

## 2024 Compensation Guidelines

Greetings Congregational and Rostered Leaders:

RE: Rostered Leaders Compensation Guidelines

The Compensation Guidelines for 2024 have been approved by Synod Council. Changes to be aware of:

### 1. Salary:

Synod council has approved an increase of 3.0% across the grid for 2024, 2025, and 2026.

### 2. Benefits:

Group Services Inc. (GSI, the ELCIC's benefits provider) and National Church Council continue to set national harmonized standards for vacation, leave of absence, ELCIC pension, group benefits plan, continuing education plan, mileage, and book allowance.

### 3. Allowances and Reimbursements:

Flat amounts paid monthly for vehicle, phone, books, etc. must be added to salary and are subject to deductions (tax, CPP, EI) on payroll. Reimbursements for mileage, phone bills submitted monthly, etc. can be paid as an expense and the congregation is entitled to the GST public service bodies' rebate. These are not part of payroll.

(2023 rates – consult the CRA website for 2024 rates when issued.) Note if more than \$0.68/km is paid after the first 5,000 km in the calendar year (or more than \$0.62/km for first 5,000 km), it may be considered by CRA as unreasonable and that amount will become income to the recipient subject to tax, CPP, and EI.

Should there be any questions related to compensation guidelines, do not hesitate to contact Monica Johnson, Finance Manager at the Saskatchewan Synod: [finance@sasksynod.ca](mailto:finance@sasksynod.ca) or phone 306-244-2490.

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## 2024 Salary for Rostered Ministers

### Minimum Salary Grid for Rostered Ministers

2024		B. Th.	M. Div.	S.T.M.	Ph.D.
	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Start</b>	58,929	60,403	61,910	63,460	65,047
<b>Step 1</b>	61,285	62,819	64,389	66,001	67,648
<b>Step 2</b>	63,742	65,335	66,966	68,640	70,357
<b>Step 3</b>	66,288	67,944	69,646	71,385	73,169
<b>Step 4</b>	68,938	71,176	72,430	74,239	76,094
<b>Step 5</b>	71,697	73,489	75,327	77,210	79,139
<b>Step 6</b>	74,567	76,430	78,342	80,299	82,307

**Columns:** Levels 1 - 5 recognize educational level

- Level 1 Basic Theological Education
- Level 2 Bachelor of Theology (B.Th.)
- Level 3 Master of Divinity (M.Div.)
- Level 4 Master of Sacred Theology (S.T.M.) or Doctor of Ministry (D. Min)
- Level 5 Doctor of Theology (Th.D.) or Doctor of Philosophy (Ph.D.)

**Rows:** Steps 1 to 6 recognize experience

### Notes on the Salary Guidelines

#### 1. Purpose of the guidelines

These salary guidelines approved by Synod Council assist congregations and parishes in planning remuneration for rostered ministers. Note that these guidelines are considered minimum salary and may be exceeded, depending on individual circumstances, experience, and workload of the rostered minister. Where a congregation finds it impossible to pay up to the salary scale, the bishop shall be consulted in order that other options for compensation may be considered, such as additional free time, study leave, or leave for part-time employment outside the parish.

#### 2. Overall change to the 2024 salary grid:

A 3% increase has been applied to the grid for 2024, 2025, and 2026.

#### 3. Salary and housing combined on the grid:

These guidelines, as they have for a number of years in Sask Synod, combine the former salary and housing allowance number into one salary number. Note that deductions at source for tax and CPP **cannot** be reduced by claiming a portion of salary as housing. Payroll deductions can only be reduced with an authorization letter from Canada



Revenue Agency for EACH tax year. The rostered minister can request a reduction by filing Form T1213 annually in October/November for the following tax year.

#### 4. **Housing:**

- Increasingly across the ELCIC, rostered ministers are choosing to secure their own housing. Purchasing a house enables rostered ministers to potentially build equity. Purchasing or renting allows the rostered minister to match their dwelling space to the particular needs of their own family.
- When a congregation owns a parsonage, it is to be treated by the congregation as a rental property. The rostered leader would have first option to rent it from the congregation/parish for an agreed-upon fair market rental for that community. (If a parsonage is rented by the rostered leader, the negotiated price should include utilities.) The rostered minister would issue a monthly cheque for rent to have a clear paper trail for auditing purposes. If the minister chooses not to live in the parsonage, this has no impact on the salary/benefit package as the parsonage can be rented to other members of the community to generate revenue for the congregation.
- A clergy residence benefit deduction continues to provide rostered leaders with a significant benefit through the rostered leader's tax return with CRA. As noted above, this cannot be used to reduce payroll deductions without a letter of authorization from CRA for **each** tax year.
- For clergy couples: Rostered ministers who share the same accommodation are each entitled to all components of the salary package. (Only one member of the couple may claim the residence tax deduction with CRA.)

