

Origin: Diocesan Council
Status: Policy
Distribution: Parishes and Clergy
Subject: Clergy Compensation

Introduction

Effective November 27, 2010, diocesan policy for the remuneration of clergy has shifted from a formula of Stipend plus Housing Allowance to a straight Salary system based on a defined Salary Grid. The intention of this change is to simplify and make transparent remuneration across the diocese for clergy of varying experience and responsibility. By reducing inequities and achieving competitive levels of remuneration and the derived benefits, it is intended that the diocese will be competitive in the attraction and retention of clergy.

The Policy is as follows:

Position Classes

Clergy positions are divided into eight classes, according to levels of responsibility. For all interim clergy and incumbents this would normally be determined by congregational size. The Diocesan Compensation Committee will be responsible for the determination into which class a given position falls, in consultation with the congregation concerned.

Class	Title	Description
A	Supervised	Functions under direct supervision; curate or trainee
B	Assistant	Provides pastoral, liturgical or educational ministry under the direction of an incumbent
C	Chaplaincy	Responsible for family-size congregation (average weekly attendance under 66)
D	Associate	Responsible for oversight or development of significant areas of congregational ministry, under the general direction of an incumbent
E	Pastoral	Responsible for pastoral-size congregation (average weekly attendance of 66-110)
F	Complex	Responsible for program-size congregation (average weekly attendance above 110)
G	Dean	Dean of the diocese
H	Bishop	Diocesan bishop

Average Weekly Attendance is defined in the canons of the diocese as the “total attendance at all Regular Services of a congregation in the previous calendar year, divided by the number of weeks in said year...” This excludes weddings and funerals but includes all other regular services recorded in the vestry book. A three year rolling average of every congregation’s average weekly attendance will be maintained as a basis for the position class of each congregation.

Base Salaries and Increments

Each position class is assigned a “Base Salary” and “Increment” values, according to the Salary Grid in Appendix B of this policy. The total Salary for a clergy position is equal to the base salary moving through 11 possible increments.

When a clergyperson takes on a new position, the starting increment is determined by negotiation between the clergyperson and the congregation.

Until 7 increments have been reached, the salary will increase automatically each year by one increment. Automatic increment changes occur on the 1st day of the month of the anniversary of the start of the position. Salary adjustment dates are confirmed in the Letter of Agreement that is completed annually (Appendix C). Any further increments beyond the 7th are at the option of the congregation.

Multi-Point Defined

The definitions of a Congregation, Worshipping Community, and Parish were established in the Canonical Revisions from Synod 2009. For the purposes of defining “Multi-Point” this refers to two or more Congregations who employ the same clergy person. A Congregation is further characterized by holding its own General Meetings, electing its own Wardens, and employing its own Business Number for charitable purposes.

Each Congregation in a Multi-Point arrangement negotiates its own remuneration of the clergy person based on the appropriate MP Grid line for the Position Class, the agreed increment (which may be different between one or more congregations), and the percentage share of time allocated.

Shared Ministry/Multipoint Bonus (Effective January 1, 2013)

If a Class C (Chaplaincy) or Class E (Pastoral) position involves a Shared Ministry an amount shall be added to the base salary equal to the value of one increment for Position Class E (Pastoral). If a Class C or Class E position involves a Multi-Point Situation an increase of the same amount will be added. If a Class C or Class E position is both a Shared Ministry and a Multi-Point Situation both increases will be added.

Class A Limit

Class A positions begin at the base salary (no negotiation is permitted) and are limited to a maximum of 2 increments.

