



# 2019 Rostered Minister Compensation Guideline Worksheet

## The Florida-Bahamas Synod ELCA

The Rostered Minister Compensation Guideline Worksheet is intended to assist congregations in their review of the considerations of those called to rostered ministry. It provides guidance to:

- Assist congregations in determining a baseline level of compensation. This is reviewed yearly by the Office of the Bishop and provided to congregations in late summer.
- Assist congregations by providing a process to use during the annual evaluation and review of total compensation for those called to rostered ministry.

Congregations, through their congregational leaders, are expected to continuously engage in mutual conversations with their staff regarding expectations of both parties and progress in meeting agreed upon objectives. Yearly this will include a review of salary compensation and other aspects of the total compensation package, which should lead to a recommendation to the congregation for the total compensation the following year.

The Florida-Bahamas Synod seeks to support these reviews with guidelines and basic compensation information.

As provided in these guidelines, it is the responsibility of the congregation to approve the annual compensation, considering the following during the course of the review and conversation:

- Does our leader bring special skills to this ministry that ought to be compensated?
- Does our leader bear significant added administrative/leadership responsibility?
- During the past year, has our leader met the ministry goals which had been mutually established?
- Are we expecting our leader to take on new responsibilities in this coming year?
- Are there any unique financial considerations we should address in order to allow our leader to better serve our community?
- Does our congregation have the financial ability to meet the annual compensation guidelines?

Florida-Bahamas Synod 2019 Rostered Minister Compensation Worksheet		
	<b>Position Requirements and Related Prior Experience</b>	<b>Basics of Job Requirements</b>
<b>RECOMMENDED BASELINE COMPENSATION</b>	The Florida-Bahamas Synod annually sets "Recommended Baseline Compensation" guidelines for its rostered ministers.	<p>Recommended Baseline Compensation includes salary and housing allowance.</p> <p>Based on the degree requirement for the position please enter in <b>A</b>:</p> <p>WORD AND SERVICE: \$39,780</p> <p>WORD AND SACRAMENT: \$47,940</p> <p><i>If the terms of the call are <u>less than full-time</u> this base amount should be adjusted proportionally in consultation with the Office of the Bishop. Likewise, an adjustment is made if the <u>congregation provides housing</u> via a parsonage.</i></p> <p><b>For Clergy:</b> If applicable, the amount designated as "Housing Allowance" must be recorded as a vote of the congregation's Council/Board prior to the beginning of each calendar year.</p> <div style="border: 2px solid black; text-align: center; padding: 5px;">\$</div>
<b>RELATED NON-ROSTERED EXPERIENCE</b>	We acknowledge the value of <b>prior experience</b> which has built relevant skill in the rostered minister (e.g. teaching, finance, counseling, administration, social work, etc.) with this adjustment.	<p>Determine the number of years of relevant experience in a <b><u>related field</u></b> prior to rostering.</p> <p>Provide 1% for each year, times the base salary.</p> <p>For example: 5 years x 1% = 5% or .05. for Word and Sacrament – 47,940 * .05 = 2,397. \$2,397 would be entered into "B".</p> <div style="border: 2px solid black; text-align: center; padding: 5px;">\$</div>
<b>RECOMMENDED BASELINE COMPENSATION</b>	Added together determine "Baseline Compensation".	<div style="border: 2px solid black; text-align: center; padding: 10px;"> <b>Baseline Compensation</b> \$         </div>

Adjustments to Base	Individual rostered experience, advanced qualifications, and competencies.	
YEARS OF ROSTERED EXPERIENCE	The role as a rostered minister provides skills, wisdom and experiences.	As applicable, consider providing an adjustment of \$750 for <b>each year of applicable rostered service</b> .  <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
RELATED ADVANCED DEGREES	Formal education <b>above the minimum education required under Base Salary</b> . Helps develop skills and knowledge.  <i>(Nationally recognized certification or accreditation and degrees in a <b>ministry-related field</b> are recognized here.)</i>	Consider the degree/certification awarded. (Up to a maximum of \$3,750)  <i>Certificate = \$750 Masters = \$1,500 D.Min. or other professional degree = \$2,250 Ph.D or other similar degree = \$3,000</i>  <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
CONTINUING EDUCATION – CONTINUING PROFESSIONAL DEVELOPMENT	Continuing education helps provide value as standards for all ministers in the ELCA.	Consider continuing education completed this <b>past year</b> and provide appropriate credit.  <i>For completing the continuing education required of leaders by the ELCA (50 contact hours/year) credit \$750 for every 25 hours.</i>  <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
OTHER ADJUSTMENTS	Ministry settings may have different expectations and complexity affecting the minister’s accountabilities.  <i>(These may include but not limited to: staffing, affiliated church schools/service and number of worship services.)</i>	Consider expectations and complexities to reflect the ministry setting, from \$750 to \$7,500.  <i>(If you have a question as to your expectations, please consult the Assistant to the Bishop for Missional Leadership.)</i>  <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
ADJUSTMENTS	Add these four adjustments to provide the appropriate recognition	<div style="border: 1px solid black; text-align: center; padding: 5px;">Adjustments      \$</div>

