2020 Rostered Minister Suggested Minimum Compensation

Guideline Worksheet

The Florida-Bahamas Synod ELCA

The Rostered Minister Suggested Minimum 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?

Compensation Review for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Florida-Bahamas Synod 2020  Rostered Minister Compensation Worksheet | | | | | | |
|  | | | **Position Requirements and Related Prior Experience** | **Basics of Job Requirements** | | |
| Recommended Baseline Compensation | | | The Florida-Bahamas Synod annually sets “Recommended Baseline Compensation” guidelines for its rostered ministers. | Recommended Baseline Compensation includes salary and housing allowance.  Based on the degree requirement for the position please enter in **A:**  Word and Service: $ 40,535  Word and Sacrament: $ 48,850  *If the terms of the call are less than full-time this base amount should be adjusted proportionally in consultation with the Office of the Bishop. Likewise, an adjustment is made if the congregation provides housing via a parsonage.*  ***For Clergy****: 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*.  $ | | |
| Related  Non-Rostered Experience | | | We acknowledge the value of **prior experience** which has built relevant skill in the rostered minister (e.g. teaching, finance, counseling, administration, social work, etc.) with this adjustment. | Determine the number of years of relevant experience in a ***related field*** prior to rostering.  Provide 1% for each year, times the base salary.  For example: 5 years x 1% = 5% or .05. for Word and Sacrament – 48,850 \* .05 = 2, 442.50. $ 2,442.50 would be entered into “B”.  $ | | |
| Recommended Baseline Compensation | | | Added together determine “Baseline Compensation”. | Baseline Compensation  $ | | |
| **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 **each year of applicable rostered service.**  $ | | |
| Related Advanced Degrees | | | Formal education **above the minimum education required under Base Salary**. Helps develop skills and knowledge.  *(Nationally recognized certification or accreditation and degrees in a* ***ministry-related field*** *are recognized here.)* | Consider the degree/certification awarded.  (Up to a maximum of $3,750)  *Certificate = $750*  *Masters = $1,500*  *D.Min. or other professional degree = $2,250 Ph.D or other similar degree = $3,000*  $ | | |
| Continuing Education – Continuing Professional Development | | | Continuing education helps provide value as standards for all ministers in the ELCA. | Consider continuing education completed this **past year** and provide appropriate credit.  *For completing the continuing education required of leaders by the ELCA (50 contact hours/year) credit $750 for every 25 hours.*  $ | | |
| Other Adjustments | | | Ministry settings may have different expectations and complexity affecting the minister’s accountabilities.  *(These may include but not limited to: staffing, affiliated church schools/service and number of worship services.)* | Consider expectations and complexities to reflect the ministry setting, from $750 to $7,500.  *(If you have a question as to your expectations, please consult the Assistant to the Bishop for Missional Leadership.)*  $ | | |
| Adjustments | | | Add these four adjustments to provide the appropriate recognition | Adjustments $ | | |
|  | | |  | | |
| **Base and Adjustments** | | | **Summary of the Components of Compensation** | | |
| Baseline Compensation | | | ***Baseline Compensation*** from Page 2 | | $ |
| Adjustments | | | ***Provides appropriate recognition*** 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 | | |  | | $ |
| *For Word & Sacrament Ministers*,  the Total Adjusted Compensation includes two components, compensation and housing allowance. combined.  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.  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.  To aid in calculation and Portico forms, please indicate in this box the breakdown of Calculated Adjusted Compensation. | | | | | Compensation $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  +  Housing  Allowance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***should equal*** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total Adjusted Compensation ***(above)***  *Example:*  Compensation 28,850  Housing Allowance + 20,000  Adjusted Compensation $ 48,850 |
| For the following calculations and amounts, please visit the website for Portico Benefits. <https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator> | | | | | |
| SS Allowance | | | Typically, 7.65% of the Adjusted Compensation | |  |
| Total Defined Compensation | | | Add the Adjusted Compensation and SS Allowance | | $ |
| Portico Benefits  *See Portico  Agreements* | | | Health Insurance Includes (Dental, Vision, Prescription and Wellness benefits) | |  |
|  | | | Pension Contribution | |  |
|  | | | Disability Insurance | |  |
|  | | | Basic Group | |  |
|  | | | Retiree Supplement | |  |
|  | | | Housing Equity/Other | |  |
| Total Portico | | | $ | | |
| Ministry Expenses | | | *Please see our 2020 Compensation Guidelines for Rostered Ministers for clarification. These amounts may and will vary based on congregation needs and expectations.* | | |
|  | Travel Expense and Mileage Reimbursement | | | |  |
|  | Continuing Education Reimbursement | | | |  |
|  | Professional Fees and Expenses | | | |  |
|  | Other Insurances or Benefits | | | |  |
|  | Cell Phone Allowance | | | |  |
| Total  Annual  Compensation | | | *Defined Compensation*  *plus Portico Benefits & Expenses* | | $ |
| Current  Total  Compensation | | |  | | $ |
|  | | *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.* | | | |
|  | | |  | | |
| Compensation  Agreement | | | Recommended Compensation & Benefits Package for 2020  Amount $  Date Approved:  Approved By: | | |