

2012

ROSTERED PERSONS'

COMPENSATION AND BENEFITS

GUIDELINES MANUAL

SECTION A – Pastor's Compensation and Benefits Guidelines
SECTION B – Associates' in Ministry Compensation and Benefits Guidelines

Upper Susquehanna Synod
Evangelical Lutheran Church in America

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INTRODUCTION

This manual is intended to be used as a tool for rostered leaders (pastors, associates in ministry, and diaconal ministers) and congregations as they work together in budgeting for the rostered leader's compensation and benefits.

We often think of ministry in terms of a rostered leader's efforts on behalf of the members of a congregation. In the same way, the ministry of the laity includes the care of the rostered leader and the rostered leader's family. This mutual concern for one another is a witness to what we believe and practice in the life of the church. A committee should provide an open and supportive forum for discussing compensation and benefits with the rostered leader. The committee can make recommendations to the finance committee, congregation council, and/or congregation for fair and equitable compensation for the pastor and other rostered leaders.

The Leadership Support Task Force of the Upper Susquehanna Synod reviews this manual and makes recommendations to the Synod Council. In formulating recommendations, the Leadership Support Task Force considers cost of living factors based on national and local economic conditions, demographics, and compensation in neighboring synods of our region. The Synod Council adopts policies that are referenced in this manual. The compensation guidelines are voted upon at each Synod Assembly.

In preparing these guidelines, the Upper Susquehanna Synod, seeks to keep in mind the needs of our rostered leaders, as well as current economic conditions and the financial resources of our congregations. It is also recognized that there is a variety of congregational settings and staffing arrangements throughout our synod.

While rostered leaders in the ELCA do not expect to afford a lavish lifestyle, they also do not take a "vow of poverty" – nor should they be expected to do so. It is our synod's hope that congregations will care for their rostered leaders in a manner that shows recognition for their education, their dedication to their calling, their skills, and the responsibilities that are placed upon them. Pastors and other rostered leaders understand that their work is a call from God and a mandate to serve. That work is also expected to be their livelihood.

It should be noted that the compensation guidelines are adopted as "minimum" guidelines. In recognizing that our synodical guidelines are among the lowest of the 65 synods of the ELCA, we encourage congregations that financially are able to raise their compensations above the synodical minimums to do so.

**SECTION A:
PASTORS' COMPENSATION AND BENEFITS GUIDELINES**

PART I. Determining Compensation

A - Base Salary

The Synod Assembly presents the following base salary guidelines for ordained clergy of the Upper Susquehanna Synod for 2012. The Synod in Assembly annually adopts a minimum base salary schedule below which no pastor serving a full-time position ought to be paid. Normally the bishop will not recommend candidates to congregations not meeting this minimum. When planning for your 2012 congregation budget and salary recommendations for next year, congregation leaders are asked to begin their consideration with the minimum figure (per years of service) for your pastor. Congregations are encouraged to move beyond this recommended minimum figure as an expression of Christian responsibility within the Church, giving consideration to the needs of pastor and family as well as merit increases.

Step 1: Fill in line (A1) with the BASE SALARY you are presently paying

A.1 \$ _____
Present Base Salary

Step 2: Responsibility/Proficiency/Cost of Living Factors.
A fair rate of remuneration should consider what amount is appropriate to add to the amount in line (A1).

1. The responsibility factor:
 - a. The nature of the pastor's task
 - b. The size of the congregation
 - c. Staff or team ministry
2. The proficiency factor or how well the pastor accomplishes the task:
 - a. Abilities of the pastor as preacher, worship leader, shepherd, teacher, counselor, administrator
 - b. Experience as an ordained pastor
 - c. Length of service with this congregation
 - d. Continuing education
3. The cost of living factor (the rate of inflation during previous 12 months)

Fill in line (A2) with the proposed increase for this year.

