

# 2010 Clergy Compensation Guide

**Episcopal Diocese of Pittsburgh**



**Approved by Diocesan Council  
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**Episcopal Diocese of Pittsburgh**

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2010

## Active Clergy Compensation Guide Episcopal Diocese of Pittsburgh

The purpose of this guide is to provide standards for the proper compensation of Episcopal priests employed as full-time parochial clergy and to provide guidance in the compensation for part-time and supply clergy. The guide is applicable to the diocese and all congregations in the diocese.

The salary of the Bishop is reviewed annually by the Bishop's Wellness Committee. The committee is comprised of the president of the Standing Committee, president of the Board of Trustees and the president of Diocesan Council. This committee meets semi-annually to review compensation and wellness issues with the Bishop. The salaries of the Canon Missioner and the Assistant Bishop are reviewed annually and set by the Bishop with the approval of the Bishop's Wellness Committee.

It is the responsibility of each vestry or similar body to use these guidelines in determining the compensation levels for clergy for whom that body may be responsible. Both clergy and vestries or similar bodies have access to the Bishop's Office to seek clarification of elements of the guide or to seek resolution of conflicts that may arise in applying the guide to particular situations.

**It is required that prior to beginning a ministry within the Diocese of Pittsburgh, a Letter of Agreement has been signed by all parties.**

Compensation and other payments to clergy fall into four categories, which are described in detail on the following pages.

### I. Cash Compensation

- A. Stipend
- B. Allowances:
  - Housing
  - Utility

### II. Expenses

- A. Travel
- B. Continuing Education
- C. Sabbaticals
- D. Discretionary Fund
- E. Entertainment
- F. Moving

### III. Required Benefits

- A. Pension Fund
- B. Medical Insurance
- C. Days Off
- D. Extended Sick Leave/Short-Term Disability

### IV. Recommended Benefits

- A. Social Security
- B. Additional Life Insurance
- D. Equity Allowance

# **I. CASH COMPENSATION**

## **A. DETERMINING CASH STIPEND**

### **1. DESCRIPTION OF TYPICAL COMPENSATION CATEGORIES**

Clergy compensation is appropriately guided by the congregational situation in which the ministry is offered and by the level of responsibility and commensurate skill and experience required for the particular situation. Salary is that cash amount which is paid directly to a member of the clergy exclusive of housing, utilities, and social security self-employment tax allowance. In the context of prayerful reflection, the first step in determining salary is to determine the most appropriate category based on the congregational situation and responsibilities required. The descriptions of each congregational situation, clergy responsibility level and the ranges of each salary are of a scope comprehensive enough to allow practically any situation to fall within one of the compensation categories and salary ranges. The congregational situation descriptions are provided to help the congregation assess their level of functioning and ministry development. Some experienced and highly gifted clergy choose to remain in Group III and IV parishes or in other situations where the availability of resources, rather than the complexity of ministry, largely determines the cash compensation. In such cases, the provision of other “non-fiscal” compensation benefits may be appropriate.

### **2. DESCRIPTION OF CONGREGATIONAL SITUATIONS**

In the Diocese of Pittsburgh, congregations are generally categorized by size in Groups I through V, with Group I churches being the largest and Group V churches being the smallest. NOTE: The following levels are based on average Sunday attendance taken from the previous year’s parochial report. (Please refer to *Sizing Up a Congregation for New Member Ministry* by Arlin J. Routhage, an Alban Institute publication, for additional information on each situation/category.)

- **Congregation Situation for Group V (Family Size)**

Congregations in Group V are known as “family” size congregations with one or two families playing a major role in the leadership and the history. These congregations, which typically have up to 50 members attending worship regularly, are called the Family Church. Churches in this group have part-time clergy or are served by clergy who receive less than full-time compensation. To be effective in its ministry, the congregation’s clergy and laity work closely together in partnership.

The congregation is small enough that the priest is expected to know and be known by the majority of the active members of the church. There is usually one Sunday service. If it occurs, Christian Education is generally limited to Sunday morning and oftentimes is provided either only for children or for adults. Newcomer classes and confirmation preparation take place informally. Special programs may be offered during Lent. Churches of this size usually struggle with finding appropriate outreach and mission activities. Members of Group V congregations have hearts for outreach in and beyond their church, but it’s difficult for the congregation as a whole to sustain an organized effort. Outreach is always balanced against congregational needs. Forms of Christian outreach other than financial are often sought.

Clergy Responsibility Levels: Positions at this level require professional competency in preaching, teaching, liturgy, administration, pastoral care and the ability to deal with the other normal demands as found in some missions and small parishes as described above. One of the difficult issues that surrounds ministry in churches of this size is getting clear about the appropriate allocation of time, money, and ministry tasks, i.e., figuring out how much time and energy one should give relative to the compensation offered and how these efforts would best be allocated. Most of these congregations are served by retired or bivocational clergy who do not require a full compensation package. They also may be served by newly ordained clergy who are learning to acquire competency and experience in ministry and for whom the chart specifying the salary targets for entry level ordained ministry are generally most appropriate.

