

**CHURCH WORKERS' SALARY GUIDELINES for 2012**  
**British Columbia Synod-ELCIC**

(For additional information on payroll, housing, benefits and expenses,  
refer to the ELCIC Treasurers' Information Booklet.)

**I. PASTORS' SALARY GUIDELINES**

*The Compensation Schedule for 2012 reflects cost-of-living adjustments that are based upon the Consumer Price Index. The September 2010 – September 2011 CPI = 3.2%  
<<http://www40.statcan.gc.ca/l01/cst01/cpis01a-eng.htm>>*

**A. Minimum base salary**

The beginning number is the salary set by the British Columbia Synod of the Evangelical Lutheran Church In Canada as the minimum base salary figure. When computing a pastor's compensation, the Mutual Ministry Committee, Congregational Council, or employer begins by selecting a figure in the table below.

<b>Years of Service</b>	<b>2012</b>
<b>Newly Ordained</b>	36,636
<b>1</b>	37,152
<b>2</b>	37,668
<b>3</b>	38,184
<b>4</b>	38,700
<b>5</b>	39,216
<b>6</b>	39,732
<b>7</b>	40,248
<b>8</b>	40,764
<b>9</b>	41,280
<b>10</b>	41,796
<b>11</b>	42,312
<b>12</b>	42,828
<b>13</b>	43,344
<b>14</b>	43,860
<b>15</b>	44,376

Beyond the 15<sup>th</sup> year of service the increment is **\$150 for each year added** to the amount of year 15 **OR 1 paid day of vacation for each year** beyond year 15 added to the weeks of regular vacation (see II. D.).

E.g. 16 years of service (using 2012 figures): \$44,376 + \$150 or 1 day vacation.

The pastor and congregation/employer are to consider each other's needs in making their decision.

**B. Salary Beyond Base**

To the *base salary* figure should be added a figure determined by the council/employer that reflects additional training, skills or special congregational requirements (e.g. STM, DMin, Th.D., Ph.D., certified counselor, extra language, isolation, etc.).

When the *salary-beyond* figure is added to the *base salary*, the council has the *total base salary* figure.

**C. Partial Year**

All salary and benefits are pro-rated based on a pastor's call with a given congregation or employer. Should the pastor accept a call to another congregation or employer, the calling congregation or employer will reimburse any expenses paid in full to the congregation that the pastor formerly served.

#### **D. Housing**

1. Adequate *housing* is provided in the compensation package either in the form of congregation-owned housing or a *housing allowance*.

Synod policy is that this housing allowance should be equal to the cost of renting accommodations in that area.

When the congregation or employer provides a housing allowance, the actual amount the pastor may claim as a tax free benefit is determined by Revenue Canada. Please see Revenue Canada guidelines – Clergy Housing Deduction.

When the congregation provides a housing allowance, the actual amount the pastor may claim as a tax free benefit is determined by Canada Revenue Agency (CRA). To request an exemption from withholding income tax deductions on the housing allowance, the pastor should submit a Letter of Authority to CRA in September of the previous year, using the calculations from from T1223E part C to determine the exempt amount for the following year. CRA will confirm with the employing congregation via a Reduction of Income Tax Deduction at Source letter.

2. An equity allowance should be provided if the pastor lives in an employer-owned house. Each year a housing equity allowance reflecting the increase in property values should be offered. The amount should not be below \$1,800.00 per annum. This amount makes up part of the *total base salary* figure (I. B.) for pension calculation.

### **II. BENEFITS**

#### **A. Pension Plan of the ELCIC** (see Pension Plan, Section III Eligibility and Membership)

1. All congregations and employers contribute an amount equal to 5% of the sum of the pastor's *total base salary* plus *housing allowance* or a pension housing figure, plus the employer must contribute another 6% for the pension fund deficit. Both methods of calculation are given below. The ELCIC Pension Plan requires the following calculation:

$Total\ Base\ salary \times 1.3 \times .05 + .06 = 11\%$  =congregation's/employer's portion of pension contribution.  
OR  
 $Total\ Base\ salary + housing\ allowance \times .11 =$  congregation' s/employer's portion of pension.