A.2 \$ _____
Proposed Increase

Step 3: Add lines (A1) and (A2)

A.3 \$ _____
Total of 1 & 2

Step 4: The Minimum Base Salary recommended for 2012 is based on the pastor's year of ordination as follows (next page):

RECOMMENDED 2012 CLERGY SALARY GUIDELINES			
FOR THE UPPER SUSQUEHANNA SYNOD, ELCA			
Adopted June 17, 2011, Upper Susquehanna Synod Assembly			
Years Ordained	Year Of Ordination	2011 Approved Minimum Salary Guidelines	2012 Adopted Minimum Salary Guidelines
0	2012	N/A	\$29,482
1	2011	\$29,046	\$29,907
2	2010	\$29,471	\$30,332
3	2009	\$29,896	\$30,757
4	2008	\$30,321	\$31,182
5	2007	\$30,746	\$31,607
6	2006	\$31,171	\$32,032
7	2005	\$31,596	\$32,457
8	2004	\$32,021	\$32,882
9	2003	\$32,446	\$33,307
10	2002	\$32,871	\$33,732
11	2001	\$33,296	\$34,157
12	2000	\$33,721	\$34,582
13	1999	\$34,146	\$35,007
14	1998	\$34,571	\$35,432
15	1997	\$34,996	\$35,857
16	1996	\$35,421	\$36,282
17	1995	\$35,846	\$36,707
18	1994	\$36,271	\$37,132
19	1993	\$36,696	\$37,557
20	1992	\$37,121	\$37,982
21	1991	\$37,546	\$38,407
22	1990	\$37,971	\$38,832
23	1989	\$38,396	\$39,257
24	1988	\$38,821	\$39,682
25	1987	\$39,246	\$40,107
26	1986	\$39,671	\$40,532
27	1985	\$40,096	\$40,957
28	1984	\$40,521	\$41,382
29	1983	\$40,946	\$41,807
30	1982	\$41,371	\$42,232
31	1981	\$41,796	\$42,657
32	1980	\$42,221	\$43,082

RECOMMENDED 2012 CLERGY SALARY GUIDELINES			
FOR THE UPPER SUSQUEHANNA SYNOD, ELCA			
Adopted June 17, 2011, Upper Susquehanna Synod Assembly			
Years Ordained	Year Of Ordination	2011 Approved Minimum Salary Guidelines	2012 Adopted Minimum Salary Guidelines
33	1979	\$42,646	\$43,507
34	1978	\$43,071	\$43,932
35	1977	\$43,496	\$44,357
36	1976	\$43,921	\$44,782
37	1975	\$44,346	\$45,207
38	1974	\$44,771	\$45,632
39	1973	\$45,196	\$46,057
40	1972	\$45,621	\$46,482
41	1971	\$46,046	\$46,907
42	1970	\$46,471	\$47,332
43	1969	\$46,896	\$47,757
44	1968	\$47,321	\$48,182
45	1967	\$47,746	\$48,607
46	1966	\$48,171	\$49,032
47	1965	\$48,596	\$49,457
48	1964	\$49,021	\$49,882
49	1963	\$49,446	\$50,307
50	1962	\$49,871	\$50,732

Based on your pastor's year of ordination, enter the minimum base salary from the schedule above

A.4. _____
Minimum Base Salary

Step 5: Compare the amounts entered in A.3. and A.4. and enter the larger amount here

A.5. _____
Next Year's Base Salary

Determining the Housing Equity Allowance or Housing Allowance

Use only one section, B or C below

If your parish provides a PARSONAGE for the use of your pastor and his/her family, complete Section B immediately below, and omit Section C which follows. If your parish provides the pastor with a HOUSING ALLOWANCE, omit Section B and complete Section C.

B - Housing Equity Allowance (with parsonage)

When a parsonage is furnished rent-free as a part of the pastor's compensation, it must be remembered that the pastor does not have the opportunity to build equity as do homeowners. Some parishes choose to compensate for the lack of equity by making housing equity payments (a housing equity allowance) to their pastor's ELCA Retirement Plan account or another qualified deferred plan. (Only church plans, however, like the ELCA Board of Pensions plan allow funds to be treated as a "housing allowance" when distributed. Housing allowances are subject to the following limitation, whichever is smallest: the declared housing allowance, the actual expenses in providing a home, the fair rental value plus utilities.)

Housing equity contributions:

- are not considered income for either federal income taxes or Social Security taxes,
- can be withdrawn any time and used to purchase a home. When you make a withdrawal, however, you must justify to the IRS how much may be excluded as housing allowance, based on sec. 107 tax code limits. If you cannot justify the entire withdrawal as eligible for housing allowance, you will be subject to income tax on the difference and if under age 59 ½ also subject to an IRS early withdrawal penalty.

