

Suggested Compensation Guidelines

Check to find out about any presbytery minimum requirements concerning salary and benefit packages for educators or clergy. Finances are figured differently for an ordained person than for a non-ordained person.

This worksheet will assist in determining an appropriate salary range for a church educator. The committee may find it helpful to work through this form before the search using the minimum requirements for the minimum of the range and the top figure the church can pay for the maximum of the range. When the committee has decided whom it wishes to call, this may be helpful in determining the salary offered. It may also be used during the annual salary reviews to take into account any new factors, years of experience, or progress toward certification.

The salary should be determined on the basis of the duties performed and the skills of the person called to accomplish them. In keeping with the Suggested Compensation Guidelines for Establishing an Educator's Salary, it is also appropriate to study the salary in relation to other staff and clergy compensation packages. For that reason this format is based on the figure determined locally by the presbytery to be the minimum compensation for clergy. The committee's presbytery office can supply the most recent minimum salary figures. If the presbytery breaks the minimum figures into cash salary and housing allowance, add these two together to find the base figure for an educator.

Presbytery's minimum salary (cash and housing)

\$ _____

Circle the letter of the qualification that applies to the position being considered in groupings 1 through 4 below. Multiply the presbytery minimum above by the appropriate percentage. Finally, do the addition or subtraction to or from the base figure.

1. Academic Qualifications (only one of the following applies)

- a. If the educator has not earned a BA/BS (undergraduate degree)
subtract 15% (.15 x minimum) Subtract \$ _____

- b. If the educator has BA but has not earned a MA in Christian Education (MACE)
or MA
in a related field
subtract 5% (.05 x minimum) Subtract \$ _____

- c. If the educator has ME or MA (above) add nothing

- d. If educator has earned a doctorate in a related field
add 20% (.20 x minimum) Add \$ _____

2. Certification (only one status applies)

- a. If educator is an enrolled educational assistant
add 5% Add \$ _____
- b. If educator is a Certified Associate Christian Educator
add 10% Add \$ _____
- c. If educator is a Certified Christian Educator
add 15% Add \$ _____
- d. If educator is not in the certification process, add nothing

3. Complexity (circle all that apply)

Various characteristics of a position make it more complex and thus worth more to the church. Typical salary factoring includes such ingredients. It is recommended that the base salary be increased by 1% for each of the following that applies to the position:

- a. Has staff responsibility for more than one session committee.
- b. Supervises day care or weekday program in addition to education program.
- c. Congregation is bilingual, multi-racial.
- d. Church is under Administrative Commission or other conflict situation.

Count the number above that apply and multiply by 1% of base salary
(.01 x number of factors above x minimum) Add \$ _____

4. Experience

Add 1 % per year of full-time experience as a church educator
(.01 x number of years x minimum) Add \$ _____

Calculate Salary

Presbytery minimum salary	\$ _____
Add/subtract for academic qualifications	\$ _____
Add/subtract for certification level	\$ _____
Add for factors of complexity	\$ _____
Add for years of experience	\$ _____
Total salary:	\$ _____

Other Compensation (benefits and payments to which an educator is entitled) include:

- **Social Security (FICA):** Unlike clergy, educators are not self-employed and therefore must receive Social Security.
- **Health care insurance:** Educators may be enrolled in the PC (USA) Board of Pensions health plan. For eligibility and guidance, contact the Board of Pensions for their brochure on lay employees.
- **Retirement plan:** See note about health care above.
- **Vacation and sick leave:** Four weeks of vacation, including at least two weekends, is recommended; and ten day of sick leave.
- **Continuing education time and expenses:** Two weeks' paid continuing education is recommended.
- **Other professional expenses:** These expenses may be reimbursed by voucher; including such items as mileage, books, professional magazine subscriptions, and memberships in professional organizations.

Salary Package:

Cash Salary
FICA
Annuity
Major Medical

Total Package (Salary Package plus the following)

Annual Expenses:

- Car Allowance
- Book Allowance
- Continuing Education Allowance

Funds:

- Activity Fee Allowance
- Petty Cash Account

Vacation, Continuing Education, Service to the Larger Church:

- Four weeks vacation.
- Two weeks annual continuing education with up to four weeks which may be saved over a two-year period for participation in one class.
- One week for service to the larger church, such as serving as camp leader, program director for a project or other activity that is not directly related to your local congregation.

Moving Expenses:

- Professional movers' expense
- Set-up fee allowance to defray the other costs of moving such as deposits or hook-up fees for water, natural gas, electricity, rent deposits, telephone, new driver's licenses, state license plates, city tags, and other "hidden" costs which need to be paid when moving into a new position.

Annual Review:

- An annual review of the position performance and position description, and an annual session review of the total compensation and benefits package should be built in.

This document was first published in *Calling to Educational Ministry*, published by the PC(USA)
www.pcusa.org/christianeducators