- Congregation Situation for Group IV (Pastoral Size)

A Group IV congregation typically has between 50 and 90 members attending worship regularly. Those congregations on the small end of the spectrum continue to share many of the characteristics of the Group V Family Size Churches. This larger size congregation, of 50 to 90 members attending worship regularly, is called the Pastoral Church. Most congregations within this group, particularly as they grow, begin to function more as a small Pastoral Church. They are served by a clergy person who receives a full-time compensation package. Like Group V congregations, the congregation is small enough that the priest is expected to know and be known by the majority of the active members of the church. Institutional maintenance and survival with a full-time clergy person are often major concerns at this size. Increasingly these churches are not able to support a full-time priest alone.

Congregations of this size are frequently frustrated by the many opportunities for ministry activities with only a small number of active members or insufficient levels of funding in the budget. Finding qualified and willing members of the vestry often remains a difficult task. Evangelism is talked about, often in terms of church growth – to fill out the budget and provide more persons for the various tasks. To be effective in its ministry, the congregation's clergy and laity work closely together in partnership. There may be one or two Sunday services. Christian Education is regularly offered for both children and adults – usually on Sunday mornings and/or a week night. Special programs are often offered during Lent and other educational needs such as newcomer classes and confirmation preparation are scheduled yearly. Outreach continues to be balanced against congregational needs, but most churches of this size regularly support and participate in some outreach or mission activities in or beyond their communities.

Clergy Responsibility Levels: Positions at this level require professional competency in preaching, teaching, liturgy, administration, and pastoral care, and the ability to deal with the other normal demands as found in some missions and small parishes as described above. Although some of these congregations are served by experienced clergy with a specialized call to small church ministry, many of these congregations are served by newly ordained clergy who are learning to acquire competency and experience in ministry and for whom the chart specifying the salary targets for entry level ordained ministry are generally most appropriate.

As the Category IV parishes grow to more strongly resemble the small Program Church, clergy responsibility increases to include those of institutional and pastoral management and may signal a deserved increase in compensation. An illustration of this level might be the small but rapidly growing church or a college or institutional chaplaincy with significant programmatic and administrative responsibilities.

- Congregation Situation for Group III (Transitional Size)

A Group III congregation is not quite a Program Size Church but is stretching the limits of Pastoral Size Church. This size congregation, with 90 to 150 members attending worship regularly, is called the Pastoral Church and as it grows larger begins to transition to the small Program Size Church. Most often, there is only one clergy person on staff; however, there is often part-time or volunteer help from clergy or specially qualified lay people who are members of the congregation. Typically there are at least two services on Sundays and regular weekday worship is common. There is an all-age Christian Education program and special offerings are presented, usually one at a time with much lay involvement in teaching and planning. The congregation supports two or three outreach programs. Lay ministry is a major focus in a Group III congregation. There is a full complement of church activities and several groups that gather around issues or ministries. As a Group III church grows larger and begins to transition to the small Program Sized Church, it starts to encounter the challenges associated with the Program Sized Church, described in the Group II congregational situation. The tasks of ministry in a parish undergoing a transition state are usually more complex and difficult than those encountered in a larger, but more stable parish.

Clergy Responsibility Levels: Positions at this level require professional competency and ability to deal with demands of a mission or parish beyond the size or complexity of those in Categories IV and V. Often the major challenges here are those of institutional and pastoral management and an ability to shepherd and manage change and growth. An illustration of this level might be the rapidly growing church, the medium-size parish with growing outreach and educational ministries or the seasoned assistant in Group I and II parishes.

- Congregation Situation for Group II (Program Size)

A Group II congregation is very complex with many activities and ministries supported both within and without the congregation. Churches in Group II have average Sunday attendance of 150 to 300 people. Group II congregations, with 150 to 225 members attending worship regularly, are sometimes called the small Program Church. As these churches continue to grow, they pass through a very difficult and stressful transition stage when membership is regularly established at a level greater than 225 people regularly attending Saturday/Sunday worship. Leadership responsibilities in such positions are very complex and often stressful.

As the average Sunday attendance grows past 150 and approaches 200 people, the congregation is identified as being beyond a Transitional Size Church. According to many consultants, churches of this size face many difficulties and great tension as they transition from the characteristics more typically found in a Pastoral Church to those found in a Program Church. Members still often desire that their pastoral care/intimacy needs be met as in a smaller congregation while also holding expectations for the significantly increased programs and activities found in a larger congregation. Once the average Sunday attendance reaches 225 to 250 people, the church has moved beyond the Transitional Size Church to the more stable dynamics of the typical Program Size Church. Typical of this level is the church that is above average in size and complexity of programs. This size congregation, with 250 to 350 members attending worship regularly, is called the large Program Church.