The law requires that the second method be used where the pastor is currently receiving a housing allowance which is greater than 30% of *total base salary*. To achieve an equitable pension among pastors the congregation or employer is asked to use whichever method of calculation comes to the greater amount.

2. The pastor is required to pay 5% of the same figure used above.

$Total\ Base\ salary \times 1.3 \times .05 =$  pastor's portion of pension contribution.  
OR  
 $Total\ Base\ salary + housing\ allowance \times .05 =$  -pastor's portion of pension contribution; whichever is greater.

#### **B. Protection Benefits Premium**

Congregations and employers pay the annual premium for death, disability and survivor income based on 3.0% of the pastor's total base salary plus housing value.

$Total\ Base\ salary \times 1.3 \times .030 =$  protection benefit premium.

Or

*Total Base salary + housing allowance x .030 = protection benefit premium, whichever is greater.*

### **C. Health Plan**

The premium for B.C. Medical is paid by the congregation or employer for the pastor and family. The premium for the ELCIC Group Services Inc. Extended Health and Dental Benefits Plan is shared equally by congregation or employer and pastor.

If the pastor has waived coverage because s/he is covered by their spouse under their spouse's employer's plan, the pastor shall not receive cash compensation in lieu of premiums. In cases of dual coverage in a family a proportionate fair amount can be negotiated.

### **D. Vacation – recommended minimum**

1. Four weeks annual vacation, including four Sundays, through Year 9 of the salary grid.
2. Five weeks annual vacation, including five Sundays, from Years 10 through 19 of the salary grid.
3. Six weeks annual vacation, including six Sundays, from Years 20 and upwards of the salary grid.
4. Vacation time cannot be accumulated or paid out unless it is officially approved by the Congregational Council or employer prior to year end in the year in which the vacation was not taken.
5. The vacation period shall be based on the calendar year January 1 to December 31.

### **E. Sabbatical**

Congregations are strongly encouraged to implement the recommendations of the *Sabbatical Guidelines* of the B.C. Synod.

### **F. Maternal and Parental Leave**

See GSI Guidelines: <<http://www.elcicgsi.ca/Employers/TIB.html>> (under "What to do during a Leave")

## **III. EXPENSES**

These items are considered employer expenses to provide ministry, and are not items to be included in the pastor's compensation package. They are paid for either on the basis of receipts, or, added to taxable salary against which the pastor makes a Professional Expenses claim with Revenue Canada (Form 2432).

### **A. Business Expenses**

#### 1. Transportation Allowance

- Mileage rate is 52 cents per km. based on the first 5,000 kms.
- Any mileage over that amount is reimbursed at the rate of 46 cents per km.
- Congregations or employers may provide the pastor with an annual allowance. If such an allowance is provided, it is added as a taxable benefit.
- Public transportation costs are either reimbursed on the basis of receipts, or included in the same way as car allowance above.

#### 2. Other Business Expenses

Business related meals, professional supplies, etc. are reimbursed on the basis of receipts or included in an annual allowance (initially taxable income) as above.

### **B. Registration for Conference, Synod and National Church Events**

Expenses for required events for members on the Synod Roster are the responsibility of the congregation or employer served by the pastor. As specified in the BC Synod Constitution and Bylaws, "All (rostered) ministers serving under call shall attend all conventions of this Synod, the annual study conference, and the meetings of the conferences to which they belong." (Bylaw 4 Section 13)

### **C. Moving expenses**

When the official call is negotiated, part of the negotiation should be between the church worker and the congregation or employer as to what professional moving service is to be used. The contract should include minimum safeguards for the pastor's furniture and personal belongings against loss or damage, and generally cover the cost of moving.

### **D. Book/Resources Allowance**

A book allowance of \$400 per year, based on actual expenses is to be provided. This is a taxable benefit. Unused amounts cannot be accumulated or carried forward.

### **E. Continuing Education**

Pastors and congregations/employers are encouraged to participate in the *ELCIC Continuing Education Plan*. The B.C. Synod recommendation for contribution is \$200 yearly by the pastor and \$400 yearly by the congregation/employer. The total amount of \$600 is credited to the account of each participating pastor in the *CEP* of the national church.