The following suggested contractual provisions are recommended in support of a housing equity allowance for pastors whose congregations provide a parsonage:

1. the housing equity allowance be an amount equal to at least 3% of Line (E₁) (Defined Compensation);
2. the congregation pay this amount in regular installments to a depository agreed to by the congregation and the pastor;
3. use of the funds be limited to the provision of housing whenever it is needed, specifically at the time of retirement, disability or death or when a congregation disposes of its parsonage;
4. provision be made for changes of depository when required by re-location provided that the original contractual limitations for the use of funds be maintained.

Enter amount to be paid here.

B. \$ _____
Equity Allowance

C - Housing Allowance (without parsonage)

If your parish provides a Housing Allowance for your pastor and his/her family, this amount should be sufficient to provide adequate housing as well as care for the related expenses of utilities and upkeep. Your pastor may exclude the Housing Allowance from his/her taxable

income up to the "fair rental value" of a furnished home plus utilities, to the extent that the allowance is actually expended for housing. Expenses which qualify to be used for a Housing Allowance include payments on purchase, principal and interest payments on mortgages, taxes, utilities, maintenance, insurance, furnishings, landscaping, etc.

The Housing Allowance for 2012 is to be an amount that accurately reflects local conditions. The minimum housing allowance range recommended by the synod for 2012 is \$13,500 to \$16,500. Congregations located in areas of the synod where housing is more costly should consider the higher amount in this range as the minimum.

Place the amount designated for Housing Allowance here: C. \$ _____
Housing Allowance

D - Social Security Allowance

For Social Security purposes, pastors are taxed as if they are self-employed. In 2012, self-employed persons are required to pay an effective rate of 15.30%.

Synod policy is that congregations assume an amount at least equivalent to the "employer's" share of the Social Security tax which the pastor is required to pay, or a similar amount if the pastor has opted out of Social Security.

Step 1: Determine what portion (at least 50%)
you will pay your pastor as a Social
Security Allowance.

D.1. _____ %
Portion to be paid by parish

Step 2: Figure the salary on which Social
Security will be paid next year by
adding the amounts of Base Salary
and Housing.

Base Salary (line A5) \$ _____

Housing: If you provide
a parsonage, use 30% of base
salary (which the church use
to represent annual fair
rental value) \$ _____

OR

If you provide a Housing
Allowance, insert the
total amount here
(line C) \$ _____

Add Base Salary and Housing and enter amount here. D.2. \$ _____
Estimated Salary
Subject to Social Security

Step 3: Effective Social Security Rate for 2012 D.3. 15.30%

Step 4: Multiply (D2) by (D3) D.4. \$ _____
Social Security Tax

Step 5: Multiply (D4) by (D1) D.5. \$ _____
**Social Security Allowance or
its Equivalent**

PART II. Determining Cost of Benefits

E - Pension Contribution

In the Upper Susquehanna Synod, the recommended minimum contribution rate is 12% of Defined Compensation as calculated below.

DEFINED COMPENSATION: This figure is used by the ELCA Board of Pensions in calculating all benefit contributions.

- 1. Base Salary (line A5) \$ _____
- 2. Social Security Allowance (line D5) \$ _____
- 3. Total Cash Salary (1 + 2) \$ _____
- 4. With Parsonage (30% x 3) \$ _____
- 5. Without Parsonage (line C) \$ _____
- 6. Total (3 + 4 or 5) \$ _____

DEFINED COMPENSATION -
Enter Total from Line 6 here

E.1 \$ _____

The parish's pension contribution rate is:

E.2 12%

Multiply line E.1 by E.2 - Pension Contribution

E.3 \$ _____

Waiver of Medical-Dental Coverage Possible

The ELCA Medical and Dental Benefits Plan provides for necessary health benefits coverage for pastors, lay employees, and their families and discourages unnecessary duplicate coverage. Sponsored members and/or their spouses and children who are eligible for medical benefits coverage through a spouse's employer or through a former employer may waive ELCA plan coverage, while continuing to participate in the ELCA disability, survivor, and pension plans. The option of waiving coverage is particularly attractive for members who can obtain medical coverage at subsidized rates through a spouse's employer plan. **Unless your pastor's spouse and/or children are covered under some other group insurance plan, the church is expected to provide their coverage.**

F - Health Benefits Plan

In 2012 the Medical and Dental Plan contribution will be determined using the following rates:

Coverage	Rate	Monthly Minimum	Monthly Maximum
Member Only	13.00%	\$529	\$716
Member and Spouse/ Same-gendered Partner	22.80%	\$926	\$1253
Member and Children	22.80%	\$926	\$1253
Member, Spouse/Partner, and Children	32.70%	\$1323	\$1789

Enter here Defined Compensation (line E.1) F.1. \$ _____

Enter here percent from choices above F.2. _____ %

Multiply F.1 by F.2 F.3. \$ _____

Compare F.3 with the minimum and maximum in the chart above.

