

Southeast Conference, United Church of Christ 2024 Compensation Guidelines for Authorized Ministers Serving Local Churches

INTRODUCTION

How much should a congregation pay its minister? What other benefits should a minister receive? What professional expenses should a congregation provide? The answers to these questions are the ways in which we express and live out our covenant of partnership in ministry.

Every minister should have within a congregation people who serve as effective advocates on his or her behalf, and people who understand that the compensation of ministers is a part of expressing faithful stewardship and of being a people who value justice and equity. The work of the church of Jesus Christ is a holy vocation. The whole ministry of a congregation is enhanced by responsible and sensitive compensation policies for all who serve in the local church.

This Compensation Handbook for Local Church Ministers for the Southeast Conference is designed to help all congregations establish fair and equitable compensation for paid ministry: full-time, part-time, ordained, and licensed. In the United Church of Christ salaries of paid ministers are set by local congregations in dialogue with their ministers. The Conference Staff, and the SE Conference Commission on Ministry, are available to provide assistance and counsel. All policies and salary levels should be reviewed annually, and churches should be aware of Internal Revenue Service allowances that provide tax advantages for ministers. This booklet needs to be available to the pastor, the treasurer, the church moderator or council president and/or the church council, as well as with all of those who are responsible for reviewing and setting salaries each year. **Please remember that these are minimum recommended guidelines and no formula is absolutely appropriate to every congregation.**

Faith Foundations for Compensating a Minister

1. **Covenant Relationship:** We are a church based in covenant. When a church calls a minister, it covenants to compensate the minister fairly, and the minister covenants to serve faithfully. The annual consideration of salary is a “covenant renewal,” and should be entered with respect, thoughtfulness, and care.
2. **Stewardship:** We are all accountable for the use of the resources of our congregation, both human and material. A local church should be concerned about the raising of financial support for its ministries and about the responsible use of its funds. Accordingly, there should always be a stewardship of love, prayer, and support for the ministers of the congregation, and others who work on the congregation’s behalf. Once ministers and all who work for the congregation realize that there is an undergirding of stewardship for them and their families, they are set free to love in a spirit of joy. (cf. 1 Corinthians 9:9-14)

- 3. Christian Love and Candor:** The relationship between a minister and the people he or she serves is a sacred trust. An open, caring, healthy relationship is important for the well-being of a local congregation. Sometimes a congregation is tempted to pass over the question of a minister's compensation quickly, and without feeling. Sometimes issues of salary can become a focal point of tensions and misunderstandings. We strongly recommend that annual salary negotiations be conducted in a spirit of love, support, candor, clarity, and above all mutual respect. We urge that, in a spirit of Christian love, congregations not seek to compensate ministers at lower levels because of age, gender, race, or marital status.

DEFINITIONS OF AUTHORIZED MINISTRIES IN THE UNITED CHURCH OF CHRIST

- 1. Ordained Minister:** An ordained minister of the United Church of Christ is one who has been called by God, ordained to preach and teach the gospel, to administer the sacraments and rites of the church, and to exercise pastoral care and leadership. Typically, an ordained minister has attained a Bachelor's Degree or its equivalent and has graduated from an accredited theological seminary with a Master of Divinity degree. There are alternative routes to ordination. In the Southeast Conference, the candidates may use PATHWAYS Theological Education to fulfill the academic requirements for ordination.
- 2. Licensed Minister:** A licensed minister of the United Church of Christ is one of its lay members whom God has called and who has been recognized and authorized by an Association/Conference, typically to perform specific duties in a designated local church, or within occasionally at the Association/Conference setting, mainly preaching, and conducting of services of worship for a designated time under the supervision and guidance of the Association/Conference. A licensed minister is required to have a minimum of a high school diploma and is to demonstrate that he or she has engaged in a program of preparation for licensed ministry subject to the guidance of the Commission on Ministry. A license is held by the SE Conference COM and must be renewed annually.
- 3. Commissioned Minister:** A commissioned minister of the United Church of Christ is one of the lay members of a local congregation, association or conference who has been called by God and commissioned to perform a specific church-related ministry. Typically, a commissioned minister is called to a type of ministry such as education or music.