Pastors are entitled to two weeks annually for continuing education, to a maximum of 6 weeks. Further provisions for short and long term study leaves are contained in the ELCIC CEP book.

Pastors are not eligible to receive unused continuing education leave benefits upon termination of a call.

### **F. WorkSafeBC**

WorkSafeBC (worker's compensation) is mandatory for all employees of the congregation/employer.

## **IV. Bereavement & Compassionate Leave**

The BC Synod recommends that rostered ministers be granted:

- a minimum of two week's paid leave of absence due to the death of a spouse, parent, child step-child, grandchild, or any person who lives with the rostered minister as a family member. This leave is to include travel time.
- a minimum of one week's paid leave due to the death of other immediate family members (sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, or grandparent). This leave is to include travel time.
- one week's, leave upon request due to critical illness within the rostered minister's immediate family (as outlined in the previous two sub paragraphs). This leave is to include travel time.

In situations where the pastor may require a longer leave of absence due to the effects of extreme stress, arising out of such a death or critical illness, it is suggested that documentation from a qualified medical practitioner be provided to Church Council and/or the Mutual Ministry committee in order to create timeline documentation and to assist congregations to better plan for the absence of their rostered minister.

These guidelines are to be viewed as minimums rather than maximums. The BC Synod also encourages congregations to consider prayerfully with their Church Council and Mutual Ministry committee what period of leave would be appropriate for the health and well-being of their pastor.

Church councils and Mutual Ministry committees are encouraged to be advocates in supporting the pastor's time off with pay for leave of absence in excess of those noted above.

In the event that the congregation requires assistance in providing ministry in the absence of the rostered minister, the Dean of the conference, in collaboration with the Bishop's office, should be consulted with respect to providing ministerial support.

## **V. CONTRACTUAL ARRANGEMENTS**

Contractual arrangements may be particularly suitable in part-time or interim situations. They can be less costly for both pastor and employer due to tax benefits. It is incumbent upon those entering such arrangements to meet Revenue Canada requirements in the contract and in the accounting. Carefully evaluate all the components of such an arrangement.

To arrive at a relatively fair hourly equivalent, calculate the gross annual income and divide by 1732.5. In addition, the employer is responsible for business expenses, and the pastor for participation as required by the conditions of being on the Clergy Roster, for taxes, CPP contributions, etc.

## **VI. GUIDELINES FOR PASTORAL SUPPLY**

Pastoral supply follows the following schedule:

1 service - \$175 plus mileage @ 52 cents per km.

2 services (same day) in the same congregation - \$225 plus mileage @ 52 cents per km.

A second service in a different language calls for a 50% addition to the first service.

## **VII. Guidelines FOR FULL-TIME CERTIFIED LAY PERSONS AND DEACONS**

Recommended salaries for full-time certified lay persons and deaconesses employed by congregations and/or other agencies are determined as follows:

Salary guidelines (as per pastor's base salary schedule) including years of experience.

Multiply 1.3 times the appropriate *total base salary*. This then equals a salary figure with a value for housing.

For a person with a B.A. - 80% of the above figure.

For a person with an M.A. - 90% of the above figure.

Congregations and employers should provide a *lay housing equalization premium* for certified full-time lay persons and deaconesses to equal the tax-free benefit of clergy housing allowance. (E.g. A 17%-29% premium on the housing allowance portion.)

### **Employment Standards Act:**

We urge all employers to avail themselves of the free Guide to the Employment Standards Act which defines: the Act, who is covered, hiring, payment of wages, keeping records, hours of work, overtime, flexible work schedules, statutory holidays, leaves and jury duty, annual vacation, clothing, termination, variances, complaints, enforcement measures and penalties, term, questions and addresses. It is the law of which ignorance is no excuse in trouble or in court.

Call 1-800-663-3316 (province-wide) or Vancouver area 604-660-4946 for your free copy. Or go to the website: <http://www.labour.gov.bc.ca/esb/>.