In Group II congregations, there is generally more than one clergy on staff. In addition to two or three services on Sunday, the Group II congregation has regular weekday services and celebrates major holy days. In addition to basic Christian Education offerings for both children

and adults additional specialized programs in Bible study and theology, contemporary issues and social concerns are regularly offered to the congregation and community. The Group II congregation is active in outreach, committing a real portion of its budget outside of pure congregational concerns. Evangelism is encouraged and planned growth is expected. The Group II congregation often functions on the creative edge of mission.

**Clergy Responsibility Levels:** These are positions of some complexity and responsibility requiring different professional competencies than those of Category III, including the development, supervision, and resourcing of a larger lay, clergy and volunteer staff and leadership team. The Transition Church is particularly stressful and challenging for the rector, who must be very skilled in change management and vision development. Typically, people want 90% of the clergy's time to be spent at both pastoral care/nurture and providing for increased program, worship and activities. The stress on the rector eases somewhat as the congregation clarifies its mode of operation and functions securely as a large Program Sized Church. Of the same level of responsibility, although very different in some of the skills required, are such positions as diocesan officials, a Senior Assistant/Associate in a parish whose rectorship is in Category I or a "Specialist" in certain areas.

- Congregation Situation for Group I (Resource Size)

A Group I congregation is the largest and most complex. This size congregation, with 300 or more members attending worship regularly, is called the Resource Size Church. There are two or more clergy on staff. A full range of worship and spiritual growth opportunities, Christian Education programs, and pastoral counseling services are available for church members and the community. Significant public interest activities are offered. Outreach to the neighborhood and the greater community is a major part of a Group I congregation's ministry. Evangelism is organized and deliberate.

**Clergy Responsibility Levels:** These positions require considerable experience and mastery of several not necessarily related disciplines. Direction and training of a large staff is required. Rectors of very large, diverse parishes are typically at this level.

**NOTE:** APPENDIX A provides compensation guidelines for these congregational situations in the Diocese of Pittsburgh. Other factors to be considered in determining clergy stipend include:

- Special Skills and Qualifications

- Skill in counseling
- Publications
- Recognition as an expert in a field
- Administrative leadership
- Fund-raising ability
- Ability to deal with media
- Interpersonal skills
- Ability as a preacher
- Ability as a teacher
- Post-seminary education and/or doctoral or advanced degree work
- Average income for the parish
- Average income and cost of living for the region

- Job Complexity
  - Size of staff
  - Variety of duties to be performed
  - Stress factors
  - Goals and objectives of parish
  - Quality of the lay leadership
  - Transitional or stable membership

### 3. GUIDELINES FOR THE COMPENSATION OF ASSISTING CLERGY

Determining the salary for assisting clergy is complex because of the range of skills, resources and particulars of the parish they serve. In light of this fact, these are some thoughts on how a parish might approach this subject.

- The rector of a congregation with the advice and consent of the vestry appoints Assistants and/or Associates. The responsibilities of an assistant or associate have frequently been different from those of the rector and lead to differences in compensation levels.
- The rector (and only the rector) is the person ultimately responsible to the Bishop for the ministry in a congregation.
- By tradition and the Canons of the Church, the rector is called to serve a congregation on a “permanent” basis; the tenure of the assistant or associate is generally for a finite and prescribed period of time, unless another term is specified in the Letter of Agreement.
- Assistants and associates are frequently called for specific responsibilities in a congregation. Their ministries may be a transition to becoming a rector in their own right; others prefer to serve exclusively in the assistant or associate capacities.

There are limited scriptural references to assisting clergy to guide our work in setting the compensation of assistants and associates, but the reference and the advice on how believers should share their possessions (Acts 4:32-34) provide some challenging perspectives. The ideal model of the Church is that of a “religious community.” In that community, ministry is truly shared (among clergy and lay) and, therefore, collegiality and mutual support is the expected behavior and our challenge.

We understand and accept that all clergy have unique gifts and some have special needs. Compensation can and should reflect differences in experience, training, needs, and skills but not status or level. We further believe that an annual review in light of shared ministry is key to the ongoing relationship between the rector and the assistant.

As a guideline, in many places the compensation for assistants and associates ranges from 50 to 75% of their rector’s compensation.

### 4. ADDITIONAL CLERGY COMPENSATION GUIDELINES

Supply rates are provided in APPENDIX B. APPENDIX G addresses advocacy for clergy during compensation negotiations. APPENDIX F and APPENDIX H address clergy wellness issues.