If F.3 is below minimum, enter Minimum amount on F.4.

If F.3 is above maximum, enter Maximum amount on F.4.

Otherwise, enter amount from F.3 on F.4

F.4. _____

Health Benefits Coverage

G – Disability, Survivor Benefits , and Retiree Support

DISABILITY, SURVIVOR BENEFITS & RETIREE SUPPORT RATES 2012:

<u>Benefits Plan</u>	<u>Contribution Rate as % of Defined Compensation</u>
Disability	1.60%
Survivor	1.0%
Retiree Support	0.7%
Total	3.30%

Enter here amount from line E.1 G.1. \$ _____

2012 percentage for Disability, Survivor,
and Retiree Support G.2. 3.30%

Multiply G.1 by G.2 – contributions for
Disability, Survivor and Retiree Support G.3. \$ _____

Disability Insurance, Survivors Benefits, and Retiree Support

As a benefit of participation in the ELCA Benefits Plan, your pastor has Disability Insurance. The Disability Plan will pay 66 2/3% of defined compensation less Social Security and Worker's Compensation disability benefits.

The parish provides full compensation, including housing, for the first two months of disability on a self-insured basis. The parish is also expected to pay the medical, dental, and survivors insurance contributions during the first two months of disability. Thereafter, the Disability Plan would pay these premiums, and the pastor becomes eligible for the three types of benefits listed below as long as the pastor is considered partially or totally disabled (as defined by the plan), up to the pastor's full benefit retirement age, as defined by the Social Security Administration:

1. monthly benefit,
2. continuation of contributions to the Retirement Plan, and
3. continuation of health and survivor benefits coverage.

The ELCA Survivor Benefits Plan provides for a lump sum life insurance program. Coverage is based on defined compensation and age, with a maximum benefit of \$50,000, minimum benefit of \$6,000.

The retiree support contribution helps provide health coverage in retirement for members who served one of the ELCA predecessor church bodies.

H - Flexible Spending Account (FSA)

Many ELCA pastors, rostered laypersons and lay employees of ELCA congregations and organizations are looking for ways to help pay for rising out-of-pocket health care and/or dependent care expenses. One way to help soften the burden of these increasing costs is through flexible spending accounts.

A flexible spending account (FSA) is a type of "cafeteria plan." With a FSA plan, ELCA congregations and organizations (i.e., employers) can enable their employees to set aside payroll dollars on a pre-tax basis to pay for certain out-of-pocket expenses, including:

1. certain health care expenses that are not paid for or reimbursed under the ELCA Health Benefits Plan or other health coverage, and
2. eligible dependent day care expenses

While individual congregations and organizations can administer an FSA plan, it is a complicated process necessitating the navigation of the relevant legalities. The Board of Pensions can provide assistance through its plan.

PART III. Professional Expenses

Inasmuch as changes in the Internal Revenue Service rulings have made it difficult for many pastors to itemize and deduct their professional expenses (books, other published resources, business entertainment expenses, professional organization dues, vestments, etc.), it is recommended that first the congregation adopt the principle that all professional expenses incurred by the pastor and other employees will be reimbursed through an accountable plan. The 1986 Tax Act provides that unreimbursed expenses up to the first 2% of adjusted gross income cannot be deducted by the pastor on his or her personal tax return. Adequate allowances, in addition to salaries, should be provided in the church budget to cover these anticipated costs. Finally, the Congregation Council should frequently review the allowances and their use to be certain that the pastor and any lay professional leaders are submitting reimbursement requests on a timely basis and are being fully reimbursed.

Four of the most frequent expenses are:

1. Automobile expenses
2. Continuing education
3. Book/Periodical expenses
4. Assembly expenses

There may be additional professional expenses in your unique parish situation. This matter should be discussed with your pastor.

