

DIOCESE OF KOOTENAY

This Item	Replaces
File: 5.6.2	5.6.2
Date: Sept. 2019	March 2011

Origin: Diocesan Council

Status: Policy

Distribution: All Parishes/Congregations

Subject: Diocesan Payroll

A. Employed Clergy

It is the responsibility of all parishes/congregations employing clergy to have on file in the Diocesan office a copy of the current Clergy Compensation Agreement for Payroll Purposes (see POW Policy 5.6.1) for each ordained employee. Details in the agreement are subject to review by the Compensation Committee which may propose adjustments as appropriate in order to assure that all standards are met and the compensation of clergy across the diocese is in compliance with the Clergy Compensation Policy.

In the event a Congregation does not file its report(s) when requested, the Compensation Committee may designate the salary for the clergy involved. Should a Church Committee or a cleric disagree with the judgment of the Clergy Compensation Committee, such Church Committee or cleric may seek a review by the Bishop and the judgment of the Bishop shall then prevail.

Payroll Procedures

The Diocesan office computes the total cost (salary and associated benefits) of each Congregational position and assesses the Congregation accordingly. These assessments need to be received by the 7th and 22nd day of each month. Parishes are encouraged to take advantage of the Pre-Authorized Direct Debit system. The Diocesan office disburses funds for salary, other allowances, taxes, benefits, etc. in accordance with established standard operating procedures.

Default

It is the requirement of the Bishop that parish wardens will communicate any financial strains on parishes, or any other financial issues that may affect transactions between the parish and the diocese, as early as possible. This is doubly important if there is any concern that a parish's payroll obligation is threatened. Under such circumstances, the Bishop and diocesan staff will work closely with the wardens and incumbent to address the concerns in a positive way. This may include cost saving, cost recovery, reduced FTE incumbency, or other strategies. At all times the affected Incumbent or other clergy will be kept informed of the ongoing financial discussions.

In the event that a parish does not remit its total payroll obligations by the 22nd of each month, there is a grace period of the current month plus one. If the payment is thereafter not

received, the Administration and Finance Committee is to notify the Bishop. The Bishop may then issue due notice of the termination of the Incumbent.

B. Lay Employees

A number of Congregational Lay Employees are paid through the Diocesan Payroll system in like manner to the Clergy as in Part A. Hourly employees are responsible for submitting their hours in a timely fashion.

Default

In the event of a default, the same procedure will be followed for lay employees as for clergy with the exception that due notice will be given by the wardens of the parish should the default continue past the one month grace period.