## **B. ALLOWANCES**

### **1. HOUSING**

Congregations should provide a housing allowance for their clergy. Clergy that live in church-owned housing are also eligible for a housing allowance for furnishings and other allowable housing expenses. The housing allowance must conform to the tax code. The allowance must be church-designated and be done in advance of the allowance being taken, meaning that it cannot be acted upon retroactively. The vestry, with input from the clergy, should review the allowance annually to make sure only allowable costs are taken into account. A sample housing allowance resolution is provided in APPENDIX C and a suggested format for documentation of clergy housing allowance is provided in APPENDIX D.

### **2. UTILITIES**

Each congregation should provide for a utility allowance for clergy-paid bills, or the provision for utilities to be paid directly by the church. This should be voted on by the vestry and treated the same as the housing allowance for tax purposes.

## **II. EXPENSES**

### **A. TRAVEL (JOB-RELATED)**

Each congregation should provide either a monthly allowance or an accountable reimbursement plan utilizing the IRS per mile reimbursement rate set annually by the diocesan council. It is recommended that the vestry adopt an accountable reimbursement plan. Reimbursements paid under an accountable plan are not reportable by the employer or employee as taxable income, unlike the monthly allowance which is taxable. The accountable plan is a significant advantage to the clergy. Note: When the accountable reimbursement plan is adopted by the vestry it applies to all employees – clergy or lay.

If employees are paid at a rate in excess of the IRS per mile reimbursement rate, under IRS revenue ruling 84-127, the **entire reimbursement** must be added to the wages reported on form W-2. The clergy can then claim a deduction of the IRS per mile rate on IRS Form 2106 for the business mileage. This is not recommended.

The clergy should keep in mind that travel expenses either reimbursed as an allowance or under an accountable reimbursement plan **must** be documented. See APPENDIX E for a sample documentation form. In the event of an audit the IRS will request the documentation of these expenses.

### **B. CONTINUING EDUCATION**

All clergy are encouraged to engage in regular continuing education to strengthen their ministries. Parishes are expected to provide both time and money to make such study possible. Continuing

education time should be focused on vocational development, workshops, courses or intentional study in areas that undergird present or future ministry and develop or strengthen talents and skills. This time is not to be used as additional vacation or leisure time.

Parishes shall contribute a stated amount each year (usually \$500 to \$1,000 and in no case less than \$350) toward the expenses of continuing education projects. In addition, the Diocesan Continuing Education Committee offers a grant program to supplement parish and individual contributions. Continuing education grants cover up to one third of continuing education program costs. Contact the diocesan office for information.

### **C. SABBATICALS**

After five years of service, a priest is eligible for sabbatical leave that has accrued at the rate of two weeks per year of service, up to a maximum of three months of leave. Parishes shall build provision into their budgets to cover the expenses of a sabbatical, which include program and travel costs as well as liturgical and pastoral care coverage for the parish. The Diocesan Continuing Education Committee offers sabbatical grants of up to one third of sabbatical program costs, not to exceed \$1,000 per year. Limited diocesan aid is also available to help defray the cost of supply clergy for the parish during the priest's sabbatical. A written description of the sabbatical plan should be submitted to the Bishop no less than 90 days before it commences.

A periodic sabbatical is a healthy and effective means of preventing burnout and of renewing and enhancing a professional's capabilities for dealing effectively with problems facing those who need help. The following planning guidelines are recommended.

1. The sabbatical is intended to provide rest and renewal, but should have a structure to it. Planning for the sabbatical is just as important for the clergy or lay professional as it is for the parish. The planning process can be broken into three phases: 1) the pre-sabbatical or planning phase; 2) the sabbatical itself; and 3) the post-sabbatical phase.
2. During the first phase, the objectives of the sabbatical should be defined in general terms and a flexible plan should be developed to achieve those objectives. The plan might involve group study, travel, writing or some combination of all three, blended with a good measure of relaxation and family time.
3. The second phase is the sabbatical and the person should follow a flexible approach to pursuing the planned objectives, bearing in mind that the overall goal is rest and renewal, not rigid adherence to a prescribed plan of action.
4. The third phase is a time of adjustment for both the person returning and for those who have coped with that person's absence. Feedback should be provided through face-to-face dialogue or in the form of a written report or journal to the Bishop's office within 90 days of returning from a sabbatical.

### **D. DISCRETIONARY FUND**

**Title III, Canon 9, Section 5(b)6 of the Canons of the Church, is generally interpreted to mean that, at a minimum of one Sunday a month, the loose offering at the Holy Eucharist is to be applied to such pious and charitable uses as the Rector shall determine.**

The Discretionary Fund represents the special ministry of the congregation through its clergy and should be budgeted as such to reflect the commitment of the total congregation to this ministry. The purpose of this fund is to permit clergy to provide limited confidential assistance to people in need. The discretionary funds are subject to audit and are to be included in the financial reports following standard accounting procedures. Discretionary funds remain with the congregation when the clergy departs.