I - Automobile Expenses

The largest single church-related expense for the pastor is the cost of transportation which includes fuel, repairs, insurance, tolls, etc. In the business world such expense is commonly covered by the employer. As of July 1, 2011, the Internal Revenue Service allowed fifty five and one-half cents(.555) per mile deduction for business use of a car. Check with the IRS to determine the current rate. The travel allowance should be adequate to cover all transportation costs to the pastor including automobile expenses.

Parishes should pay the full cost of car expenses incurred in the fulfillment of pastoral duties.

There are three options available:

1. Where extensive driving is required, a parish owned or leased car may be the most satisfactory approach
2. Reimbursement can be based on the actual number of miles driven.
3. A flat rate, regardless of mileage driven, could be paid; however, the parish and pastor must be careful how this is structured for income tax purposes.

Enter the Automobile/Transportation Allowance
or mileage rate here

I. \$ _____
Auto Allowance

J - Continuing Education

Professional church leaders (pastors and associates in ministry) need to have opportunities for continued growth in competence and understanding as they utilize their gifts in ministry. Continuing education is the way the leader enhances ministry abilities, acquires new skills, and experiences personal growth for a more effective ministry. It is the expectation of the ELCA that each professional church leader participate in 50 contact hours of continuing education annually. A contact hour is interpreted as a period of 50 minutes in which the individual actively engages in learning under the supervision of another person or co-learning with colleagues.

Pastors and associates in ministry should develop a Continuing Education Covenant with their Congregation Council. This is an excellent step in developing a sense of shared ministry. The ELCA recommends that congregations contribute a minimum of \$700 each year for continuing education and that the pastor or associate in ministry provide a minimum of an additional \$300 each year.

Congregations also are expected to cover the expenses of first call theological education for the first three years following a pastor's ordination. This cost is currently \$200.00 per year.

Enter the allowance here.

J. \$ _____
Continuing Education

K - Book/Periodical Expenses (Optional)

Your congregation may choose to provide an allowance for the purchase of, or subscription to, books and periodicals, enabling the pastor to keep abreast of developments in his/her profession.

Enter the amount of the Book/Periodical Expenses here.

K. \$ _____
Book/Periodical Expenses

L - Assembly/Conference Expenses

Your pastor's attendance at official assemblies and conferences is a professional expense. Attendance at the assembly of the synod is expected; and all expenses for registration, lodging, and meals should be paid by the congregation or agency. Attendance at conferences should also be supported by the congregation or agency by payment of registration fees and other expenses. Discuss with your pastor his/her anticipated expenses in connection with assemblies and conferences in the coming year.

Enter the amount of the allowance for assemblies and conference expenses here.

L. \$ _____
Assembly/Conference Expenses

PART IV. Additional Benefit Items

Sabbatical Leave

Consideration should be given to granting a sabbatical leave to a pastor every seventh year. Sabbaticals provide pastors and other rostered leaders the opportunity to reflect on their call to ministry and their relationships with God and God's people. While the concept of a sabbatical in the business and academic world is tied to research and finishing advanced degrees, a sabbatical in the church is provided as time away from the busyness of daily ministry in order to nourish one's relationship with God for the sake of the ministry to which one has been called.

A thorough explanation of sabbaticals, the specific policy adopted by the synod council, and guidelines and suggestions for providing them, is available from the office of the Upper Susquehanna Synod and on its website.

http://www.uss-elca.org/wp-content/uploads/2009/03/Sabbatical-Leave.Final-Policy.USS_.doc

Vacation

The need for an annual vacation is self-evident. A pastor is frequently under much stress in his/her profession and needs time away. The synod recommends a minimum of one month or four weeks vacation. The congregation should consider granting additional vacation time based on the length of service in the ministry. The length of vacation time, the number of Sundays, and when vacation time is to be taken are all matters which need to be discussed openly with your pastor and should be considered an important part of his/her compensation.

Further, a minimum of one day off each week is a necessity. After discussing with your pastor, note the agreement in the space below.

The Vacation Agreement with our pastor is as follows:

Vacation of _____ per year, including _____ Sundays.

Family Leave

A specific family leave plan should be carefully drawn up in consultation with the congregation council. A paid maternity leave of six to eight weeks is encouraged for the pastor or lay rostered leader giving birth. A paid paternity leave of up to six weeks is encouraged. A minimum of two and up to six weeks of paid parenting leave is encouraged when welcoming a newly-adopted or foster child. This leave is recommended to be available for a period of twelve months following the birth or adoption of a child. This time may be taken as either Block or Intermittent Leave (described below). In some situations, additional leave time (salaried or unsalaried) may be approved by the congregation council.