Base and Adjustments	Summary of the Components of Compensation	
BASELINE COMPENSATION	<i>Baseline Compensation</i> from Page 2	\$
ADJUSTMENTS	<i>Provides appropriate recognition</i> from page 3	\$
LOCALIZED COST OF LIVING ADJUSTMENT	If there is a high cost of living in the community where your ministry is located, you may make an adjustment to reflect these increased costs.	\$
TOTAL ADJUSTED COMPENSATION		\$
<p><i>For Word &amp; Sacrament Ministers,</i> the TOTAL ADJUSTED COMPENSATION includes two components, <u>compensation</u> and <u>housing allowance</u>, combined.</p> <p>The leader in cooperation with the congregation must designate the amount to be paid and reported as compensation and the amount to paid and reported as housing allowance.</p> <p>This must be done as a part of the annual budget or as a separate resolution by the congregation council. This designation must be made before the amounts are paid.</p> <p>To aid in calculation and Portico forms, please indicate in this box the breakdown of Calculated Adjusted Compensation.</p>		<p>Compensation            \$ _____</p> <p style="text-align: center;">+</p> <p>Housing Allowance        \$ _____</p> <p><b><i>should equal</i></b>                \$ _____</p> <p>TOTAL ADJUSTED COMPENSATION (<b><i>above</i></b>)</p> <p><i>Example:</i></p> <p>Compensation                27,940</p> <p><u>Housing Allowance</u>        + 20,000</p> <p>Adjusted Compensation    <u>\$ 47,940</u></p>
<p>For the following calculations and amounts, please visit the website for Portico Benefits. <a href="https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator">https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator</a></p>		
SS ALLOWANCE	Typically, 7.65% of the ADJUSTED COMPENSATION	

<b>TOTAL DEFINED COMPENSATION</b>	Add the Adjusted Compensation and SS Allowance	\$
<b>PORTICO BENEFITS</b> <i>See Portico Agreements</i>	<b>HEALTH INSURANCE INCLUDES</b> (DENTAL, VISION, PRESCRIPTION AND WELLNESS BENEFITS)	
	PENSION CONTRIBUTION	
	DISABILITY INSURANCE	
	BASIC GROUP	
	RETIREE SUPPLEMENT	
	HOUSING EQUITY/OTHER	
<b>TOTAL PORTICO</b>		\$
<b>MINISTRY EXPENSES</b>	<i>Please see our 2019 SUGGESTED MINIMUM COMPENSATION GUIDELINES NARRATIVE for clarification. These amounts may and will vary based on congregation needs and expectations.</i>	
	TRAVEL EXPENSE AND MILEAGE REIMBURSEMENT	
	CONTINUING EDUCATION REIMBURSEMENT	
	PROFESSIONAL FEES AND EXPENSES	
	OTHER INSURANCES OR BENEFITS	
	CELL PHONE ALLOWANCE	
<b>TOTAL ANNUAL COMPENSATION</b>	<i>Defined Compensation plus Portico Benefits &amp; Expenses</i>	\$
<b>CURRENT TOTAL COMPENSATION</b>		\$
	<i>If your current total compensation level is considerably lower than the worksheet total, you will need to evaluate what is creating the difference. You may want to consult with the Assistant to the Bishop for Missional Leadership. Generally, you should consider a reasonable increase to the Adjusted Compensation, based on increases to the general cost of living.</i>	
<b>COMPENSATION AGREEMENT</b>	<b>Recommended Compensation &amp; Benefits Package for 2019</b> Amount \$ _____ Date Approved: _____ Approved By: _____	