



# 2012 Compensation and Benefits Guidelines

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TO: Congregational Presidents/Treasurers  
Pastors, Rostered Lay Persons, and Lay Staff

FROM: Minneapolis Area Synod, ELCA

DATE: October 2011

RE: **2012 Compensation Guidelines**

The posted 2012 compensation guidelines are provided as a starting point for determining compensation for pastors, rostered lay persons, and lay staff. However, these are only guidelines. They cannot possibly speak to all our congregations with their varying financial and personnel resources and expectations.

These guidelines emerge from ongoing review of current salaries, salaries paid in other denominations, the ELCA Board of Pensions overall picture of compensation, and synod staff's ongoing work with congregations. There has also been comparison with teachers and other professionals with comparable education and responsibility. For 2012, three items should be noted:

- **2012 Cost of Living increase:** We are following Social Security benefit COLA so the 2012 increase is 3.6% on the salary ranges. Benefit cost increases are included on the salary/housing/benefits worksheet. The base assumption for housing allowance remains at \$18,000. As a reminder, a pastor's actual housing allowance should be approved annually by the congregation's council and included in meeting minutes.
- **A cost of living increase alone is not an adequate adjustment.** Each year a staff person has an additional year of experience which adds value to the shared ministry. Both factors need to be considered in providing fair compensation.
- **Health Incentive from ELCA Board of Pensions:** To encourage congregations to support their employees' health and wellness, the ELCA Board of Pensions is offering a 2% discount on health contributions synod-wide if 65% of our synod's plan participants (members and participating spouses) take the health risk assessment between January 1, 2012 and April 30, 2012.

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

# 2012 Compensation Guidelines for Pastors

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

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## I. COMPENSATION

### A. SALARY is based on the following

#### 1. Years of Experience

	Graduate		\$53,903		
1	to	5 years	54,861	to	62,973
6	to	10 years	59,072	to	67,185
11	to	15 years	63,294	to	71,405
16	to	20 years	67,427	to	75,606
21	to	25 years	71,649	to	80,213
26	to	30 years	75,871	to	84,434
31	to	35 years	80,082	to	88,647

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

**2. Housing Costs.** The above guideline figures include an amount to be designated as “Housing Allowance.” These figures assume a cost of \$18,000 as housing allowance. In areas of higher housing costs, the salary should be adjusted accordingly.

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

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

The size of the congregation and the ratio of staff to worship attendance should be considered. For example, a solo pastor with no program staff serving a congregation with average worship attendance of 250 + should receive an additional \$1,000 compensation to reflect the added demands placed upon him/her.

**b) Supervisory Responsibilities for Program Staff**

- (1) \$1,500 for supervision of 2-3 program staff
- (2) \$2,500 for supervision of 4+ program staff

**c) Additional Education**

Add \$500 to \$1,500 for additional earned degrees beyond the Master of Divinity.

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

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

#### 4. Ongoing Considerations.

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

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

## **B. HOUSING**

A unique feature of clergy compensation is the distinctive tax law regarding housing allowance for ordained ministers. This originated for clergy (and the military) because it was at one time standard for housing to be the "parsonage." In the Minneapolis Area Synod, fewer than 5% of congregations provide parsonages, so the guidelines now reflect the more standard practice of designating a portion of the pastor's salary as "housing allowance."

- 1.** When there is a housing allowance, the pastor determines the amount of compensation to be set aside for housing allowance (based on IRS guidelines, form 1828) and submits it to the church council. The church council must annually include the amount to be designated for housing in the council minutes prior to the beginning of the new tax year. The pastor assumes full responsibility for complying with IRS definitions of "*cost to provide a house.*"
- 2.** When a parsonage is provided for the pastor, all utility costs and repairs are paid by the church. It is recommended that congregations with a parsonage also provide for a housing equity allowance. The purpose of this allowance is to provide financial resources for a pastor to purchase housing upon retirement, or when a new call requires purchase of a home. Each year a minimum of \$150 a month or 5% defined compensation (the figure on which contributions to the ELCA Pension and Other Benefits Plan is calculated), whichever is greater, should be placed into a fund that accumulates interest in the pastor's name. The establishment of this fund should be negotiated by the church council and pastor. Consultation with the pastor and perhaps the ELCA Board of Pensions and a financial consultant can be helpful in determining the most beneficial housing equity allowance model.
- 3.** When there is a parsonage, it is recommended that a furnishing allowance be provided. This is nontaxable income to be used for household expenses. The church council must designate this amount annually.