ADDITIONAL TERMS IMPORTANT IN THE CONSIDERATION OF SALARY

1. **Full-Time:** This is a person whose primary form of employment is in ministry, whether in a local church setting, chaplaincy, or other specialized ministry. Full-time is considered to be 40 hours or more of service weekly.
2. **Part-Time:** This is a minister who serves a congregation or a ministry 10 hours a week or more.

Supply: This is a person who preaches and visits in a church from time to time, when a church is without a pastor. The term “supply” usually is used in relation to preaching but, can involve some visiting in the hospital and performing weddings, funerals, and baptisms. \$75 to \$200 per Sunday plus travel is recommended as minimum compensation for supply.

3. **Interim:** An interim minister is an ordained minister who provides pastoral services for a local church during the period between the departure of one minister called to the church and the arrival of another. A contract or covenant with the interim minister is signed by both the minister and the representatives of the congregation, clearly indicating the expectations of the interim minister while he or she is serving the congregation (sample contracts are available from the Conference office). The compensation for an interim minister should be based on time and service required, respecting the minister as being as fully professional as a called minister in the same setting. Interim ministers may not be candidates for the vacant pulpit of the churches they serve. They are to sign an agreement to sever all pastoral relationships with the congregation upon the completion of their ministry.

THE COMPENSATION OF MINISTER

1. **Base Salary:** Cash salary is the money provided to clergy as salary and does not include housing, professional expenses, or benefits. The Southeast Conference will provide a Salary Guideline Grid annually to guide congregations as they set a fair cash salary. See Appendices.
2. **Housing:** Housing is generally provided in one of two ways to a minister:
 - A. **Parsonage:** A parsonage is owned by the church, and the minister can live in it at no cost with all utilities paid for by the church. A parsonage should be attractive, conveniently arranged, and well maintained. Ministers who live in parsonages have the benefit of being able to tax-exempt their furnishings costs through a budgeted “Furnishings Allowance.” By action of the Board of Trustees/Council or another appropriate body, the church should vote annually before the ensuing year begins what part of the minister’s salary is to be treated as a “Furnishings Allowance.” This figure should be included in the minutes of the meeting.

B. Housing Allowance: Housing allowances are often considered advantageous to ministers, because they allow a minister to build equity in real property and to gain annual appreciation. If a housing allowance is provided, the following factors should be taken into consideration by the minister and the congregation:

- Revenue rulings issued by the IRS state that the maximum amount of housing which clergy may receive and exclude from taxation is the fair rental value of the home furnished plus the cost of utilities. Housing allowance can include any items required to provide a home, such as rent or monthly mortgage payment, taxes, insurance, furniture, furnishings, repairs to the house or furniture, new appliances, yard care, mowing, snow removal, all utilities, even the cost of pots, pans, silverware, and household cleaning materials. The only stated exceptions are food and maid service. Then to the extent that such an allowance is spent, it is excluded from federal taxable income.
- Such an allowance is for all expenses including utilities and amortization, and, depending upon local circumstances, can range from \$10,000 to \$35,000 or more annually.
- For the actual amount of the housing allowance to qualify by IRS standards as taxfree income, it must be clearly designated in the church budget as housing allowance and be approved by vote of the appropriate church committee annually and prior to the beginning of payments. This approval must be recorded in official minutes and retained in the church files.
- A minister must keep records showing that the actual housing costs do in fact equal the entire housing allowance. Any amount of the allowance that is not actually spent on housing is taxable income.
- Housing allowance is fully taxable for Social Security tax purposes.

3. Equity Allowance: An equity allowance is not a housing allowance. An equity allowance can be provided for a minister living in a parsonage as a part of basic compensation. It is a plan whereby a minister who lives in a parsonage may have an account to help them build or buy a home in the future. This allows the church to set aside a certain amount in a special account in the pastor's name for this purpose. For details concerning equity allowances, consult a tax advisor.

