of one advance home hunting trip. Limits should be negotiated between the called minister and calling body and set in advance. Multiple moving bids should be sought.

C. Automobile Reimbursements

Ministry settings are obligated to reimburse ministers for the use of their personal vehicle for church purposes, including parking and toll costs. The mileage reimbursement rate is set annually by the Internal Revenue Service. Churches should reimburse at the IRS rate, and the minister must keep accurate records of all miles traveled for business use.

D. Professional Expenses

Professional expenses may include office supplies, books, magazines, journals, travel expenses (non-automobile), meal expenses, ministry-specific attire, as well as registration and housing for Central Pacific Conference, national UCC, or ecumenical meetings. It is recommended that provision be made in the church's budget for reimbursement of these expenses, up to \$1,500 annually.

Recommended reimbursable professional expenses for part time positions = \$1,000.

E. Continuing Education

Providing clergy with opportunities for continuing education is essential for the health and vitality of both the minister and his or her ministry setting. This includes both financial support to attend conferences, retreats, or other educational opportunities pertinent to his/her ministry as well as time away from his/her regular ministerial duties. Specific continuing educational

experiences should be determined mutually by the minister and church leaders. A minimum of two weeks paid leave including Sundays, and \$1,000 per year is recommended. Continuing education time does not accrue from year to year.

Continuing education reimbursement recommended for part time positions = \$1,000 and two weeks paid leave including Sunday for ¾ time positions, \$500 and one week paid leave including Sunday for ½ time and ¼ time positions.

F. Cell Phone and Office Provisions

In our connected age, most local churches have the expectation of their minister using a smartphone or cellular device. Most authorized ministers prefer to hold this account in their own name, though some churches may use a corporate plan. Where ministers use their own plan and connectivity is an expectation of the local church, a portion of the monthly charge for their personal device should be reimbursed by the church. Each minister and congregation should agree on a monthly reimbursement amount.

Pastoral ministry also requires certain environmental considerations, such as technology and office space. The local church should provide full-time ministers with up-to-date computer equipment and software, as well as a reliable internet connection. In addition, the local church should provide a dedicated office space for the minister. In the event that a local church does not have a facility of its own, then it may provide the minister with a membership at a coworking venue, lease other private office space, or negotiate with the minister for an appropriate allowance for a home office.

Cell phone and office provisions for part-time positions should be negotiated based on the expectations of the particular position.

IV. PAID LEAVE

A. Holidays

Ministers are expected to observe federal and state holidays, including New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a weekend, generally the following Monday is observed as a church holiday. An alternative holiday may be taken if a minister is involved in official duties on an observed holiday or if a holiday falls on a minister's designated day off. Unused holidays cannot be deferred to the following year.

B. Vacation

It is recommended that the church provide 4 weeks of vacation during each 12 months of service. Service to the wider church (see item **D.** below) is not construed as vacation time. Usually vacation time does not carry forward from the period within which it is earned. Unused vacation time is payable upon termination.

The vacation time recommended for part-time positions is also four weeks, including four Sundays, with a week representing the agreed-upon work week for a $\frac{3}{4}$ time, $\frac{1}{2}$ time, or $\frac{1}{4}$ time position. Vacation time is different from designated Sundays-off each month.

C. Sick and Personal Leave

It is recognized that life is not always predictable or within a minister's control. Therefore, leave should be available for special circumstances. We recommend that ministers receive sick leave for an illness or injury that prevents the minister from working. A minister may also use sick leave to care for a family member who is ill or injured. Sick leave should accrue at the rate of 1 day per month. A minister may accrue up to 60 days of sick leave. Unused sick leave is not payable at the time of termination. Personal leave may be negotiated for up to 5 days per incident, not to exceed 10 days per 12 months of service. Personal leave does not accrue and is not payable on termination.

D. Community and Denominational Leadership

Clergy are often called upon to offer visible leadership to the outreach of the local and wider church through denominational work, such as Conference meetings, denominational committees, summer camp volunteering, and clergy conferences, as well as through ministries of public witness, spiritual care, emergency response, ecumenism, service, education, advocacy and action for social justice and community transformation. Churches should encourage and support ministers in this work. These times should not be considered vacation or study leave, but an extension of the church's ministry.

E. Civic Service Leave

It is recommended that ministers be granted leave for jury duty and receive full compensation for up to 14 days. Compensation for jury duty service should be the difference between regular compensation and the jury duty per diem allowance.

It is recommended that ministers who are regular full-time or part-time who are members of a US Military Reserve or National Guard Unit be excused from work when called to military duty or training in compliance with Federal and State laws affecting military leave.

F. Parental Leave

It is recommended that parental leave be extended if the minister and the minister's family experience the birth or adoption of a child. Parental leave should be available for a total of 12 weeks with full salary and benefits. Vacation and sick leave continue to accrue when parental leave is taken. Parental leave does not accrue and unused leave is not payable on termination.

G. Sabbatical Leave

The concept of sabbatical, rooted in scripture, offers a time of sustained study, travel, and personal and professional renewal, enabling ministers to be of greater service within their ministry setting over time. Sabbatical leave is generally three months long, granted after five years of service. Full salary, housing, and benefits are paid during the sabbatical time. It is strongly recommended that all local churches grant sabbatical leave.

