

# Northwestern Ohio Synod ELCA

## 2010 COMPENSATION GUIDELINES: ROSTERED LAY (ASSOCIATES IN MINISTRY & DIACONAL)

*Marked with the cross of Christ forever, we are claimed, gathered and sent for the sake of the world.*



**NWOS Board of Ministry**

**Approved by Synod Assembly May 16, 2009**

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**H**e who descended is the very one who ascended higher than all the heavens, in order to fill the whole universe. It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

*Ephesians 4: 11 –13*

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## 2009 Minimum Compensation and Benefit Guidelines: Rostered Lay

The Northwestern Ohio Synod is providing this worksheet for your use in the congregational budget process. Worksheets and additional information are available from the Board of Pension website at [www.elcabop.org](http://www.elcabop.org). The Northwestern Ohio Synod is "RATE CLASS 2."

### I. Minimum Financial Compensation

#### A. Determining the Cash Salary

##### 1. Base Cash Salary

Rostered lay staff do not receive a housing allowance. See page 9 for the salary based on completed years of experience and degree status. The resulting figure is the recommended **minimum base salary** for the rostered lay individual.

##### 2. Additions to Cash Salary

**Education / Advanced Degrees:** Further education enriches ministry. A reimbursement for advanced degrees is appropriate. A suggested amount added to base salary for advanced degrees is a multiplier of 1 to 3 percent.

**Responsibilities:** Each call is unique to the situation in any given context. Items to consider for additional compensation include multiple staff oversight; specialized ministry responsibilities and other considerations. A multiplier to be considered for this component is in the range of 1 to 3 percent.

#### TOTAL CASH SALARY

### II. Benefits

#### A. Tax-Sheltered Annuity:

Contributions may be made by way of a voluntary salary reduction when agreement has been reached between the rostered lay individual and the congregation.

#### B. ELCA Pension and Medical and Dental Plan:

##### 1. Regular Pension Plan:

Under the ELCA Regular Pension Plan, the congregation is required to pay the minimum pension contribution rate which varies between 10 to 12 %. The rate will be higher than 10% for individuals age 35 and over and who are participating in the pension plan of a predecessor church as of December 31, 1987, depending on attained age level on that date as follows:

##### Age on December 31, 1987

55 or older	12%
45-54	11%
Under 45	10%
All other members	10%

ELCA Regular Pension at \_\_\_\_\_% =

**2. Disability, Survivor Benefits & Administration:** \*(Based on 2010 ACTUAL BOP Rates) Rate Class 2

Disability	2.6 %	
Survivor Benefits	- 0 -	
Administration and Retiree support	0.7 %	
<b>TOTAL</b>	<b>3.3 %</b>	= <span style="border: 1px solid black; padding: 2px 20px;">\$</span>

**3. Medical and Dental Plan Contribution:** \*(Based on 2010 ACTUAL BOP Rates) Rate Class 2

	Contribution Monthly Minimum	Contribution Monthly Maximum
<input type="checkbox"/> Member Only (12.6 %)	\$ 494	\$ 667
<input type="checkbox"/> Member and Spouse (22.1 %)	864	1,168
<input type="checkbox"/> Member and Children (22.1 %)	864	1,168
<input type="checkbox"/> Member, Spouse, and Children (31.5 %)	1,234	1,669
<input type="checkbox"/> Coverage Waived		

(0% Administrative Fee eliminated in 2001)

Other Insurance or Benefits: \_\_\_\_\_ = \$  
 The congregation may also provide supplemental medical plans.

**TOTAL** % = \$

**C. Reimbursable Expenses:**

The congregation will provide the following expenses related to the rostered lay individual's ministry:

**1. Automotive and Travel Expenses**

There are three ways to handle auto expenses (choose one):

- a. Congregation purchases or leases an auto \$ \_\_\_\_\_
- b. Reimburse miles driven at current IRS reimbursable rate \$ \_\_\_\_\_
- c. Pay lump sum (negotiated between pastor and congregation) \$ \_\_\_\_\_

**2. Continuing Education** (\$1,000 recommended; Minimum \$700)

\$
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Rostered lay professionals of the ELCA are expected to participate in a specified number of “contact hours” annually in organized continuing education. The scheduling of continuing education opportunities should be determined by the individual in consultation with the congregation’s Staff Support (Mutual Ministry) Committee and the congregational council. They should also negotiate the costs of tuition, books, supplies, travel, and living expenses related to the continuing education leave. The 1997 Churchwide Assembly adopted the following motion regarding funding of continuing education for pastors and lay rostered workers:

*The resolution stipulates “providing an appropriate share of funding for continuing education and programs of extended study and renewal (growing to a minimum of \$700 - \$1000 from the congregation or agency and \$300 from the rostered individual by the year 2000).”*

The ELCA statement defining this expectation follows:

***“Continuing Education in the Evangelical Lutheran Church in America is intended to equip those in leadership roles so that the whole body of Christ may better carry out God’s mission. Pastors, associates in ministry, deaconesses, diaconal ministers (all rostered leaders) are accountable to the Church for life-long learning and development.***

***The current “Definition of Compensation, Benefits, and Responsibilities” attached to the Letter of Call recommends a minimum of two weeks annually for continuing education. A proposal on continuing education for the 1997 Churchwide Assembly recommended that the two weeks be interpreted as 50 contact hours. A contact hour is defined as 50 minutes of guided activity to meet the needs of a continuing education plan. The rostered leaders consult annually with their mutual ministry committee or supervisor for planning, reviewing and reporting their continuing education activities and hours to the congregational leadership and synod bishop.***

***Per Churchwide Assembly, August 1997***

The 1997 Churchwide Assembly approved making it a requirement that those rostered leaders beginning their first Call will participate in a three-year *First Call Theological Education* program. This program will consist of a portion of the 50 contact hours defined above.

Therefore, congregations of the Northwestern Ohio Synod are encouraged to make available to their called staff at least 14 days per year for continuing education. It is vital for their rostered leaders to continue to grow in their ministry skills and to refresh and revitalize their own lives. Such opportunities also help a congregation in its own vitality and ability to minister. Therefore, the time offered for continued education should not be considered as vacation time.

Indicate the number of weeks (or days) for continuing education.

**Number of Continuing  
Ed. Days / Weeks**

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Additional considerations regarding continuing education:

- ***Leadership or Extended Study and Spiritual Life of Rostered Leaders:*** As part of the ELCA’s adopted program for “Lifelong Learning and Development of Faithful Pastors,” an extended period of study (sometimes referred to as a sabbatical) is recommended for all rostered individuals every three to five years in the present Call. This period of extended study should range from one to three months and shall be used for learning, personal rest and renewal, including attention to health and wellness issues, and preparing for re-entry.

All compensation and benefit, as budgeted, shall continue during this time of study. It is understood that the extended study and renewal period serves as the entire period of continuing education time for that year.

○ **Forfeiture of Accrued Time:** Should the rostered lay individual accept a call to another parish or field, or retire, the accrued continuing education time and funding is forfeited; nor is any accrued time and funding transferable to a pastor who replaces the one who has just left.

3. **Other professional expenses:** \_\_\_\_\_

\$

Other Professional Expenses include books, subscriptions to magazines and journals, media resources, vestments, etc. Such expenses may be handled by establishing a set amount in the budget and pay the expenses at the time of purchase or as they occur. Assembly and other official meeting expenses generally are the responsibility of the congregation by constitution.

4. **Moving expenses:**

\$

When a congregation, agency, or institution is calling a pastor or a new rostered lay worker, the most common way of handling moving expenses is for the pastor, once the call has been accepted, to contact two or three moving companies, seeking bids for making the move. (It should be noted that several moving companies offer a large discount for moving clergy inter-state.) The bids are then submitted to the governing board of the calling body and determination of which bid to accept is then made. The pastor is informed and final arrangements are then made with the chosen company. Additional costs of making the move may include the travel, meals, and lodging of the pastor and family.

**TOTAL REIMBURSABLE EXPENSES**

\$

### III. OTHER CONSIDERATIONS:

- A. Vacation time of \_\_\_\_\_ weeks per calendar year, including \_\_\_\_\_ Sundays;
- B. Continuing education time of \_\_\_\_\_ weeks per year (recommended minimum of two weeks per year that may be accumulated up to three years) as reflected in a *Continuing Education Agreement* developed by the rostered lay worker and the congregation council;
- C. Participation in a *First-Call Theological Education Program* where applicable;
- D. On-Going care through a Mutual Ministry Committee;
- E. Up to two months of continued salary and contributions to the ELCA Pension Plan and Other Benefits Program in a 12-month period in the event the pastor is physically or mentally unable to carry out the duties as agreed upon under the call\*; and
- F. Where applicable, parental leave of up to six weeks with full salary and benefits.