4. Benefits: Benefits are not considered a part of the salary, but are those items provided for ministers and other employees that involve expense to the church. Typical benefits include: health and dental insurance, the Annuity Fund, life and disability insurance, Social Security offset, vision services and a health savings account.

A. Annuity: The Annuity Fund for the United Church of Christ is administered by the Pension Board and is a form of "tax sheltered annuity" as defined by the Internal Revenue Code. As recommended by resolution of the General Synod, the amount contributed for

a minister by a local church is to be 14% of salary basis which means base (cash) salary plus housing. When a parsonage is provided, base (cash) salary plus housing is the total of cash salary plus 30% of parsonage rental value. When a housing allowance is provided it is the base (cash) salary plus the total housing allowance.

Health Insurance: The United Church of Christ provides health and dental insurance through a self-insured program. This means that the cost of health and dental insurance is related directly to the use of the insurance plan by its members. A church should pay all premium costs if health and dental insurance are provided through the United Church of Christ. This assures that health insurance will be available throughout a minister's ministry in the United Church of Christ. If a congregation chooses to provide health insurance through another plan or through a spouse's plan, there is no assurance that a minister will be allowed to re-enter the UCC health insurance plan without providing medical information for themselves and other applicants (spouse, partner, children). Under-writing review of that information may result in a denial or limitation on coverage. If your minister is new to or moving into a new location of ministry in the United Church of Christ, it is important that he or she apply for the Health and Dental Insurance within the first 90 days of arriving in their ministry setting. Failure to do so may result in having to pass medical exams in order to be eligible for coverage. Such exams can result in the denial of coverage. **B.**

C. Life Insurance and Disability Plan: The Life Insurance and Disability Plan offered through the United Church of Christ Pension Boards is vitally important coverage offered at a very modest cost. This coverage should not be neglected by either the pastor or the congregation. The Plan actually helps protect the church as well as the pastor. This plan through the United Church of Christ Pension Board provides disability income and term life insurance for the pastor. The premium is 1.5% of the same "salary basis" (cash salary plus housing) used previously to compute the annuity. The Plan provides benefits in the event of death or disability. The Plan has three key parts:

- life insurance program,
- short-term disability program that can begin after 30 days and replaces a portion of income for up to five months, and
- long-term disability program that can replace a portion of income when a disability continues beyond six months.

If your minister is new to or moving into a new location of ministry in the United Church of Christ, it is important that he or she apply for the Life Insurance and Disability Plan within the first 90 days of arriving in their ministry setting. Failure to do so may result in having to pass medical exams in order to be eligible for coverage. Such exams can result in the denial of coverage.

D. Vision Services Plan and Flexible Spending Account Plan: Through the Pension Boards, local churches may make available a voluntary vision services plan. This Vision Services Plan would be fully paid by the minister participating in the Vision Services Plan. See website for current rates (<https://pbucc.org/index.php/rate-locator#>).

In addition, local churches participating in the United Church of Christ Health Benefits Plans may establish a Flexible Spending Account for clergy. Aside from a modest initial set-up fee, making this Account available does not have a cost to the local church, as it is funded by the clergy person's voluntary salary redirection into the Account. The Account provides participants with tax-savings related to medical deductibles, copays and dependent care expenses and is an attractive addition to a compensation arrangement.

- E. Medicare:** We recommend that when a minister reaches the age of 65 and is eligible for Medicare, his or her church pay the cost of the Medicare Supplement Plan. (This cost would be more than offset by the sharply lower Health premium requirements.)
- F. Social Security:** Ministers are treated as self-employed for Social Security purposes. Ministers must therefore pay the current 15.3% (Schedule SE) on base salary plus housing, or fair market rental value of the parsonage. Because this is not matched by an employer contribution, we urge congregations to pay 7.65% of the pastor's salary, plus housing allowance, (or 7.65% of 130% of base salary if parsonage is provided) for Social Security as congregations must do for regular FICA employees. This additional amount is listed as Social Security allowance or off-set, and is paid directly to the minister. It is taxable income. Ministers should apprise themselves of the most recent IRS regulations in regard to Social Security offset and consult a tax advisor.