#### **E. ENTERTAINMENT (JOB-RELATED)**

Entertaining on behalf of the church should be reimbursed under an accountable reimbursement plan. Vestries are encouraged to put an annual dollar amount in the operating budget.

#### **F. MOVING**

When a congregation or other agency issues a call, it should pay the expenses associated with the relocation. Clergy who have been called and the leadership of the congregations to which they have been called are encouraged to discuss the anticipated expenses in advance and to set up a reserve.

### **III. REQUIRED BENEFITS**

#### **A. PENSION FUND**

Title I, Canon 8, Section 3 of the Constitution and Canons of the Protestant Episcopal Church in the United States of America requires the diocese, parish, mission, and other ecclesiastical organizations to pay the Church Pension Fund Assessment for the Bishop and clergy of the diocese.

The Pension Fund Assessment typically is 18 percent of the total compensation for each clergy person. Different rules may apply to the definition of “total compensation” for clergy that provide their own housing and those for whom housing is provided. Please contact the diocesan office if you would like clarification for budgeting purposes.

#### **B. HEALTH INSURANCE**

Medical/Dental group insurance is required for full-time clergy. This is a negotiated benefit for part-time clergy. For married full-time clergy, it is required that the vestries provide full family insurance coverage unless alternate coverage has been provided. It is also encouraged to provide additional recommended benefits to clergy not requiring medical insurance coverage (i.e. covered under a spouse’s plan) in the form of a “cafeteria plan.”

A medical plan is available through the diocesan group policy. The administration of our health care benefits is centralized through the diocesan office and has oversight from the Medical Insurance Committee in order to provide expertise and efficiency in the best interests for all of our congregations, their clergy and their lay employees. They continue to work for cost containment

balanced with the best medical care options available in our region. Questions about the diocesan health insurance plan and enrollment information is available from the diocesan office.

### **C. DAYS OFF AND VACATION**

A normal work week for full-time clergy is 50 hours – usually measured as approximately twelve units of mornings, afternoons or evenings in various combinations reflecting the demands of the ministry. Clergy are expected to have at least one continuous 24-hour period reserved for personal and family use.

In addition, clergy will have time off in observance of the following national holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day and Independence Day. When the holiday is a work day or falls on a normally scheduled day off, the clergy person should be encouraged to take another day in that week off.

Clergy shall have one month of vacation time per year, which will include at least four Sundays.

### **D. EXTENDED SICK LEAVE/SHORT-TERM DISABILITY**

Effective January 1, 2004, as a benefit of the Church Pension Fund, all clergy actively participating in and fully covered by the Clergy Pension Plan will be enrolled in a Short-Term Disability Benefit Program at no additional pension assessment cost. In cases of extended serious illness, clergy are to be provided with sick leave at full pay, supplemented by short-term disability payments of 70 percent of compensation from the Pension Fund, up to \$1,000 per week, for a maximum period of 52 weeks.

**If the illness is prolonged beyond 360 days, the clergy should initiate the Long-Term Disability Benefit through the Pension Fund. (See Note below.)** Prior to or during a term of office, clergy are expected to inform the congregation and diocesan office of any health factors, which may interfere significantly with effective fulfillment of responsibilities.

## **IV. RECOMMENDED BENEFITS**

### **A. SOCIAL SECURITY SELF-EMPLOYMENT TAX ALLOWANCE**

For the purposes of social security, clergy are considered self-employed. An allowance amount equal to half of the clergy's social security self-employment tax (SECA), currently 15.3%, may be paid directly to the member of the clergy as an optional benefit. **NOTE: This income is fully taxable and reportable as income to the clergy.**

### **B. ADDITIONAL LIFE INSURANCE COVERAGE**

Clergy and their spouses have the ability to purchase additional insurance coverage from the Church Life Insurance Corporation and the Pennsylvania Widow's Corporation. Please contact the diocesan office for additional information. **NOTE: All non-retired clergy actively participating**

**in and fully covered by the Clergy Pension Plan have a Group Term Life Insurance benefit equal to four times total compensation to a maximum of \$100,000.**

### **C. EQUITY ALLOWANCE**

The 133rd Annual Convention of the Diocese of Pittsburgh adopted a resolution stating that effective January 1, 1999, Letters of Agreement for all clergy living in church-provided housing shall include an additional category of compensation entitled “Housing Equity Allowance,” and it was further resolved that the specific amount of the Housing Equity Allowance shall be calculated by using a percentage of the value designated for housing on the assessment form of the Church Pension Fund (30 percent of cash stipend plus utilities) or an amount agreed upon between the clergy and the parish.

### **NOTE TO CLERGY:**

Effective January 1, 2005, as a benefit of the Church Pension Fund, all clergy actively participating in and fully covered by the Clergy Pension Plan will be enrolled in a new Long-Term Disability Benefit Program at no additional pension assessment cost. Clergy should contact the CPG to verify inclusion in this plan and to obtain description of plan benefits.