\*Provision may be made for further unpaid time for physical or mental disability recovery periods, as defined and agreed upon by the congregation. If this provision is used, a stipulation should be added that unused accumulated sick leave will not be compensated at the end of the call, depending upon the amount of time taken for disability.

**G. CONGREGATIONAL SUPPORT PROVISIONS:**

Special emphases of the rostered lay individual within the life of the Call, and support by the congregation:

- 1. During the period of this agreement, the pastor will give special attention to:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

- 2. During the period of this agreement, the congregation will support the pastor by:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

3. This section describes certain aspects of the agreement such as accountability of agreed-upon terms and provisions, as well as identifies expectations the congregation or rostered lay worker may have pertaining to churchwide or synodical boards and committees, work in church-camp programs or other programs, and other details of the agreement which are not included in any of the previous sections, but are defined below:

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth in this agreement and that the agreement has been reviewed with the pastor.

\_\_\_\_\_  
*Associate in Ministry or Diaconal Minister*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Congregational President or Officer*

\_\_\_\_\_  
*Date*

**NOTES: (1)** If this agreement is being presented at the time of a new *Call*, sign and send the original, along with the *Letter of Call* to: Office of the Bishop, Northwestern Ohio Synod, 621 Bright Rd., Findlay, OH 45840 to the attention of Mary Hanson. Make a copy of this agreement and retain for the congregation's records.

**(2)** If this agreement is being presented during the course of the annual compensation review, retain the original in the records of the congregation. Place a copy in the pastor's file and send one copy, along with any particular responsibilities of this *Call*, to: Office of the Bishop, Northwestern Ohio Synod, 621 Bright Rd., Findlay, OH 45840 to the attention of Mary Hanson.

**APPENDIX A**  
 2009 Recommended Minimum Compensation Guidelines for Rostered Lay Individuals

<b>Years of Experience</b>	<b>NON-DEGREE</b>	<b>BACHELOR'S</b>	<b>MASTER'S</b>
<b>0</b>	29,716	34,329	37,984
<b>1</b>	30,187	34,802	38,458
<b>2</b>	30,723	35,287	38,919
<b>3</b>	31,195	35,770	39,489
<b>4</b>	31,667	36,293	39,962
<b>5</b>	32,228	36,767	40,436
<b>6</b>	32,700	37,313	40,907
<b>7</b>	33,172	37,835	41,455
<b>8</b>	33,645	38,258	41,927
<b>9</b>	34,329	38,730	42,400
<b>10</b>	34,664	39,278	42,947
<b>11</b>	35,136	39,763	43,420
<b>12</b>	35,623	40,236	43,892
<b>13</b>	35,082	40,721	44,365
<b>14</b>	36,767	41,256	44,525
<b>15</b>	37,115	41,727	45,409
<b>16</b>	37,648	42,200	45,881
<b>17</b>	38,121	42,747	46,355
<b>18</b>	38,605	43,220	46,888
<b>19</b>	39,142	43,694	46,152
<b>20</b>	39,626	44,178	47,833
<b>21</b>		44,713	48,369
<b>22</b>		45,197	48,854
<b>23</b>		45,670	49,326
<b>24</b>		46,142	49,885
<b>25</b>		46,678	50,371
<b>26</b>		47,186	50,831
<b>27</b>		47,647	51,340
<b>28</b>		48,182	51,677
<b>29</b>		48,655	52,323
<b>30</b>		49,128	52,796

Notes Accompanying this Table on Page 10

*Notes: (to Rostered Lay Compensation Table)*

1. At the 2009 assembly members voted to retain 2009 compensation rates for the 2010 year.
2. Rostered Lay individuals **do not** receive housing, utility or other allowances.
3. Add \$350 for each year of completed service beyond 30 years.



## APPENDIX B

### 1. *MINISTRY FOCUS*

When a congregation works deliberately to formulate a *Mission Statement* and set specific goals for its ministry, a rostered lay professional often needs to give special attention to specific areas of ministry. It is appropriate for the leadership and pastor to review and define what those areas are by cooperatively discussing them at least annually. Should the congregational leadership wish to pursue the development of such goals, there are many resources available through the *Northwestern Ohio Synod* bishop's staff.

### 2. *ANNUAL REVIEW*

The ministry and compensation package of the rostered lay individual should be reviewed on an annual basis. The review should be based on the conditions of the call, position description, constitution, performance, and personal growth factors by the Mutual Ministry Committee and/or Congregation Council. The evaluation may include other pastors and/or AIMs on staff if desired. The *Compensation and Benefit Guidelines* should be used as one resource for the annual review. This document should be updated and renewed annually, a copy retained in the staff person's file.