For ministers who wish to use the Social Security Offset for retirement purposes the offset amount may be deposited with the Annuity Plan for the United Church of Christ as a Tax Sheltered Annuity account. In this way the minister is not currently taxed on the amount of the offset and an additional retirement income is created. This is accomplished by adding the Social Security Offset to the minister's salary, and then making an Annuity Plan deposit of the offset through the signing of a Salary Reduction Agreement form. The form is available from the Member Services Team of the Pension Boards-UCC, 1-800-642-6543 or at the Pension Boards-UCC website, www.pbucc.org.

- G. Worker's Compensation:** Churches are required by law to provide worker's compensation insurance coverage to all employees, including clergy.
- H. Malpractice Insurance:** Each church should consider purchasing malpractice insurance. Such insurance is included in the United Church Insurance Board insurance policies for congregations, and we encourage your congregation to participate. Call the Conference office for details to enroll in the United Church Insurance Board plan.

5. Vacations and Leaves of Absence

- A. Vacations:** Ministers should have at least 4 weeks paid vacation per year (including 4 Sundays), with churches providing pulpit supply during this period. Vacation should not be accumulated or carried over into subsequent years. During vacation, ministers should be

relieved of all responsibilities for the congregation, and except for emergencies, ministers should not be contacted.

- B. Days Off:** Ministers should have at least one full regularly scheduled day off each week.
- C. Study Leave:** Churches should grant their ministers two weeks paid study leave each year for continuing education. We encourage congregations to budget a dollar amount each year for the pastor's professional development, allowing him or her to purchase journals, books, and resources, and to attend conferences and retreats for professional growth. This budgeted line item (often entitled "Continuing Education") can be carried over from year to year. A Study Leave should not be equated with vacation time.
- D. Sabbatical Leave:** Typically, UCC churches now offer their pastors three months at full pay every five to seven years. It is understood that a minister shall remain in service as minister in her or his particular congregation for at least a year following a sabbatical, or repay the church the salary for the time taken as sabbatical. Sabbatical leave is a concept rooted in scripture and is time set apart for study, travel, or personal renewal, allowing a minister to experience a kind of sustained training and personal renewal they need to be of greater service to their congregation. Before sabbatical leave is granted, a minister should present a proposal outlining what he or she hopes to accomplish during their leave and the benefits to both the congregation and to the minister. The sabbatical experience should be shared with the congregation upon return. Churches should plan in advance by building a reserve fund to meet the cost of pastoral services during the sabbatical leave. If clergy do not stay long enough to be eligible for a sabbatical, churches can use this fund for the moving expenses for their next minister or to continue to build a sabbatical reserve fund. A sabbatical is not to be considered vacation time. The Conference Minister can be available to provide assistance in negotiating the details of a sabbatical leave.
- E. Parental Leave:** Provisions should be made at the birth of a child for the minister who gave birth to be granted two to three months of maternity leave, at full salary and benefits. A minister whose spouse has given birth should be allowed at least two weeks paternity leave, at full salary and benefits. Both should be allowed a certain flexibility for up to six months during this important time of family adjustment and change.
- F. Adoption:** Recognizing that adoption has an impact on a family similar to that of the birth of a child, a minister with primary parenting responsibilities should be allowed at least two to three months leave at full salary and benefits at the time of adoption and should be allowed a certain flexibility during this important time of family adjustment. If the minister does not have primary parenting responsibilities, he or she should receive at least two weeks leave, at full salary and benefits. Both should be allowed a certain flexibility for up to six months during this important time of family adjustment and change.