Examples:

- a. *The Rev. Mary begins work in a pastoral-sized parish and negotiates a starting salary based on 3 increments above the base. Each subsequent year on the agreed adjustment date, Mary's salary is increased by one increment. The last automatic increment occurs on her 4th anniversary, at which point she is receiving the base salary plus 7 increments. If Mary wishes to receive additional increments after reaching Increment 7 she will have to negotiate them with her wardens.*

Suppose further that after being at Increment 7 for one year the parish is very happy with Mary's ministry and wishes to recognize her service and give her an incentive to continue her ministry with the congregation. The parish may at that time increase Mary's position by one increment, or more than one increment, or make an agreement to phase in additional increments over time. Once Mary has reached 11 increments, however, that is the maximum salary for the position.

- b. *The Rev. Thomas is employed on a 75:25 time basis by Pastoral Congregation A and Chaplaincy Congregation B. Congregation A negotiates remuneration at Increment 5 and Congregation B at Increment 3. The total remuneration for The Rev. Thomas is 75% of increment 5 amount on the MP Pastoral Grid, plus 25% of Increment 3 amount on the MP Chaplaincy Grid line.*

Salary Grid Adjustment

All figures on the Salary Grid may be adjusted annually by the Administration and Finance Committee and Diocesan Council on the recommendation of the Compensation Committee.

Position Class Changes

Each year the three year average of Average Weekly Attendance (AWA) statistics will be updated for congregations (single or multipoint).

Reduction in Position Class

Should the AWA change such that a Congregation goes down in Position Class (eg: Pastoral to Chaplaincy), the Position Class will be changed to reflect the reduced position, but the actual salary for the clergyperson will not decrease.

For the purpose of determining eligibility for further increments, the effective increment level in the adjusted position will be the highest increment step that is at or below the actual salary. So long as the actual salary remains above that of the effective increment level for the reduced Position Class, the salary will remain frozen at the current level without adjustment increases.

Example: (2015 Grid figures)

- a. *The Rev. Smith is the incumbent of an aging congregation whose AWA is 70 ie; a Pastoral Position Class. He is remunerated at Increment 5 at a Salary of \$54,512. At the time of his annual adjustment date the AWA has dropped to 60, ie; a Chaplaincy. His next Increment is considered to be Chaplain Grid Increment 9 (\$53,861) but he will continue at \$54,512 p.a. Because he has already passed a point of automatic annual increases, his Salary will remain at \$54,512 indefinitely. However if the congregation wishes, it may at some future point increase his Increment to 10 or 11 on the Chaplaincy Grid (maximum annual Salary \$55,423).*
- b. *The Rev. Jones is the incumbent of an aging congregation whose AWA is 70. He is remunerated at Increment 1 on the Pastoral Grid (\$50,869). At the time of his annual adjustment date the AWA has dropped to 60. His next Increment is considered to be Chaplain Grid Increment 5 (\$50,739) but he will continue at \$50,869 p.a. The following year requires an automatic increase to Increment 6, and his Salary will increase to \$51,520, and automatically to the maximum at Increment 7 (\$52,300) the year following. Further increases to Increment 8 and above are negotiable and are not automatic.*

Increase in Position Class

Should the AWA change such that a Parish goes up in Position Class (eg: Chaplaincy to Pastoral), the Position Class will be changed to reflect the increased position, with the salary increased to the lowest increment of the new Class that is equal to or one step greater than the current actual salary.

Example: (2015 Grid figures)

- a. *The Rev. Susan is the incumbent of a congregation whose AWA is 55. She is remunerated at Increment 5 on the Chaplaincy Grid (\$50,739). At the time of her annual adjustment date the AWA has risen to 70. She is eligible to be placed at Pastoral Grid Increment 1 (\$50,869). She will receive annual automatic increases to Increment 7 provided the AWA remains above 66 and the congregation remains in the Pastoral Position Class.*
- b. *The Rev. Mary is in the same situation as The Rev. Susan but she is at Increment 7 on the Chaplaincy Grid (\$52,300 p.a.). At her annual adjustment date she is now considered to be on the Pastoral Grid at Increment 3 (\$52,690). She is then eligible for further automatic annual increases up until Increment 7 (4 years).*

