



2021 Rostered Minister Suggested Minimum Compensation Guidelines Worksheet

The Florida-Bahamas Synod ELCA

The Rostered Minister Suggested Minimum Compensation Guideline Worksheet is intended to assist congregations in developing appropriate compensation for rostered ministers at the time of call AND annually thereafter. Specifically, it provides guidance to assist congregations:

- in determining a baseline level of compensation, and
- by providing a process to use during the annual evaluation and review of total compensation for rostered ministers.

The Compensation Guidelines are reviewed annually by the Office of the Bishop and provided to congregations, typically in late summer.

Congregational leaders and rostered leaders are expected to continuously engage in mutual conversations regarding expectations of both parties and progress in meeting agreed upon objectives. Yearly this review will include agreement about the ministry goals as well as salary compensation and other aspects of the total compensation package. This review 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 additionally?
- Does our leader bear significant added administrative/leadership responsibility?
- During the past year, has our leader met the ministry goals that were mutually established?
- Did our rostered leader complete the required 50 hours of continuing education this year?
- 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 2021 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.	<p>Recommended Baseline Compensation includes salary and housing allowance.</p> <p>Based on the degree requirement for the position please enter in A:</p> <p>WORD AND SERVICE: \$ 43,290 WORD AND SACRAMENT: \$ 52,175</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>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.</p> <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
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.	<p>Determine the number of years of relevant experience in a <u>related field</u> 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 – 52,175 * .05 = 2,608.75. \$ 2,608.75 would be entered into "B".</p> <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</div>
RECOMMENDED BASELINE COMPENSATION	Added together determine "Baseline Compensation".	<p>Baseline Compensation</p> <div style="border: 1px solid black; text-align: center; padding: 5px;">\$</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.	<p>Determine the number of years of rostered experience.</p> <p>Provide 1.5% for each year, times the base salary.</p> <p>For example: 5 years x 1.5% = 7.5% or .075. for Word and Sacrament – \$52,175 * .075 = 3,913.13.</p>
		\$
RELATED ADVANCED DEGREES	<p>Formal education above the minimum education required under Base Salary. Helps develop skills and knowledge.</p> <p><i>(Nationally recognized certification or accreditation and degrees in a ministry-related field are recognized here.)</i></p>	<p>Consider the degree/certification awarded. (Up to a maximum of \$3,750)</p> <p><i>Certificate = \$750</i> <i>Masters = \$1,500</i> <i>D.Min. or other professional degree = \$2,250</i> <i>Ph.D or other similar degree = \$3,000</i></p>
		\$
CONTINUING EDUCATION INCENTIVE	Continuing education (50 hours) is required by the ELCA each year.	<p>Consider continuing education completed this past year and provide additional compensation as recognition.</p> <p><i>Guidelines recommend \$750 for every 25 documented contact hours per year, up to maximum of 50 hours or \$1,500.</i></p>
		\$
OTHER ADJUSTMENTS	<p>Ministry settings may have different expectations and complexity affecting the minister's accountabilities.</p> <p><i>(These may include but not limited to: staffing, affiliated church schools/service and number of worship services.)</i></p>	<p>Consider expectations and complexities to reflect the ministry setting.</p> <p><i>(If you have a question as to your expectations, please consult the Assistant to the Bishop/DEM or the Assistant to the Bishop for Leadership.)</i></p>
		\$
ADJUSTMENTS	Add these four adjustments to provide the appropriate recognition	Adjustments \$

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	The cost of living in the community where your ministry is located should be considered in the compensation decision. If the cost of living is high, especially housing, you may make an adjustment to reflect these increased costs.	\$																								
TOTAL ADJUSTED COMPENSATION		\$																								
<p><i>For Word & 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 be 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.</p> <p>To aid in calculation and Portico forms, please indicate in this box the breakdown of Calculated Adjusted Compensation.</p>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Compensation</td> <td style="width: 5%; text-align: center;">+</td> <td style="width: 35%;">\$ _____</td> </tr> <tr> <td>Housing Allowance</td> <td></td> <td>\$ _____</td> </tr> <tr> <td><i>should equal</i></td> <td></td> <td>\$ _____</td> </tr> <tr> <td colspan="3">TOTAL ADJUSTED COMPENSATION (<i>above</i>)</td> </tr> <tr> <td colspan="3"><i>Example:</i></td> </tr> <tr> <td>Compensation</td> <td style="text-align: right;">32,175</td> <td></td> </tr> <tr> <td><u>Housing Allowance</u></td> <td style="text-align: right;"><u>+ 20,000</u></td> <td></td> </tr> <tr> <td>Adjusted Compensation</td> <td style="text-align: right;"><u>\$ 52,175</u></td> <td></td> </tr> </table>	Compensation	+	\$ _____	Housing Allowance		\$ _____	<i>should equal</i>		\$ _____	TOTAL ADJUSTED COMPENSATION (<i>above</i>)			<i>Example:</i>			Compensation	32,175		<u>Housing Allowance</u>	<u>+ 20,000</u>		Adjusted Compensation	<u>\$ 52,175</u>	
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<p>For the following calculations and amounts, please visit the website for Portico Benefits. https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator</p>																										
SS ALLOWANCE	Typically, 7.65% of the ADJUSTED COMPENSATION																									

TOTAL DEFINED COMPENSATION	Add the Adjusted Compensation and SS Allowance	\$
PORTICO BENEFITS <i>See Portico Agreements</i>	HEALTH INSURANCE INCLUDES (DENTAL, VISION, PRESCRIPTION AND WELLNESS BENEFITS)	
	PENSION CONTRIBUTION	
	DISABILITY INSURANCE	
	BASIC GROUP	
	RETIREE SUPPLEMENT	
	HOUSING EQUITY/OTHER	
TOTAL PORTICO		\$
MINISTRY EXPENSES	<i>Please see our 2021 COMPENSATION GUIDELINES FOR ROSTERED MINISTERS 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	
	STUDENT DEBT RELIEF	
TOTAL ANNUAL COMPENSATION	<i>Defined Compensation plus Portico Benefits & Expenses</i>	\$
CURRENT TOTAL COMPENSATION		\$
	<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 Leadership. Generally, you should consider a reasonable increase to the Adjusted Compensation, based on increases to the general cost of living.</i>	
COMPENSATION AGREEMENT	Recommended Compensation & Benefits Package for 2021 Amount \$ _____ Date Approved: _____ Approved By: _____	