- G. Personal/Compassionate Leave:** Allowance must be made for the minister 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. Paid personal leaves normally are limited to a period of five to seven days a year, except when compassion dictates further extension.
- H. Sick Leave:** We recommend that congregations give their ministers sick leave accumulated at the rate of one day per month, up to 30 working days. In cases of prolonged illness or disability, we encourage churches to provide clergy compensation and all benefits, except travel, for 90 days, when the Disability Income Plan takes effect. Travel and other professional expenses should be paid for the first month, parsonage use or housing allowance should be continued for the three-month period and thereafter be negotiated month by month.
- I. Death:** In case of clergy death, churches should provide salary, housing, and all benefits to the spouse and/or family for three months. Continued use of the parsonage, and other expenses, such as moving, should be considered on an individual basis, in close consultation with the Conference Minister.
- 6. Professional Expenses:** We recommend strongly that a congregation adopt an “Accountable Reimbursement Policy” (acceptable to the IRS) as a means for repaying ministers for professional expenses they incur on behalf of the church. These expenses may be for transportation, overnight travel (including lodging and meals), entertainment, vestments, the cleaning of vestments, and professional dues.
- A. Travel:** Reimbursement for mileage traveled in an automobile should be at the allowable rate by the IRS. A minister should provide to the church a daily record of trips taken, briefly noting the purpose of such trips, the distance traveled, and the expenses incurred, including tolls, parking fees, and public transportation. Expense vouchers should be submitted on a monthly basis.
- B. Ecclesiastical Meetings:** The church should pay for its ministers to attend the meetings, conferences, and assemblies of the Association, Conference, and wider church. Some allowance can be made for the minister’s expenses while participating in ecumenical activities on the local or state level. Attendance at such functions or work within the wider church, such as camps and conferences, or committee work, should not be considered study leave, vacation or “days off.”

7. Additional Terms of Employment

- A. Written Call Agreements and Contracts:** A church should have a written Call Agreement for ordained staff and contracts or letters of employment with its lay employees, specifying details of employment agreements. These should be written at the time of the pastoral call or employment. Churches that do not have written agreements

should take steps to complete them. The Conference Minister can give assistance in drafting a Call Agreement upon request. A Call Agreement can be submitted to the Commission on Ministry for its review.

- B. Evaluation:** We recommend that all churches and their employees participate in annual evaluation. Such an evaluation should consider the needs of both employees and congregations to clarify their priorities and goals. Any church or minister desiring assistance in an evaluation process is encouraged to seek guidance from the Conference Minister.
- C. Pastoral Relations Committee:** We strongly recommend that local churches form Pastoral Relations Committees to build effective relationships between the minister and the congregation. Contact the Conference Minister for information.

8. Special Settings of Ministers Other Than Pastors

- A. Churches with Multiple Staff:** Guidelines and conditions described herein pertain to ministers and associate or assistant ministers, as well. Salaries may vary with responsibilities, experience, and training, but no minister should be expected to serve for less than minimum conference-recommended salaries. Salaries of associate and assistant ministers depend not only on their experience, training, and responsibilities, but also on the salary level of the senior pastor. An associate or assistant minister should receive not less than 65% and up to 90% of the senior minister's salary.
- B. Part-Time Ministers:** Congregations who call ministers to less than full-time service can determine the recommended equivalent base salary using the chart under cash salary by calculating base salary as a percentage of a 40-hour work week. Clergy employed 30 hours or more per week should receive all housing and all benefits.
- C. Interim Ministry:** Full-time interim ministers should be paid at the same scale as the departing clergy. If a congregation has a part-time minister for the interim, it should calculate the percentage of time that the minister serves the church and pay that percentage of a full-time salary, benefits and expenses.
- D. Licensed Ministers:** Guidelines for compensating licensed ministers follow the Ordained Ministers guidelines.

APPENDIX I

BASE CASH SALARY RANGES

Base salary or cash salary or base cash salary does not include housing, benefits, SECA offset or reimbursable expenses. Salary basis, on the other hand, includes base cash salary plus housing costs. In this document, cost of living differences have been estimated using bankrate.com If in metro-Atlanta, the cost of living is \$50,000 (100%), then in small and medium cities in the Southeast Conference, the comparable cost of living would be roughly

\$45,000 (90%) and in rural areas the estimated Cost of Living compared to metro-Atlanta would be around \$39,000 (78%). The chart below offers recommended base salary amounts as a goal or target for fulltime Authorized Ministers:

Southeast Conference UCC ~ Minimum Base Salary

Cong. Size	Membership	Metro-Atlanta	Small to Medium City	Rural
Family	100 or fewer	\$42,404	\$38,163	\$33,075
Pastor	101-200	\$45,491	\$40,942	\$35,484
Transitional	201-350	\$48,458	\$43,614	\$37,799
	351-500	\$51,549	\$46,395	\$40,208
Program	501-650	\$54,520	\$49,067	\$42,525
	651-800	\$57,408	\$51,847	\$44,934
Resource	801+	\$60,577	\$54,519	\$47,250
	1000+	\$63,664	\$57,298	\$49,658

The Metro-Atlanta cash salaries were updated from the 2023 Southeast Conference UCC Compensation Guidelines by a multiple of 9.1 % Cost of Living increase. The CPI from the US Government Bureau of Labor Statistics for the year ending June 30, 2023 is 3.4%. That information came from The Consumer Price Index, South Region web address is: <https://www.bls.gov>

Fair and just compensation should reflect pastoral seniority, expertise, **educational preparation**, and experience to further the ministry of the church, and the size of the congregation. The Southern New England UCC Conference Clergy Guidelines (2022) (<https://www.sneucc.org/compensation-guidelines>) gave us a guide for congregational size.

Size of Congregation: Based upon the work of Arlin Rothauge (https://www.episcopalfoundation.org/uploads/pages/files/Church_Size_Resources__101612.pdf), congregations based upon their size fall into one of five categories:

- Family Size Church: Under 75 people in all services throughout the week
- Pastor Size Church: 76-140 people in all services throughout the week
- Transitional Size Church: 141-224 people in all services throughout the week
- Program Size Church: 225-800 people in all services throughout the week
- Resource Size Church: 801+ people in all services throughout the week

Congregation Size	Recommended baseline
Family	Minimum baseline
Pastor	11% above Minimum baseline
Transitional	20% above Minimum baseline
Program Size	28% above Minimum baseline
Resource Size	35% above Minimum baseline

Pastoral Seniority: This applies to churches with more than one pastor. If the pastor is the senior pastor, the pastor should receive 20% more than the highest paid associate pastor. If the pastor is a co-pastor, the pastor should receive the same as the other pastor with an adjustment for expertise and experience.

APPENDIX II SALARY EXPERIENCE SUPPLEMENT

It is also recommended that the minimum base cash salary be increased depending on years of experience using the formula below:

For Years' Experience	Experience Supplement
For 1-10 years	\$900 per year
For 11-15 years	\$675 per year
For 16-20 years	\$450 per year
For 21+ years	\$225 per year

Below are **Metro-Atlanta Examples** only. Base salary for medium cities and rural areas differ.

Example #1 The recommended base salary for an Authorized Minister with 15 years of experience serving a **family-size congregation** would be:

Minimum Base Salary	\$42,404	\$42,404
Experience Supplement	15 years x \$675/yr	\$10,125
	Total Base Salary	\$52,529

A Note Concerning the Experience Supplement

Experienced Authorized Ministers bring a level of skill to pastoral ministry for which they should be compensated. It is also true, however, that many Authorized Ministers who have entered ministry as a second career bring a wealth of experience and skill to ministry gained in previous work. It is recommended that other professional experience be included as a factor in calculating the experience supplement for second career Authorized Ministers.

APPENDIX III Three Models of Part-Time Ministry SAMPLE COMPENSATION PACKAGE

Three Models of Part-time Ministry

Before we get into the details, it is important that we are all working with the same definitions of what part-time work for clergy means. Expectations should be clear for both the congregation and the clergy-person.

Definitions

(based on the UCC Ministerial Excellence Support and Authorization (MESA) Team Sample Call Agreement)

Here are three generally accepted call descriptions reflecting reasonable expectations for a threequarters time pastoral position, a half-time pastoral position and a one-quarter time pastoral position. The priorities of your congregation may be different from those reflected in these lists, but please remember that for every expectation you add, you need to find a way to reduce the original list.