Care for a family member with a serious health condition (e.g., any illness, injury or condition involving inpatient hospital care or requiring continuing in-home treatment by a physician or other health care provider): A paid leave of up to eight weeks in any given twelve-month period is recommended. The time may be taken as either Block or Intermittent Leave. In some situations, additional unsalaried leave time may be approved by the congregation council.

To offset the expenses of any family leave, the Upper Susquehanna Synod will provide reimbursement of supply pastors for a maximum of three weeks or will provide coverage by a member of the synod staff. Pastoral care for the congregation will be provided by local pastors under the auspices of the Dean of the Conference."

The congregational council is encouraged to give prayerful consideration to other family situations and use the above guidelines as guidance in their deliberations.

Block Leave:

Leaves taken in one or more continuous periods of time. For example, leaves of two to eight weeks fall within this category.

Intermittent Leave:

Leaves taken on an intermittent basis, or where the pastor or lay rostered person works a reduced work week according to a prearranged schedule. The reduced work schedule can include full or partial days of leave.

(This Family Leave Policy was adopted by the Upper Susquehanna Synod Assembly, June 18, 2011)

Holidays

Time away from the parish must be made available in observance of recognized holidays. How many days and when they are observed must be mutually agreed to in advance to accommodate the needs of both the parish and the pastor.

Sick Leave

The pastor should be allowed a certain number of days of work missed on account of illness as mutually agreed in advance. Such leave is in addition to vacation time.

Tax Sheltered Annuity (TSA)

Contributions made to an approved Tax Sheltered Annuity on behalf of the pastor are not taxable in the year made, but are taxable in the year they are withdrawn, e.g. in retirement. Additional contributions up to the amount permissible by the Internal Revenue Service may be made to the Board of Pensions. While congregations or agencies may use an approved depository other than the Board of Pensions, it is a complicated process that requires legal plan documents. The pastor should contact the Board of Pensions for details on the exact amount of additional TSA for which he/she is eligible. TSA contributions may be made in addition to Individual Retirement Account (IRA) arrangements.

\$ _____
TSA

Household Expenses and Furnishings Allowance

(Applicable only to pastors whose congregations provide parsonages. For pastors who receive a Housing Allowance, this is included in the Housing Allowance.)

An allowance may be designated out of base salary which may be used by the pastor for purchasing and repairing furnishings, and for certain other household expenses. The amount is determined by the pastor on anticipated expenses. To the extent that it is actually used for furnishings, etc., it is excludable from Federal Income Tax.

\$ _____
Furnishings Allowance

Sample Forms

The following forms may be utilized in developing a Housing Allowance Program for the pastor.

- No. 1. Form for presentation of pastor's estimate of expenses qualifying under the pastor's housing allowance.
- No. 2. Draft language for action on a housing allowance by the Congregation Council.
- No. 3. Draft notification to the pastor by the congregation (Congregation Council) of approved housing allowance.

PASTOR'S ESTIMATE OF HOUSEHOLD EXPENSES

TO: (Name of Congregation)

DATE

FROM: (Name of Pastor)

SUBJECT: Housing allowance for year extending from _____, 20__, to _____, 20__.

The amounts set forth below are the amounts I expect to spend during the period ____ (as above) to rent or otherwise provide a home for me and my family.

Item

- | | |
|---|----------------|
| 1. Rent on leased property or payments on purchase of a home (including down payment, acquisition costs, mortgage payments of principal). | \$ _____ |
| 2. Garage rental (if not included above) | \$ _____ |
| 3. Utilities (gas, electricity, water, sewer, oil, telephone, refuse removal charges, firewood, TV cable) | \$ _____ |
| 4. Insurance (homeowner's, fire, extended coverage, liability, contents, flood). | \$ _____ |
| 5. Repairs and maintenance | \$ _____ |
| 6. Furnishings and improvements | \$ _____ |
| 7. Interest and Taxes (may want to itemize these separately) | \$ _____ |
| 8. Other housing expense (list in detail). | \$ _____ |
| | Total \$ _____ |

Pastor's Signature _____

DRAFT LANGUAGE FOR CONGREGATION COUNCIL ACTION ON
HOUSING ALLOWANCE

The _____ Committee advised the Council that under the tax laws an ordained minister of the Gospel is not subject to Federal Income Tax with respect "to the rental allowance paid as part of compensation to the extent used to rent or provide a home." Where the pastor owns a home, this amount of the allowance will be an amount equal to the fair rental value of the home, including furnishings and appurtenances such as a garage, plus cost of utilities.

