



September 23, 2010

GULF-ATLANTIC DIOCESE **COMPENSATION GUIDELINES – 2011**

Intent: It is the intent of the Gulf-Atlantic Diocese to provide competitive compensation to all diocesan employees consistent with their position responsibilities, performance, experience, educational credentials and the congregations' ability to pay.

Responsibilities: The Diocese will provide guidelines to assist parish management in administering employees' compensation and may be able to consult with parish management at their request.

It is the responsibility of the individual parishes to specifically manage the compensation for the employees in each parish within the diocesan guidelines if possible.

Guidelines:

1. Included in this policy is a set of salary ranges for various positions in most congregations. These ranges are full time annual salaries (Grades A-C are also converted into hourly equivalents) and represent total cash compensation; i.e. salary and in the case of full time ordained clergy, housing. These numbers do not include any benefit costs, e.g., pension. At the bottom of the salary grade information, various positions (typical of most congregations) are assigned to a salary grade. The Admin positions (1,2,3) represent typical administrative functions – clerical, administration, bookkeeping, etc. Individuals should be assigned to them based on level of responsibility and experience. Other positions than those shown may exist in some congregations. These positions can be assigned a salary grade by comparing them to positions with assigned salary grades and interpolating for the appropriate grade.
2. Salaries for all positions should be calculated based on an individual's experience and credentials within the assigned salary grade. In the case of full time paid clergy the fair rental value of church owned housing should be subtracted from the calculated salary in order to arrive at a final stipend.
3. In utilizing the salary grades, relatively junior employees and/or employees in smaller congregations would normally be paid at the lower end of the ranges. More senior employees and/or employees in larger congregations would normally be paid further into the ranges.
4. Employees should not be paid lower than the established minimum or higher than the established maximum for the assigned rate range if possible.
5. In the case of part time employees, salaries should be calculated starting at the full time equivalent and then converting it into an hourly rate. Employees who are paid "per event" should have payments determined with the appropriate salary grade in mind.

6. Salary grades will be adjusted usually on an annual basis based on existing market conditions.
7. Employees' performance and salaries should be reviewed at least annually and compensation adjusted based on level of performance, position in the salary range, market conditions and the organization's ability to pay.

SALARY RANGES – 2011

The K\$ numbers are annual full time salaries. For Grades A-C, the hourly equivalents for the annual numbers are shown – they are derived by dividing the annual number by 2080. For salaried part-time employees, the equivalent full-time salary should first be determined and then prorated for the period of time actually worked.

Ranges (K\$ - italic numbers are equivalent hourly rates):

<u>Grade</u>	<u>Min</u>	<u>Mid</u>	<u>Max</u>
A	\$20 <i>\$9.62</i>	\$26 <i>\$12.50</i>	\$32 <i>\$15.38</i>
B	\$26 <i>\$12.50</i>	\$34 <i>\$16.34</i>	\$42 <i>\$20.19</i>
C	\$33 <i>\$15.86</i>	\$44 <i>\$21.15</i>	\$54 <i>\$25.96</i>
D	\$44	\$56	\$69
E	\$56	\$72	\$89
F	\$71	\$93	\$115

Position Grade Assignment

A	Admin 1	Office Clerk	Nursery Supervisor
B	Admin 2	Bookkeeper	Jr. Ministry Director
C	Admin 3	Parish Administrator	Sr. Ministry Director
D	Clergy Associate	Deacon	Worship Director
E	Assistant Rector	Ministry Director	Pastoral Care Director
F	Rector		