## APPENDIX A

### EPISCOPAL DIOCESE OF PITTSBURGH CASH COMPENSATION GUIDELINES FOR 2010

Clergy Experience	Minimum (0-5 Years)	Growth (5-10 Years)	Midpoint (>10 Years)	Maximum Suggested
Parish Type				
V*	--	--	--	--
IV	\$46,520	\$51,919	\$57,306	\$73,633
III	\$54,978	\$62,856	\$71,114	\$88,893
II	\$63,438	\$74,095	\$84,752	\$105,939
I	\$87,435	\$98,755	\$111,778	\$139,722

\* These clergy are part-time normally paid on a pro rata basis utilizing the compensation guidelines for Group IV.

Notes:

- Cash compensation includes salary, housing and utilities, and any social security self-employment tax allowances paid (see below for details).
- If housing and utilities are provided in the form of parish-owned facilities, the above cash compensation ranges may be reduced by 25%.
- The maximum suggested compensation is calculated at 25% above the mid-point.
- Clergy should move through the range over time and with development of greater skills and experience. "Position in range" is a key consideration for compensation decisions. The ranges represent a standard of normal compensation for fully functioning clergy with good performance. Clergy with ten years experience in the active ministry, who meet or exceed performance expectations, would typically be paid at or above the range midpoint.
- Compensation shall not be below the minimum of the range. A vestry will be requested to prepare a corrective action plan for approval by the Bishop's office if compensation does not meet this standard.

## APPENDIX B

### GUIDELINES FOR SUPPLY CLERGY RATES

In an effort to provide guidelines in this area, the Committee recommends the following *minimum* schedule for supply clergy to be paid by the vestry of the parish for whom services are supplied. On a given Sunday or weekday (Note: The 1979 Book of Common Prayer calls for a Sermon or Homily as part of the Proclamation of the Word at each service of Holy Eucharist):

1 Sunday service with sermon -- \$100

2 Sunday services with sermon -- \$150

An additional \$50 is to be paid for each additional service on the same week-end. Clergy are also to be reimbursed for travel costs at the current IRS reimbursable mileage rate.

## APPENDIX C

### **SUGGESTED INSERT FOR MINUTES OF VESTRY FOR DESIGNATION OF CLERGY HOUSING ALLOWANCE**

The Vestry has received a statement from the Rev. \_\_\_\_\_ detailing the amounts that (he) (she) expects to spend in 20\_\_\_\_ to provide a home for (himself) (herself) and (family).

A copy of this statement is attached to and forms a part of the original minutes of this meeting.

After consideration, on motion duly made and seconded, the following resolution was adopted:

**BE IT RESOLVED** that the Rev. \_\_\_\_\_'s compensation for the year 20\_\_\_\_ be set at \$\_\_\_\_\_, of which \$\_\_\_\_\_ is designated as an allowance for the expenses of providing a home, based upon the attached statement of the Rev. \_\_\_\_\_'s estimated housing expenses for the year 20\_\_\_\_\_.

(If the clergy person is provided with the rent-free use of a house, the following should be added.)

The Rev. \_\_\_\_\_ shall also be provided with the rent-free use of the house located at \_\_\_\_\_ for the year 20\_\_\_\_ in consideration of (his) (her) services as \_\_\_\_\_ of \_\_\_\_\_ Church, \_\_\_\_\_, Pennsylvania.

(The clergy person should retain a copy of the minutes containing this notice with his or her IRS records.)

**APPENDIX D**

**SUGGESTED FORMAT FOR  
DOCUMENTATION OF CLERGY HOUSING ALLOWANCE**

TO: \_\_\_\_\_  
(Vestry)

\_\_\_\_\_

(Name of church)

\_\_\_\_\_

(Address of church)

FROM: \_\_\_\_\_  
(Clergy person)

SUBJECT: Housing Allowance for 20\_\_\_\_\_

\_\_\_\_\_

The following amounts are estimates of the costs I expect to pay during 20\_\_\_\_\_ to provide a home for myself (and family):

- |     |  |          |
|-----|--|----------|
| (1) | House  | \$ _____ |
|     | <i>The lowest of mortgage, fair rental value, or rent on leased premises</i> |          |
| (2) | Utilities  | \$ _____ |
| (3) | Taxes  | \$ _____ |
| (4) | Insurance  | \$ _____ |
| (5) | Repairs and maintenance  | \$ _____ |
| (6) | Furnishings  | \$ _____ |
| (7) | Other housing expenses:  |          |
|     | _____  | \$ _____ |
|     | _____  | \$ _____ |
|     | <b>TOTAL</b>   | \$ _____ |

Clergy Person's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX F**

### **CLERGY WELLNESS**

Vestries or ecclesiastical organizations should encourage yearly physical examinations. It is suggested that if the exam is not paid for under current Medical benefits that the vestry budget this as a reserve. Vestries should encourage the rector to make a three or four day annual retreat outside the diocese. Vestries should expect the rector to report at least quarterly to them about the number of days they have taken for recreational, study and vacation time during that period. Vestries should expect the rector to participate in a professional support group of their choosing. They should encourage the rector to have a personal spiritual director. It is expected that the Senior Warden should consult with the rector at least quarterly to see that the terms of this are being met.