The Council, after considering the statement of The Rev. _____ setting forth estimates of the amount expected to be spent to rent or otherwise provide a home during the period _____, 20__, to _____, 20__, and in light of the Federal Income Tax law and of the established salary level, on motion duly made and seconded, and adopted the following resolution:

Resolved that The Rev. _____ receive a salary of \$_____ for the year ____, and a housing allowance of \$_____ for the year, the housing allowance to be so designated in the official records.

(Congregation Council Secretary's Signature)

NOTIFICATION OF HOUSING ALLOWANCE BY CONGREGATION (EMPLOYER)

Date _____

Dear Pastor _____,

This is to advise you that at a meeting of the Congregation Council held on _____, 20__, your housing allowance for the year __ was officially designated and fixed in the amount of \$_____. Accordingly, \$_____ of the total compensation payable to you during the year _____ will constitute housing allowance and the balance will constitute "salary" (as interpreted by the Income Tax Law).

(Congregation Council Secretary's Signature)

2012 Worksheet
Parish Budget for Pastoral Ministry

Pastor: _____

Parish: _____

Synod Policy

Reference from
Attached Supplements

PART I. Compensation

*Base Salary (including one month vacation)	\$_____ (A5)
**Housing Equity Allowance (with parsonage)	\$_____ (B)
*Housing Allowance (without parsonage)	\$_____ (C)
*Social Security Allowance or equivalent	\$_____ (D5)
	\$_____
	Total Compensation

PART II. Cost of Benefits

***Pension Contribution	\$_____ (E3)
***Health Benefits Contribution	\$_____ (F4)
***Disability, Survivor, and Support of Retirees in Predecessor Bodies	\$_____ (G3)
	\$_____
	Total Benefits Cost

PART III. Professional Expenses

***Automobile Allowance	\$_____ (I)
***Continuing Education	\$_____ (J)
**Book/Periodical Expenses	\$_____ (K)
**Assembly/Conference Expenses	\$_____ (L)
	\$_____
	Total Professional Expenses

* By mutual agreement of pastor and parish, but should be at least equal to minimum base amounts approved by synod in assembly.

** By mutual agreement of pastor and parish.

*** Required through official call and by mutual agreement of pastor and parish.

PART IV. Tax Advantageous Redistribution of Compensation

The amount of Cash Salary which would be subject to income tax may be adjusted as follows:

Base Salary	\$_____ (A5)
Housing Allowance	\$_____ (B or C)
Social Security Allowance	\$_____ (D5)
	\$_____
	Total Compensation

Tax Advantageous Amounts

Adjusted Housing Allowance	\$_____
TSA	\$_____
Furnishings Allowance	\$_____
Flexible Spending Account	\$_____
Optional Pension Plan Contributions	\$_____
Reimbursement of additional expenses	\$_____
	\$_____
	Total Amount Sheltered

Subtract Total Amount Sheltered from Total Compensation	\$_____
	Adjusted Cash Salary for Income Tax Purposes

SECTION B: ASSOCIATES IN MINISTRY COMPENSATION AND BENEFITS GUIDELINES

PART I. Determining Compensation

A - Base Salary

The Synod Assembly presents the following base salary guidelines for associates in ministry of the Upper Susquehanna Synod for 2012. The Synod in Assembly annually adopts a minimum base salary schedule below which no associate in ministry serving a full-time position ought to be paid. Normally the bishop will not recommend candidates to congregations not meeting this minimum. When planning for your 2012 congregation budget and salary recommendations for next year, congregation leaders are asked to begin their consideration with the minimum figure (per years of service) for your associate in ministry. Congregations are encouraged to move beyond this recommended minimum figure as an expression of Christian responsibility within the Church, giving consideration to the needs of associate in ministry and family as well as merit increases.

Step 1: Fill in line (A1) with the BASE SALARY you are presently paying L.1 \$ _____
Present Base Salary

Step 2: Responsibility/Proficiency/Cost of Living Factors. A fair rate of remuneration should consider what amount is appropriate to add to the amount in line (A1).