## **C. SOCIAL SECURITY AND MEDICARE**

- 1.** All pastors are considered self-employed for social security purposes and therefore will pay a self-employment tax of 15.3% of their income in 2012. Thus, it is recommended that the church or calling agency give a social security allowance, even though it is taxable, to their pastor(s) to pay at least half (7.65%) of his/her self-employment tax as they do for the other employees of the church when they pay the employer's share of the FICA tax. To determine half of the tax, multiply the pastor's salary (including housing allowance or the fair rental value of the parsonage) by .0765. This allowance is included on the pastor's W2 as taxable income.
- 2.** Congregations are to file federal tax W2 forms for clergy, not a 1099 form.

## **II. BENEFITS**

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

(see **Health Incentive notation for 2012 in cover memo**)

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

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

One way to save for future retirement is to make salary reduction contributions to the ELCA Retirement Plan. To contribute to this plan, the member determines the amount and asks the employer to withhold that amount from his or her salary and remit it to the ELCA Retirement Plan. The contribution agreement forms are available from ELCA Board of Pensions or online at [www.elcabop.org](http://www.elcabop.org). This is contributed as pre-tax money, so you pay no Social Security (15.3%), federal income tax (10% +) and state income tax (6% +). When the pastor retires, this amount will be eligible for the housing allowance exclusion (meaning the pastor will pay no tax on it to the extent that it is used for housing).

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

Again in 2012, the ELCA Board of Pensions allows for the addition of an optional flexible spending account (pre-tax dollars) administered by the ELCA Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the ELCA Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

### **D. PAID LEAVES**

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

Paid leave up to six weeks is recommended when a child is born or adopted.

#### **2. Sick**

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

#### **3. Disability**

In the case of disability due to an accident, illness, or surgery, the ELCA disability benefits begin after two months. A member must apply for disability benefits within six months of becoming disabled. Any period of disability—beginning date and length of disability—is based on an attending doctor's recommendation and by decision of the ELCA Board of Pensions.

### III. REIMBURSED PROFESSIONAL EXPENSES

#### A. AUTOMOBILE ALLOWANCE

The automobile allowance is considered as reimbursement for ministry-related expenses and is not part of a pastor's salary. An allowance of 55.5 cents per mile (see **IRS website for details at [www.irs.gov](http://www.irs.gov), you may check for changes beginning January 1, 2012.**) is recommended based on actual miles driven and reported by the pastor. In lieu of such an allowance, the congregation may lease a vehicle for the pastor's use in ministry activity.

#### B. SABBATICALS

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

#### C. CONTINUING EDUCATION

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

#### D. PROFESSIONAL MINISTRY EXPENSES

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

### IV. NON-FINANCIAL COMPENSATION

#### A. VACATION TIME

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

**Note regarding part-time ministry:** The same number of weeks apply.

For example, a full time pastor would work 48 full-time weeks and have four full-time weeks of vacation; a half-time pastor would work 48 half-weeks and receive four half-weeks of vacation.

#### B. PULPIT SUPPLY

The cost of pulpit supply in the pastor's absence is borne by the congregation. In addition to mileage reimbursement of 55.5 cents per mile (see **IRS website for details at [www.irs.gov](http://www.irs.gov), you may check for changes beginning January 1, 2012.**) the following fees are recommended per Sunday for pastors from outside the membership of the congregation:

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

#### C. CONTINUING EDUCATION

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

## PENSION AND OTHER BENEFITS WORKSHEET - CLERGY

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

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

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

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

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

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

### ELCA BOARD OF PENSIONS – PENSION AND OTHER BENEFITS

#### CONTRIBUTION RATES FOR 2012 (as a % of defined compensation)

	Rate % <sup>1</sup>	Monthly Minimum	Monthly Maximum
<b>Health benefits</b>			
Member only	12.5	\$508	\$687
Member and spouse	21.9	890	1,203
Member and children	21.9	890	1,203
Member, spouse and children	31.4	1,271	1,719
Coverage Waived	0.0	0	0
<b>Retirement</b>	10.0 to 12.0 <sup>2,3,4</sup>		
<b>Disability</b>	1.60		
<b>Survivor</b>	1.00 <sup>5</sup>		
<b>Administration and retiree support</b>	0.70 <sup>6</sup>		

1. Rates are a percentage of defined compensation.
2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.
3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.
4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11%.
5. Survivor Benefits Plan contribution has been reinstated for 2011.
6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA predecessor church bodies.