### 3. *SUPPORT*

Additional ways in which a congregation may encourage and support its rostered lay leadership are:

- ✓ Regular prayer for the individual, the individual's family and ministry
- ✓ Social invitations into the homes of members
- ✓ Appropriate recognition as a leader in the congregation's mission and ministry
- ✓ Fair compensation and benefits, reviewed and updated annually
- ✓ An annual review of the ministry of both the rostered lay leader and the congregation
- ✓ Members actively participating in the ministry of the congregation  
(committees, council, worship, teaching, etc.)
- ✓ Encourage growth opportunities through continuing education participation

In addition to the above, it is appropriate to also describe the rostered lay leaders's accountability (monthly and annual reports, written and/or oral, to whom, etc.).

### 4. *CHURCHWIDE COMMITMENT*

There are times in the midst of this ministry when he/she will be called upon to serve in ways that take her/him beyond the congregation. Examples may include church-related activities such as serving as a Bible study leader or chaplain at a church camp, on a synodical or ELCA committee or task force, or short-term teaching at a college or seminary. In any case, this "extended ministry" should be fully negotiated through the congregation's Staff Support (Mutual Ministry) Committee and with the approval of the Congregation Council. Such "outside" ministry should not be considered as vacation time.

## **5. WORK WEEK**

Because of the nature of ministry, it is recognized that rostered lay staff may be expected to fulfill many evening and weekend responsibilities. Therefore, adequate time off (one day per week) should be granted that would be free from ministry-related responsibilities.

## **6. VACATION**

Four weeks of vacation is recommended and should include at least four Sundays. Because of the nature and intensity of ministry, it is appropriate to grant this amount of time for personal renewal and re-energizing. Additional vacation time may be offered as the individual continues to share in an effective and faithful ministry in the congregation for a number of years.

## **7. SICK LEAVE**

Sick leave should be provided for up to *two* months per year (non-cumulative) with full salary, housing, and benefits. A provision for partial disability must be agreed upon beyond that time in coordination with the ELCA Board of Pension.

## **8. MATERNITY LEAVE**

At least up to *six* weeks should be allotted with full salary, housing, and benefits. Because of special concerns or needs, additional time may be negotiated between the rostered lay leader and the congregation.

## **9. PATERNITY LEAVE**

It is recommended that congregations, agencies, and institutions grant leave time to “new fathers” with full salary, housing, and benefits for a period negotiated ahead of time. Up to *two* consecutive weeks is a reasonable amount of time. Because of special concerns and needs, additional time may be negotiated between the individual and the congregation.

## **10. ADOPTIVE PARENTAL LEAVE**

Leave time should be provided to “new parents” of adopted children, immediately following the adoption. At least two weeks, taken consecutively, is appropriate with full salary, housing, and benefits. Because of special concerns and needs, additional time may be negotiated between the individual and the congregation.

## **11. WORKERS' COMPENSATION**

Under Ohio law, rostered leaders **may** be covered by Workers' Compensation. The Board of Pensions already provides a *Disability Plan* in its program that will encompass most situations normally covered under Workers' Compensation. For further information regarding this option, contact the Ohio Bureau of Workers' Compensation Office (800. 282-9536) or the Board of Pensions (800. 352-2876).

## Worksheet: *Determining Compensation and Benefits*

### I. TOTAL BASE SALARY

#### A. Base Cash Salary

1. Insert the compensation figure from Appendix A, p. 9 that pertains to the rostered lay person's years of service \$ (1)

2. Additions to Cash Salary (see p. 4) \$ (2)

**TOTAL CASH SALARY** (Box 1 + Box 2) \$ (3)

### II. BENEFITS

A. Tax-Sheltered Annuity Contributions (see p. 5) \$ (4)

B. Pension, Survivor, Disability, Medical and Dental Benefits (see pp. 5-6) \$ (5)

C. Continuing Education Allowance (see p. 6) \$ (6)

**TOTAL BENEFITS** (Box 4, 5 and 6) \$ (7)

**SUBTOTAL COMPENSATION PACKAGE**  
(Box 3 + 7) \$ (8)

### III. EXPENSES / ALLOWANCES

A. Automobile Allowance (see p. 5) \$ (9)

B. Other Expenses / Allowances \$ (10)

**TOTAL EXPENSE ALLOWANCES** \$ (11)

**TOTALS [Box 3, 7 and 11]** \$ (12)