It is recommended that part-time ministers be eligible for two months of sabbatical leave after seven years of service.

Sabbatical leave is not the same thing as vacation. Before a sabbatical leave is granted, a minister should present a proposal outlining the benefits to both church and clergy. Upon return, the sabbatical experience should be reported to the congregation. Following a sabbatical, it is expected that ministers will remain in service at their ministry for at least one full year, or negotiate reasonable reimbursement with the ministry setting.

Ministry settings are encouraged to set aside, in their annual budget, funds that when taken together are sufficient to meet the total cost of providing pastoral services during the sabbatical leave. Ministers are encouraged to take sabbatical leave on the recommended intervals whenever possible. Sabbatical leave may be carried over, but it does not accrue and is not payable upon termination.

V. OTHER CONSIDERATIONS

A. Weekly Schedule

The demands of church life come at all hours of the day and night, and ministers are often required to give attention 24/7 to matters beyond their control. A ministerial work schedule will average 40-50 hours weekly, understanding that additional hours may be required but will be examined if an excess of 55 hours per week begins to seem normative.

Congregations are encouraged to wholeheartedly support the need of their ministers to take time for self-care on a regular basis. Ministers are asked to faithfully manage 2 days off per week for rest and rejuvenation. It is both appropriate and advisable to negotiate extra days off following the heavy ministerial workload associated with Easter, Thanksgiving, and Christmas.

Part-time ministers are asked to faithfully manage a 10-12.5-hour work week (¼ time position) a 20-25-hour work week (½ time position), or a 30-37.5-hour work week (¾ time position). It is recommended that the congregation and its part-time minister agree in advance as to the 3-5 days each week (respectively) when the minister will be available, allowing for the occasional emergency.

B. Evaluation

An evaluation every three years at minimum serves both the minister and the congregation. The literal meaning of evaluation is “to give value,” and a thoughtful, systematic, recurring process of reflection and discernment can help to clarify and focus goals, expectations and relationships.

A supportive and knowledgeable pastoral relations committee should work with the minister to develop and implement a mutually acceptable evaluation process that provides opportunities for self-assessment, review of pastoral goals and areas of emphasis, reflection on working relationships, recommendations for improvement, and envisioning of future pastoral goals and areas of emphasis. Because “pastor” is a role and a calling as much as a job, many evaluation models taken from secular settings do not work well for these purposes. The CPC Committee on Ministry can refer ministers and congregations to effective models.

It is highly recommended that an evaluation of the congregation’s ministry by an appropriate committee occur at the same time the pastor’s ministry is being evaluated.

C. Copyright Agreement

In light of the complexity of intellectual property law in a digital age, and in the interests of transparency and fairness to all, some congregations and pastors find it helpful to negotiate a mutually beneficial copyright agreement. The default under the law is that works prepared by pastors within the scope of their employment (called “works for hire” in copyright law) – such as sermons and liturgies – become the property of the church. With a copyright agreement in force, a church gives up those rights but has a license to use the copyrighted works with the consent of the minister. A representative copyright agreement is included on page 11 of the MESA-recommended 2017 “updated sample call agreement,” which may be viewed at http://www.ucc.org/ministers_search-and-call.

D. Ministerial Death

In the event of a minister’s death we recommend that a minister’s spouse or partner and/or dependents receive the minister’s full cash salary for the current month of service, any accrued vacation time, three additional months of salary, housing, health and dental benefits, and Social Security and Medicare offsets.

E. Severance and Termination

The call to a pastorate is for an indeterminate period of time, and may be ended by either party to the covenant with appropriate notice. It is usually provided that the pastor may terminate the ministry with a minimum of 90 days notice. When the church terminates a ministry for reasons other than a loss of ministerial standing, under the conditions of its by-laws, a minimum of 90 days notice is to be given. The church and the minister, with the assistance of the Conference Staff and 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 minister and family are living in a parsonage, a reasonable period of time should be allowed 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 minister undertakes new employment.

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

VI. CLERGY COMPENSATION WORKSHEET

Current Year

Next Year

I. COMPENSATION

A. Cash Salary

B. Housing Allowance, or

Parsonage (value of comparable rental housing)

Utilities (including internet)

Insurance

Maintenance

Furnishings

Subtotal Parsonage

C. Cost of Living Allowance (COLA)

D. Social Security Offset

Subtotal Compensation

II. BENEFITS

A. Annuity Fund

B. Health and Dental Insurance

C. Flexible Spending Account (FSA)

D. Life Ins. & Disability Income Benefit Plan (LIDI)

E. Workers' Compensation Insurance

F. Minister Liability Insurance

G. State Unemployment Insurance

Subtotal Benefits

III. REIMBURSEMENTS

A. Background Check

B. Moving Expenses

C. Automobile Reimbursements

D. Professional Expenses

E. Continuing Education

F. Cell Phone and Office Provisions

Subtotal Reimbursements

TOTAL COMPENSATION PACKAGE