Note: A change in Position Class is not expected to be a common occurrence. When such occurs the Parish will review the individual remuneration assignment with the Diocesan Compensation Committee. The adjusted Salary will be set after statistics

reporting the need for a Position Class change are received by the Committee (ideally AWA at the annual adjustment date)

****Appendix A and B to be removed and appendix C renamed appendix A****

Appendix A: Position Classes as of January 2015

Supervised

None

Chaplaincy

- Armstrong/Enderby
- Castlegar/New Denver Worshipping Community/Nakusp**
- Creston & the Eastshore (Creston/Harrison Valley/ Riondel/Crawford Bay)**
- East Kelowna
- Fernie
- Grand Forks - Boundary (Grand Forks/Greenwood/Kettle Valley)**
- Lake Country
- Rutland
- Kimberley
- Naramata
- Nelson – Kokanee (Nelson/Balfour/Kaslo)**
- Oliver/Osoyoos**
- Peachland
- Revelstoke
- Salmon Arm
- Sorrento
- Summerland/OK Falls**
- Trail-Rosland/Fruitvale/Salmo**

Associate

- Vernon 1

Pastoral

- Cranbrook Worshipping Community/Golden
- Kelowna Mission
- West Kelowna
- Windermere Valley Shared Ministry (Invermere/Edgewater)**

Complex

- Penticton
- Vernon 1/Westwold/Falkland**

Dean

- Diocesan Dean

Bishop

- Diocesan Bishop

****Eligible for Multi-Point Bonus**

Appendix B: The Salary Grid

(in 2015 dollars, exclusive of benefits)

Class	Title	Base Salary	Increment
A	Supervised	45,795.55	520
B	Assistant	44,500	650
C	Chaplaincy	45,000	780
D	Associate	46,500	845
E	Pastoral	48,000	910
F	Complex	55,000	1040
G	Dean	61,000	1300
H	Bishop	68,000	1560

Appendix A: Letter of Agreement**The Letter of Agreement and the Compensation Review**

Following is a Sample Letter of Agreement which sets forth agreements concerning compensation, benefits, supports provided, privileges, etc.

An annual Compensation Review is to be conducted under the terms of the Clergy Compensation Policy foregoing. The purpose of the Compensation Review is an annual updating of the agreements set forth in the Letter of Agreement. Matters to be covered in the Compensation Review include: any new Diocesan or National changes that may apply; and a confirmation of the position on the Salary Grid then in effect. This will include any remuneration changes due to an automatic increment advance, or from negotiations involving Increment Levels 8 through 11. Negotiable increment changes will take into account Diocesan standards, general salary trends, congregational economics, the individual's salary history and the individual's experience and performance. The Compensation Review is expected to result in a new Letter of Agreement for the ensuing year.

The Letter of Agreement and Salary/Benefit figures should be confirmed between the clergy person and the Wardens, then presented to the Church Committee for approval. Once remuneration is approved it should be forwarded to the Finance Committee (if there is one) and be placed in the budget as clergy costs to be recommended to the Annual General Meeting. The Letter of Agreement should include, where appropriate: (specific items listed below are shown to illustrate the kinds of items which should be covered).

- 1) The position (office) title: period covered by the agreement.
- 2) Compensation: Position Class, Salary Grid Increment number and specific Salary; specific utilities provisions; pension, medical, life insurance and similar benefits.
- 3) Expenses: travel allowance; other benefits.
- 4) Leave time: holidays; continuing education/sabbatical arrangements; sick leave.
- 5) Agreements concerning disposition of income from special services: honoraria from congregational and non-congregational sources; fees for services rendered outside congregational responsibilities. (see Diocesan Policy POW book 5.2.8: Clergy Honoraria)
- 6) Organizational resources committed to support of the position – and the individual's responsibilities, discretionary privileges, conditions, etc., concerning: office; equipment, services, supplies provided; use of buildings; budgets (authority and conditions to expend, etc.); salaried/volunteer assistance provided.