

Greetings Congregational and Rostered Leaders:

RE: 2018 Rostered Leaders Compensation Guidelines

The Compensation Guidelines for 2018 have been approved by Synod Council. The changes to be aware of for 2018:

1. The approved increase is 2% across all steps. This increase is to set minimal guidelines to keep our salaries moving consistently.
2. The Synod is putting one schedule forward for Salary compensation. Should a congregation/parish have a parsonage, it should be considered a rental property. The rostered leader would have first option to rent it from the congregation/parish for an agreed upon fair market rental and would issue a monthly cheque for rent to have a clear paper trail for auditing purposes. If a parsonage is rented by the rostered leader, the negotiated price should include utilities. Should the rostered leader not choose to rent the parsonage, the congregation/parish is free to rent it to someone in the community and earn income from it.
3. The “housing allowance” deduction rostered leaders are entitled to comes through the rostered leader’s tax return with CRA and continues to provide rostered leaders with a significant benefit. The congregational treasurer issues a T1223 to enable the rostered leader to claim the residence tax deduction. This should be done in September if you want to do deduction at source for the following year.
4. **GSI (Group Services Inc - Our Benefits provider) and NCC (National Church Council) have set national harmonized standards for: Vacation, Leave of Absence, ELCIC Pension, ELCIC Group Benefits Plan, ELCIC Continuing Education Plan and Book Allowance **** (Book Allowance is back - \$500) ****, Sick Leave Policy, and Maternity Leave Policy. All this information can be found at: www.elcicgsi.ca/?page_id=1912**

Or go to www.elcicgsi.ca and hover your mouse over the word ‘Employers’ on the top line and then select what you need from the drop-down menu.

Should there be any questions related to this, please do not hesitate to contact Howie Wall, Synod Finance Manager or Joan Meyer, Synod Administrator at the Synod Office- 306-244-2474.

Minimum Salary Guidelines 2018

2018		B. Th.	M. Div.	S.T.M.	Ph.D.
	Level 1	Level 2	Level 3	Level 4	Level 5
Start	48,702	49,920	51,166	52,446	53,757
Step 1	50,650	51,916	53,214	54,546	55,908
Step 2	52,678	53,995	55,344	56,728	58,146
Step 3	54,783	56,152	57,557	58,996	60,470
Step 4	56,974	58,399	59,859	61,354	62,889
Step 5	59,254	60,736	62,254	63,810	65,404
Step 6	61,625	63,165	64,745	66,363	68,023

Notes to table:

Level 1-5 is based on education.

- Level 1 Basic/Diaconal
- Level 2 Bachelor of Theology (B.Th. Undergrad degree)
- Level 3 Master of Divinity (M.Div. Masters Degree)
- 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.)

Steps – Start to 6 are years served.

1. These **minimum** salary guidelines approved by Synod Council are provided to assist congregations and parishes in planning the remuneration for rostered ministers. As in previous years, the grid for 2018 shows a start rate and six steps above it. The 2018 scale reflects a 2% increase over 2017.

These guidelines combine the former salary and housing number into one salary number. If a congregation owns a parsonage, it should be treated as a rental property for upkeep and responsibility for damage.

2. It should be noted at the outset that these guidelines are considered **minimum** salary and may be exceeded, depending on the 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 by the parish may be considered, such as additional free time, study leave, or leave for part-time employment outside the parish.

3. On January 1, 2018, rostered ministers will remain at the same step as they were on at December 31, 2017. However, they will receive payment based on their step in the 2018 Grid.
4. On the anniversary date of a rostered minister's service under call (anniversary of ordination minus any time "on leave from call") the minister will move up one step (unless he/she is already at the top step), thereby receiving a step increment for the additional full year of service under call. (Some parishes have chosen to make the step adjustment on January 1 to avoid having to calculate salary twice in a year.)

- a. Rostered ministers in part-time service will take longer than 12 calendar months to attain the 12-month full-time equivalency.

- b. Rostered ministers who experience a period "on leave from call" shall exclude that time when calculating their total years of service under call.
- c. Parental or medical leave without resignation from call shall be included when calculating a minister's years of service under call.

For example, Pastor X was at Step 4, Level 3 in 2017 so that monthly salary is calculated based on annual earnings of \$58,685. On January 1, 2018 Pastor X remains at Step 4, Level 3 for 2018 for annual earnings of \$59,859 for the first part of the year. 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 (\$62,254) to receive the increment that acknowledges another year of experience in ministry.

For another example, Pastor Y with 10 years of ministry experience, was at Step 6, Level 3 in 2017 (\$63,475). In January 2018 Pastor Y remains at Step 6, Level 3 on 2018 grid and receives only one salary adjustment for the year, entitling Pastor Y to \$64,745 annual compensation.

5. Married rostered ministers who share the same accommodation are each entitled to all components of the Salary Package. One of them may ask the treasurer for a CRA Residence form (T1223) to claim the residence tax deduction. If a congregation owns a parsonage it may be rented to the rostered minister at a negotiated, fair market rental for the community. Accurate rental records must be kept as to not negatively impact a minister's benefit package. If the minister chooses not to live in the parsonage it has no impact on the salary/benefit package and the parsonage can be rented to other members of the community to generate revenue for the congregation.

SUPPLY PREACHING AND OTHER SERVICES GUIDELINES

The following guidelines apply for vice-pastor services, pulpit supply, and other occasions when a pastor not serving under call to a congregation is requested by a congregation to provide pastoral services:

Pulpit Supply:

Pulpit Supply - One service \$200.00

Two same day/same parish services \$250.00

More than two services: by agreement.

Confirmation \$75.00/class

Funeral service \$200.00

Graveside service/delayed interment \$100.00

Crisis ministry pastoral visitation or family prayer service \$ 75.00

Wedding: (rehearsal, service & document prep) \$200.00

Marriage Preparation \$200.00

Vice Pastor Monthly Stipend: \$200.00

Visitation at request of parish/council meetings \$ 75.00

Travel Time \$ 25.00/hr. to a max of 4 hrs.

Travel reimbursement – Synod km rate - \$.48/km

Statutory deductions shall be taken as per the ELCIC Treasurer's booklet. Ordinarily the congregation is responsible to pay the fees for services and travel reimbursement, although for funerals and weddings the family may pay by prearrangement with the congregation or through the funeral home.