# COMPENSATION WORKSHEET FOR PASTORS

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

**Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

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

<sup>1</sup> ELCA Board of Pensions phone – 612-333-7651 or [www.elcabop.org](http://www.elcabop.org)

## NOTES

# 2012 Compensation Guidelines for Associates in Ministry, Deaconesses, Diaconal Ministers, and Other Lay Program Staff

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

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## I. COMPENSATION

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

#### 1. Years of Experience

	Graduate		\$35,429		
1	to	5 years	38,251	to	40,235
6	to	10 years	41,247	to	44,885
11	to	15 years	45,921	to	49,559
16	to	20 years	50,595	to	54,233
21	to	25 years	55,269	to	58,906
26	to	30 years	60,978	to	63,581
31	to	35 years	64,617	to	68,254

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

#### 2. Additional Education

Add \$1,500 to \$3,000 for additional earned degrees beyond a BA. \$3,000 is recommended for a seminary degree leading to lay rostered status. Add \$200 to \$500 for certification in a specific area.

#### 3. Supervisory Responsibilities for Program Staff

- a) \$500 for supervision of 1 program staff
- b) \$1,000 for supervision of 2-3 program staff
- c) \$1,500 for supervision of 4+ program staff

#### 4. Ongoing Considerations

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

## II. BENEFITS

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

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

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

(See **Health Incentive for 2011 notation in cover memo**)

- 1. The congregation should budget for and participate in the ELCA Pension, Medical and Dental Plan for lay persons. The cost is determined by the salary multiplied by the appropriate percentage total.

(See *grid on page 14.*)

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

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

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

A congregation may wish to establish a medical expense reimbursement plan to cover un-reimbursed medical costs up to a selected dollar amount. Again in 2012, the ELCA Board of Pensions allows the addition of an optional flexible spending account (pre-tax dollars) administered by the ELCA Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the ELCA Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

### **D. PAID LEAVES**

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

Paid leave up to six weeks is recommended when a child is born or adopted.

#### **2. Sick**

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

#### **3. Disability**

Paid leave of two months is recommended. In the case of disability due to an accident, illness, or surgery the ELCA disability benefits begin after two months. Any period of disability - beginning date and length of disability – is based on a medical doctor's recommendation and by decision of the ELCA Board of Pensions.

## **III. PROFESSIONAL EXPENSES**

### **A. AUTOMOBILE ALLOWANCE**

The allowance is considered as reimbursement for expenses and not part of an employee's salary. An allowance of 55.5 cents per mile (see **IRS website for details at [www.irs.gov](http://www.irs.gov), you may check for changes beginning January 1, 2012**) is recommended based on actual miles driven and reported by the staff person.

### **B. SABBATICALS**

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

### **C. CONTINUING EDUCATION**

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

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

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

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

**A. VACATION TIME**

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

**B. CONTINUING EDUCATION**

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

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**ELCA BOARD OF PENSIONS – PENSION AND OTHER BENEFITS**

**CONTRIBUTION RATES FOR 2012** (as a % of defined compensation)

	<b>Rate %<sup>1</sup></b>	<b>Monthly Minimum</b>	<b>Monthly Maximum</b>
<b>Health benefits</b>			
Member only	12.5	\$508	\$687
Member and spouse	21.9	890	1,203
Member and children	21.9	890	1,203
Member, spouse and children	31.4	1,271	1,719
Coverage Waived	0.0	0	0
<b>Retirement</b>	10.0 to 12.0 <sup>2,3,4</sup>		
<b>Disability</b>	1.60		
<b>Survivor</b>	1.00 <sup>5</sup>		
<b>Administration and retiree support</b>	0.70 <sup>6</sup>		

1. Rates are a percentage of defined compensation.
2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.
3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.
4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11 percent.
5. Survivor Benefits Plan contribution has been reinstated for 2011.
6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA predecessor church bodies.

# COMPENSATION WORKSHEET FOR LAY PROGRAM STAFF

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

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

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

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

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

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

## Minneapolis Area Synod and Saint Paul Area Synod Children, Youth & Family Ministry Salary/Qualification Guidelines 2012

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

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

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

**Minneapolis Area Synod and Saint Paul Area Synod  
Children, Youth & Family Ministry Salary/Qualification Guidelines 2012  
(Continued)**

**Salary range by level:**

Level 1	\$35,427		
Level 2	36,244	to	43,408
Level 3	41,292	to	47,938
Level 4	43,520	to	54,045
Level 5	47,156	to	58,718
Level 6	50,782	to	63,646
Level 7	54,464	to	72,001
Level 8	71,296	to	86,507

**Clergy compensation by experience level:**

Graduate	\$53,902		
1 to 5 years	54,860	to	62,974
6 to 10 years	59,072	to	67,184
11 to 15 years	63,294	to	71,405
16 to 20 years	67,472	to	75,606
21 to 25 years	71,649	to	80,212
26 to 30 years	75,870	to	84,434
31 to 35 years	80,081	to	88,646