#### **Responsibilities of Clergy for Self**

As deacons and priests, we have promised to pattern our lives (and those of our families, households, or communities) in accordance with the teaching of Christ, so that we may be wholesome examples. One part of this commitment is to care for God's gift which we embody in ourselves and thus to proclaim in deed as well as word the Gospel of Jesus Christ by fashioning our lives in accordance with its precepts. The following are suggestive of some of the ways that we express this care:

1. We give adequate attention to our spiritual health, we observe daily times for prayer, scripture reading, and meditation, and regular retreats with the Daily Offices as the guide in our tradition.
2. We give adequate attention to our physical health, including regular check-ups, regular exercise, healthy eating habits, and moderation/abstinence in any use of tobacco, alcohol, or other drugs.
3. We give adequate attention to our emotional health and when there is need, identified by friends or colleagues, we will seek professional help.
4. We observe at least one-and-a-half days off work each week and endeavor to enlist our parishioners' support in honoring these times of rest.
5. We take one full month each year for vacation as time for recreation and renewal.
6. We make every effort to reach mutual agreement with our congregations and/or ecclesiastical authority to plan for periodic sabbatical leave for refreshment, renewal and growth.
7. We maintain a regular program of continuing education in consultation with clergy colleagues, bishop and congregational representatives. At least every five years, we give concerted effort to an examination of our professional and vocational development.
8. We maintain regular contact with other clergy through monthly clergy fellowships and colleague groups.
9. We spend intentional and significant time with our family, household or community.
10. We seek avenues of community involvement and/or friendships that allow us to relate to others where we are not priest/congregational leader.
11. We practice responsible stewardship of our financial resources. We accept the tithe as a minimum standard of giving, and if we are not already tithing, adopt a systematic plan of moving towards that minimum.

## APPENDIX G

### **ADVOCACY FOR CLERGY DURING COMPENSATION/BENEFIT NEGOTIATIONS**

At the time of determining the annual budget in congregations, clergy often find it difficult to negotiate for an adjustment in their compensation and benefits. Negotiation is not a skill that everyone possesses. In response to this reality, the Clergy Compensation Committee proposes that clergy ask an advocate to represent his or her needs and desires to the vestry or budget committee. This section of the Guidelines proposes a method for finding and making use of an advocate.

1. Let the vestry or budget committee know well in advance that you will be asking someone to represent you at the budget meeting.
2. When deciding on an advocate, choose someone who cares about you within the parish community, but not the Treasurer (the Treasurer would be put in an untenable position as your advocate). The advocate does not have to be a member of the parish, but needs to be someone with credibility in the community. The advocate should have an understanding of the covenant between the cleric and the parish and also have a sense of advocacy as a ministry that serves both the cleric and the parish. Write or call this person and outline what you are asking him or her to do. For example, you would like an advocate:
  - a) To represent you and your needs to the vestry or budget committee.
  - b) To discuss with you what your hopes are for the next year regarding your package.
  - c) To meet with you one or two times before the budget meeting.
  - d) To be an advocate for one or two years.
3. Meet with the person you've chosen to be your advocate at least one week before the budget committee meets.
  - a) Give the person a sense of the purpose of being our advocate.
    - To have a sense of this ministry as a way of caring for the parish cleric who comes to the parish as servant.
    - To understand that vestry and cleric have entered into a mutual covenant of care giving. As the cleric cares for the people, the people must care for the cleric. This is important for the parish as well as for the cleric.
    - To speak for the cleric when he or she may not be in a position to speak for him or herself.
  - b) Use the Diocesan Clergy Compensation Guidelines as focus for the meeting and go through them carefully.
  - c) Note all the categories of the covenant between the cleric and the vestry.
  - d) Note that it is reasonable for the parish to support these categories.
  - e) When you come to the financial section, note that the recommended amounts are minimums, not maximums.

- f) Ask if the advocate can accept the principles of the categories.
- g) Have an annual meeting with the advocate to review your needs and expectations.
- h) Assure the person that you are depending on him or her to represent your needs.
- i) Don't be afraid to articulate your needs.