1. The responsibility factor:
 - a. The nature of the associate's in ministry task
 - b. The size of the congregation
 - c. Staff or team ministry
2. The proficiency factor or how well the associate in ministry accomplishes the task:
 - a. Abilities of the associate in ministry in his/her area of ministry
 - b. Experience as an associate in ministry
 - c. Length of service with this congregation
 - d. Continuing education
3. The cost of living factor (the rate of inflation during previous 12 months)

Fill in line (A2) with the proposed increase for this year. L.2\$ _____
Proposed Increase

Step 3: Add lines (A1) and (A2) L.3 \$ _____
Total of 1 & 2

Step 4: Based on your associate's in ministry years of experience, enter the minimum base salary from the schedule at the top of page 22. L.4 \$ _____
Minimum Base Salary

Step 5: Compare amounts in line A.3. and A.4. Enter the larger amount here. L.5. \$ _____
Next Year's
Base Salary

Summary of Associates in Ministry minimum salary recommendations for 2012* or those with masters degrees or equivalent experience.

Years of Experience	2012 Recommended Salaries
0	\$31,782 - \$33,904
5	\$33,904 - \$36,026
10	\$36,026 - \$38,147
15	\$38,147 -

* Based on not receiving a housing allowance.

Matters of professional expenses need to be considered for associates in ministry as well as pastors. Such expenses are determined by the Congregation Council and the associate in ministry as appropriate to the situation.

PART II. Determining Cost of Benefits

REFER TO:

SECTION A, PART II, Determining Cost of Benefits. This entire section applies to associates in ministry salary packages as well as pastors.

PART III. Professional Expenses

REFER TO:

SECTION A: Part I, Sub-Section C, housing allowance. Housing allowances, although taxable, may be included in the associate in ministry salary package as negotiated between your Congregation Council and the associate in ministry.

SECTION A, Parts III and IV, Professional Expenses and Additional Benefit Items. Professional expenses and Additional Benefit Items may be included in the associate in ministry salary package as negotiated between the Congregation Council and the associate in ministry. PLEASE NOTE: CONTINUING EDUCATION EXPENSES ARE REQUIRED THROUGH THE OFFICIAL CALL AND BY MUTUAL AGREEMENT OF THE ASSOCIATE IN MINISTRY AND THE CONGREGATION.

SAMPLE FORMS, Pages 23 & 24. If such benefits are applicable to your associate in ministry salary package, you may adapt these forms for your use with your associate in ministry.

2012 Worksheet

Parish Budget for Associates in Ministry

Associate in Ministry: _____

Parish: _____

Synod Policy

Reference from
Attached Supplements

PART I. Compensation

*Base Salary (including ____ weeks vacation) \$_____(L.5)
Total Compensation

If housing is provided (see SECTION A, Part C)

a. Utilities allowance \$_____

b. Furnishings allowance \$_____

\$_____ (C)

PART II. Cost of Benefits

***Pension Contribution \$_____(E3)

***Health Benefits Contribution \$_____(F3)

*** Disability, Survivor, and Support of Retirees
in Predecessor Bodies \$_____(G3)

\$_____
Total Benefits Cost

PART III. Professional Expenses

**Automobile Allowance \$_____(I)

***Continuing Education \$_____(J)

**Book/Periodical Expenses \$_____(K)

**Assembly/Conference Expenses \$_____(L)

\$_____
Total Professional Expenses

* By mutual agreement of associate in ministry and parish, but should be at least equal to minimum base amounts approved by synod in assembly.

** By mutual agreement of associate in ministry and parish.

*** Required through official call and by mutual agreement of associate in ministry and parish.

PART IV. Tax Advantageous Redistribution of Compensation

The amount of Cash Salary which would be subject to income tax may be adjusted as follows:

Base Salary	\$_____ (A5)
Housing Allowance	\$_____ (B or C)
Social Security Allowance	\$_____ (D5)
	\$_____
	Total Compensation

Tax Advantageous Amounts

Adjusted Housing Allowance	\$_____
TSA	\$_____
Furnishings Allowance	\$_____
Flexible Spending Account	\$_____
Optional Pension Plan Contributions	\$_____
Reimbursement of additional expenses	\$_____
	\$_____
	Total Amount Sheltered

Subtract Total Amount Sheltered from Total Compensation	\$_____
	Adjusted Cash Salary for Income Tax Purposes