**Note:** Clergy salaries given assume an \$18,000 housing allowance which should be adjusted to fit areas with particularly high housing costs. **See pages 3-9 for salary and benefit guidelines specific to clergy.**

# 2012 Compensation Guidelines for Support Staff

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

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

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## I. COMPENSATION

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

#### 1. Years of Experience

0	to	5 years	\$25,154	to	29,067
6	to	10 years	30,225	to	34,170
11	to	15 years	35,306	to	38,529
16	to	20 years	40,409	to	44,367
21	to	25 years	45,514	to	49,471
26	to	30 years	50,617	to	54,574
31	to	35 years	55,720	to	59,678

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

#### 2. Additional Factors

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

#### 3. Ongoing Considerations

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

## II. BENEFITS

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

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

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

(See **Health Incentive for 2012 notation cover memo**)

1. The congregation should budget for and participate in the ELCA Pension, Medical and Dental Plan for lay persons. The cost is determined by the salary multiplied by the appropriate total percentage. (See *grid on page 19.*)
2. Support staff who work 17.5 hours or more per week should receive benefits commensurate with other staff. Congregations are encouraged to give \$100 a month toward medical expenses for persons working less than 17.5 hours.

### C. MEDICAL EXPENSE REIMBURSEMENT

A congregation may wish to establish a medical expense reimbursement plan to cover unreimbursed medical costs up to a selected dollar amount. Again in 2012, the ELCA Board of Pensions allows for the addition of an optional flexible spending account (pre-tax dollars) administered by the ELCA Board of Pensions in conjunction with Blue Cross-Blue Shield. For more information, visit the ELCA Board of Pensions website at [www.elcabop.org](http://www.elcabop.org).

**D. PAID LEAVES**

**1. Maternity / Paternity**

Paid leave up to six weeks is recommended when a child is born or adopted.

**2. Sick**

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

**3. Disability**

Paid leave of 60 days is recommended. In the case of disability due to an accident, illness, or surgery, the ELCA disability benefits begin after 90 days. Any period of disability—beginning date and length of disability—is based on a medical doctor's recommendation and by decision of the ELCA Board of Pensions.

**III. REIMBURSED PROFESSIONAL EXPENSES**

**A. AUTOMOBILE ALLOWANCE**

The allowance is considered as reimbursement for expenses and not part of a support staff person's salary. An allowance of 55.5 cents per mile (see **IRS website for details at [www.irs.gov](http://www.irs.gov), you may check for changes beginning January 1, 2012**) is recommended based on actual miles driven and reported by the support staff person.

**B. CONTINUING EDUCATION**

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

**C. PROFESSIONAL MINISTRY EXPENSES**

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

**IV. NON-FINANCIAL COMPENSATION**

**A. VACATION TIME**

A minimum of two weeks after one year, three weeks after five years and four weeks after 10 years of service should be provided.

**B. CONTINUING EDUCATION**

A minimum of one week should be provided.

**ELCA BOARD OF PENSIONS – PENSION AND OTHER BENEFITS**

**CONTRIBUTION RATES FOR 2012 (as a % of defined compensation)**

	<b>Rate %<sup>1</sup></b>	<b>Monthly Minimum</b>	<b>Monthly Maximum</b>
<b>Health benefits</b>			
Member only	12.5	\$508	\$687
Member and spouse	21.9	890	1,203
Member and children	21.9	890	1,203
Member, spouse and children	31.4	1,271	1,719
Coverage Waived	0.0	0	0
<b>Retirement</b>	10.0 to 12.0 <sup>2,3,4</sup>		
<b>Disability</b>	1.6		
<b>Survivor</b>	1.00 <sup>5</sup>		
<b>Administration and retiree support</b>	0.70 <sup>6</sup>		

1. Rates are a percentage of defined compensation.
2. Contribution for employees of ELCA church institutions is 6% to 12% as determined by the institution.
3. Contribution for lay employees of ELCA congregations is 6% to 12% as determined by the congregation.
4. If a member participated in a predecessor plan on Dec. 31, 1987, was at least age 45 on that date, and has continuously been a sponsored member of an ELCA retirement plan since Jan. 1, 1988, the total employer retirement contribution must be at least 11 percent.
5. Survivor Benefits Plan contribution has been reinstated for 2011.
6. Retiree support contribution helps provide health coverage during retirement for members who served one of the ELCA Predecessor church bodies.

# COMPENSATION WORKSHEET FOR SUPPORT STAFF

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

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

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