## APPENDIX H

### **GUIDELINES FOR PARISH, CLERIC AND FAMILY DURING MARITAL STRESS, CRISES AND DIVORCE IN CLERGY FAMILIES**

The establishment, blessing and nurture of Christian marriage and Christian family life are a primary task of the church. Christian marriage, at best, provides a secure place for the wholesome expression of human sexual communication as well as for reproduction. Through the faithful commitment of one person to another, God addresses their loneliness and blesses them with the gift of companionship. Clergy separation and divorce do occur. They are realities usually accompanied by confusion and hurt. They are among life's most threatening and painful experiences. These guidelines are designed to be useful to rectors and families, vestries and congregations as they develop ways of dealing with marital problems of clergy.

In the process of working with the problems that have become apparent in a marriage, the various parties affected have responsibilities that they must accept. Each should respect the confidentiality of the situation. It should be recognized by all parties that, if divorce ensues, this might affect the life of the congregation for some time to come.

#### 1. Clergy Responsibility

- a) Recognizing serious problems developing within the marriage.
- b) Discussing problems with spouse and children.
- c) Discussing the situation with an appropriate and trusted third party.
- d) Seeking professional counseling for self and family.
- e) Recognizing the potential impact upon the congregation in such areas as:
  - Management of the church's day-to-day affairs.
  - Counseling for parishioners.
  - Visiting parishioners.
  - Emotional response of the congregation.
- f) Counseling with the bishop for guidance on what approaches to use for the problem.
- g) Discussing with the Senior Warden, as appropriate, when problems impact on the parish.

#### 2. Spouse Responsibility

- a) Recognizing serious problems developing within the marriage.
- b) Discussing problems with spouse and children.
- c) Discussing the situation with an appropriate and trusted third party.
- d) Seeking professional counseling with spouse.

### 3. Vestry/Senior Warden Responsibility

- a) Approaching the clergy when problems impact upon the congregation.
- b) Deciding what role vestry should take.
- c) Suggesting counseling for clergy and family if problems appear to be escalating.
- d) Requesting assistance from bishop if unable to help to resolve the problem.
- e) Setting limits as to when the parish will no longer allow problems to disrupt the parish and the congregation.
- f) Deciding what continuing financial support is available to the clergy and family should divorce ensue.

### 4. Bishop's Responsibility

- a) Setting up a protocol as to when the bishop becomes involved.
- b) Being available to clergy and family.
- c) Having within the diocese counseling resources available to clergy and families.
- d) Developing a diocesan policy on divorce and remarriage of clergy.

## APPENDIX I

### PARISH RANKINGS (2009)

*In alphabetical order within the groups*

#### **I (Resource)**

East Liberty, Calvary  
Fox Chapel  
Moon Township, St. Philip's  
Mt. Lebanon, St. Paul's  
Oakland, Ascension  
Sewickley, St. Stephen's

#### **II (Program)**

Beaver, Trinity  
Greensburg, Christ Church  
Hopewell, Prince of Peace  
Ligonier, St. Michael's  
North Hills, Christ Church  
Oakmont, St. Thomas  
Peter's Township, St. David's  
Pittsburgh, Trinity Cathedral  
Washington, Trinity

#### **III (Transitional)**

Ambridge, Church of the Savior  
Brackenridge, St. Barnabas  
Brentwood, St. Peter's  
Butler, St. Peter's  
Charleroi, St. Mary's  
Crafton, Nativity  
Cranberry/Warrendale, St. Christopher's  
Franklin Park, St. Brendan's  
Gibsonia, St. Thomas  
Highland Park, St. Andrew's  
Johnstown, St. Mark's  
Kittanning, St. Paul's  
McKeesport, St. Stephen's  
Monroeville, St. Martin's  
Mt. Washington, Grace  
Somerset, St. Francis  
Squirrel Hill, Redeemer  
Uniontown, St. Peter's

#### **IV (Pastoral)**

Brownsville, Christ Church  
Glenshaw, Our Saviour  
Hazelwood, Good Shepherd  
Homewood, Holy Cross  
Indiana, Christ Church  
Leechburg, Holy Innocents  
Monongahela, St. Paul's  
Murrysville, St. Alban's  
North Side, Emmanuel  
Oakland, Shepherd's Heart  
Wilkinsburg, St. Stephen's

#### **V (Family)**

Blairsville, St. Peter's  
Brookline, Advent  
Brighton Heights, All Saints  
Canonsburg, St. Thomas  
Carnegie, Atonement  
Clairton, Transfiguration  
Donora, St. John's  
Georgetown, St. Luke's  
Homestead, St. Matthew's  
Jeannette, Advent  
Liberty Borough, Good Samaritan  
New Brighton, Christ Church  
New Kensington, St. Andrew's  
North Versailles, All Souls'  
Patton, Sts. Thomas & Luke  
Penn Hills (Rosedale), All Saints  
Penn Hills, St. James  
Red Bank, St. Mary's  
Scottdale, St. Bartholomew's  
Wayne Township, St. Michael's  
Waynesburg, St. George's