Applying these definitions

As you enter into these negotiations please remember this is more than just a business deal. A foundation of faith should be a part of **all** you are doing.

THREE-QUARTER TIME PASTORAL POSITION (30-35 HOURS WEEKLY)

- **Sunday worship:** preparation and leadership, including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc. *10 hours per week is customary*
- **Continuing personal faith formation** through prayer, Bible study, and service, to improve skills for leading, teaching and preaching *Hours per week _____*
- **Identifying helpful resources for congregational and member enrichment and helping the congregation and lay persons use these** *Hours per week _____*
- **Leadership and program development** by working with people in the church to create ministry and programs *Hours per week _____*
- **Pastoral care** in collaboration with lay people (at least to those who are sick, elderly, in crisis or grieving) *Hours per week _____*
- **Community engagement** and leading the way for the church to be an ambassador of God’s love
Hours per week _____
- **Weddings and funerals** for participants in the worshipping community This time cannot be allocated weekly, but will be significant when weddings or funerals are part of the minister’s work week.
- **Strategic planning for current and new directions in ministry** *Hours per week _____*
- **Church administration** including church meetings, staff support, oversight of church initiatives, preparation of reports and portions of newsletters, coordination with church lay leadership, etc.
Hours per week _____
- **Participation in wider church activities** such as conference and association meetings as time permits *Hours per week _____*
- **Guidance of financial development and stewardship** *Hours per week _____*
- **Leadership of congregational education and spiritual development** *Hours per week _____*

- **Being a faithful representative of the church** in the wider community *Hours per week* _____

HALF TIME PASTORAL POSITION (20-25 hours weekly)

- **Sunday worship:** preparation and leadership, including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc. *10 hours per week is customary.*
- **Continuing personal faith formation** through prayer, Bible study, and service, to improve skills for leading, teaching and preaching. *Hours per week* _____
- **Identifying helpful resources for congregational and member enrichment and helping the congregation and lay persons use these.** *Hours per week* _____
- **Pastoral care** in collaboration with lay people (at least to those who are sick, elderly, in crisis or grieving) *Hours per week* _____
- **Church administration** including church meetings, staff support, oversight of church initiatives, preparation of reports and portions of newsletters, coordination with church lay leadership, etc. *Hours per week* _____
- **Participate in wider church activities** such as conference and association meetings as time permits *Hours per week* _____
- **Leadership of congregational education and spiritual development** *Hours per week* _____
- **Being a faithful representative of the church** in the wider community *Hours per week* _____

SAMPLE HALF-TIME COMPENSATION GUIDELINES

The Medical, Dental and Vision Insurance should be pro-rated so the church covers ¾, ½, or ¼ the total cost to the clergy person, depending on the hours the minister is to work.

Example of a half-time clergy compensation package in a Pastor-size church in a town with midrange housing costs, for minister with 7 years experience. Salary Basis is defined as (1) cash salary plus housing allowance or (2) with parsonage, cash salary plus 30% cash salary to calculate Self-employment tax offset, pension/annuity, group life and disability. An example of a Half-time

Salary Basis (cash salary plus housing):

$$\$35,000 = (\$42,180 / 2) + \text{housing} = \$21,090 +$$

Salary Basis: \$35,000 plus additional supplement for 7 years experience . \$35,000

Supplement for 7 years experience (1/2 time): \$450 x 7 = \$ 3,150

Total Salary Basis: **\$38,150**

Self-employment tax offset (.0765): \$ 2,918

Pension/Annuity Funding (14% of salary): (is this cash salary) \$ 5,306

Group Life and Disability (1.5% of salary): \$ 568

(50%) Medical Plan A for two adults (35-39 years) with dental and vision \$ 6,701

Total Package without Continuing Education or Travel **\$53,372**

Salary Calculation

Base salary or cash salary or base cash salary does not include housing, benefits, SECA offset or reimbursable expenses. Salary basis, on the other hand, includes base cash salary plus housing costs. **(Cash Salary + Housing = Salary Basis)**