#### 5. **Salary Grid:**

On the anniversary date of a rostered minister's service under call, the minister will move up one step (unless he/she is already at the top step), thereby receiving an increment for the additional year of full-time service under call.

- a. Rostered ministers in part-time service will take longer than 12 calendar months to attain the 12-month full-time experience equivalency.
- b. Rostered ministers who experience a period "on leave from call" exclude that time when calculating their total years of experience.
- c. Parental or medical leave without resignation from call is included when calculating a minister's years of service under call.

On January 1, 2024, rostered ministers will remain at the same step as they were on at December 31, 2023. However, they will receive payment based on their step in the 2024 grid. On the anniversary of date of first call, the rostered minister moves up one step. (Some congregations have chosen to make the step adjustment on January 1 to avoid having to calculate salary twice in a year.)



d. Examples:

Pastor X was at Step 4, Level 3 in 2023 (annual earnings of \$70,320). On January 1, 2024, Pastor X remains at Step 4, Level 3 (\$72,430). Then, on the anniversary date of Pastor X's service under call (ordinarily the date of beginning the first call unless extended absences from call occurred), Pastor X moves to Step 5, Level 3 (\$75,327) to acknowledge another year of experience in ministry.

Pastor Y with 10 years of ministry experience was at Step 6, Level 3 in 2023 (\$76,060). On January 1, 2024, Pastor Y remains at Step 6, Level 3 and receives only one adjustment to minimum salary for the year (\$78,342).

## 2024 Benefits for Rostered Ministers

Group Services Inc. (GSI, the ELCIC's benefits provider) and National Church Council continue to set national harmonized standards for vacation, leave of absence, ELCIC pension, group benefits plan, continuing education plan, book allowance, sick leave, and maternity leave. For information on all the above check the link on the GSI website [www.elcicgsi.ca/?page\\_id=1912](http://www.elcicgsi.ca/?page_id=1912) or go to [www.elcicgsi.ca](http://www.elcicgsi.ca) and hover the cursor over the word 'Employers' on the top line, then select what you need from the drop-down menu.

Canada Revenue Agency (CRA) continues to set maximum allowable mileage reimbursement rates. Paying higher than these rates may be considered unreasonable and subject to tax. <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>

**2024 Example:**

	Level 3 Step 6 FT	Level 3 Step 6 half-time
Monthly Salary Cost	\$ 6,528.50	\$ 3,264.25
Tax (salary + benefit)	\$ 1,356.38	\$ 410.02
CPP (salary + benefit)	\$ 376.93	\$ 179.99
EI (salary only)	\$ 108.37	\$ 54.19
CEP	\$ 25.00	\$ 25.00
Pension (7% salary only)	\$ 457.00	\$ 228.50
Net Pay (monthly)	\$ 4,204.82	\$ 2,366.55
Taxable Benefit (monthly)	\$ 98.17	\$ 52.45
T4 Box 14 (annual)	\$ 79,519.98	\$ 39,800.43
T4 Box 40 (annual)	\$ 1,177.98	\$ 629.43
Tax	\$ 1,356.38	\$ 410.02
Combined CPP	\$ 753.86	\$ 359.98
Combined EI	\$ 260.09	\$ 130.06
Remittance to CRA*	\$ 2,370.33	\$ 900.06
Pension deduction	\$ 457.00	\$ 228.50
Pension expense	\$ 522.28	\$ 261.14
Life Plus	\$ 293.78	\$ 146.89
Ext Health	\$ 500.00	\$ 500.00
CEP	\$ 75.00	\$ 75.00
Remittance to GSI	\$ 1,848.06	\$ 1,211.53
Monthly cost to employer		
Salary	\$ 6,528.50	\$ 3,264.25
Statutory Benefits*	\$ 528.65	\$ 255.86
GSI Benefits Plan	\$ 1,366.06	\$ 958.03
	\$ 8,423.21	\$ 4,478.14

## Assumptions:

Basic tax deduction only

No CRA authorization to reduce deductions at source for clergy residence deduction

Family coverage for benefits at Green (middle) tier

\*NOTE: CPP and EI are deducted only until the annual maximum is reached, so remittances are reduced in the final calendar months of a FT pay