For 2022 Health Insurance

Full Time Cash Salary in a Pastor-size church in a small to med. city:	\$42,404
Additional Supplement for 7 years experience: (\$900/year x 7 years)	\$6300
Full Time Housing: (approximate for this sample calculation only)	\$30,000
Full-Time Salary Basis:	\$78,704

Half-Time Salary Basis: **\$38,655**

Self-employment tax offset (.0765): \$ 2,957

Pension/Annuity Funding (14% of salary): \$ 5,412

Group Life and Disability (1.5% of salary): \$ 580

(50%) Medical Plan A for two adults (35-39 years) with dental and vision \$ 7853

Total Package without Continuing Education or Travel **\$55,457**

2022 medical (1314.93 x 12) +dental (85.25 x 12) + vision 201.30 = metro-atl

\$15779 + \$1023 + \$201.30 = 17993

medical (1211.58 x 12) +dental (82.00 x 12) + vision 183.00 = birmingham,al 35005 medical

(1211.58 x 12) +dental (82.00 x 12) + vision 183.00 = chattanooga,tn 37343

medical (1211.58 x 12) +dental (82.00 x 12) + vision 183.00 = albany,ga 31701

\$14,539 + \$ 984 + \$183 = \$15706

2023 medical (1314.93 x 12) +dental (85.25 x 12) + vision 201.30 = metro-atl

\$15779 + \$1023 + \$201.30 = 17993

Information to Calculate Medical Plan

UCC Medical, Dental and Vision Insurance: The cost of insurance premiums varies according to geographical location as well as age, number of people being covered (single/couple/family). There are 3 Plans with various levels of coverage (Plan A is recommended). Go to <https://pbucc.org/index.php/rate-locator#> will help you calculate the cost in your region.

ONE-QUARTER TIME PASTORAL POSITION (10-13 hours weekly)

- **Sunday worship:** preparation and leadership including scripture study, crafting of liturgy and bulletin, sermon preparation, guiding and sometimes finding lay liturgists, planning of music in coordination with musical staff or volunteers, preaching, offering of prayers, etc. *10 hours per week is customary.*

Because the vast majority of a quarter-time pastoral position is comprised of preparing and leading Sunday worship, the rest of these responsibilities cannot be engaged in weekly. The

church must also realize that if the minister has an extra worship service (such as Christmas Eve or Easter Sunrise), the minister has already worked almost twice as many hours that week as they are compensated for. The weeks most likely for a quarter- time minister to accomplish some of these tasks beyond worship leadership would be during regular pulpit relief weeks.

- **Continuing personal faith formation** through prayer, Bible study, and service, to improve skills for leading, teaching and preaching. *Hours per week* _____
- **Limited pastoral care**, primarily Sunday conversations and funerals
- **Church administration** limited to attending the monthly meeting of the governing board of the church, preparing an annual report and occasional newsletter articles. Church leadership must come from the laity, and the role of the authorized minister is primarily consultative.
- **Energizing and deepening the spiritual connections** and faith understandings of others in all they do
- **Being a faithful representative of the church** in the wider community
- **Occasional leadership of faith development programs**

APPENDIX IV Salary Worksheet

Local Church Minister Compensation Work Sheet

	Current Year	Proposed Year	
A. Ministry-Related Expenses			
1. Automobile	\$	\$	
2. Other Professional Expenses	\$		\$ TOTAL EXPENSES \$ _____
	\$ _____		
B. Benefits			
1. Pension Fund	\$	\$	
2. Health Insurance	\$ _____	\$ _____	
a. Hospital/Health	\$	\$	
b. Dental	\$ _____	\$ _____	
c. Life Insurance and Disability Income Plan	\$ _____	\$ _____	
3. Social Security	\$	\$	
4. Continuing Education	\$	\$	
5. Equity Allowance	\$		\$ TOTAL EXPENSES \$ _____
	\$ _____		
C. Salary/Housing			
1. Cash Salary	\$	\$	
2. Housing Allowance or Utilities & Parsonage	\$		\$ TOTAL EXPENSES \$ _____
	\$ _____		
TOTAL	\$ _____		\$ _____