

**ROSTERED LEADERSHIP  
COMPENSATION RECOMMENDATIONS  
FOR 2008**

**Metropolitan Washington D.C. Synod  
Evangelical Lutheran Church in America**

*June 9, 2007*

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## INTRODUCTION

As with all matters, the consideration of the issue of rostered leadership compensation should be entered into prayerfully and in recognition of many factors. It is urged that congregations consider the following as a goal:

**A pastor's total compensation package should, as much as possible, be comparable to the compensation received by members of the congregation in professional occupations, considering level of education and the years of experience.**

**“Compensation package”** includes, but is not limited to salary, housing allowance, medical and dental benefits, social security offsets, and pension contributions.

These guidelines are written to assist the members of the congregation in setting a salary for pastors and rostered lay leaders. The guidelines contain worksheets that are intended to assist congregational members in setting a fair salary range for their rostered leadership. There is a worksheet for Clergy and a separate worksheet for Rostered Lay Leaders.

As the congregation and rostered clergy and lay leadership begin the process of determining a mutually agreed upon salary, please keep the following points in mind:

- Members of the congregation and the rostered clergy and lay leadership should be as honest with each other as possible.
- At all times, speak to each other with the love of Christ.

## CLERGY SECTION

### SALARY

Using the following instructions for reference, please complete the worksheet located on page 8.

#### **SECTION 1 UNADJUSTED MINIMUM SALARY**

The Metropolitan Washington D.C. Synod Assembly annually sets an "Unadjusted Minimum Salary" for clergy. The unadjusted minimum salary includes what has been previously called "salary, housing allowance, and social security offset" and assumes up to \$200,000 as the minimum price of a home in the service area of the congregation. This definition is consistent with the term "defined compensation" as used by the Board of Pensions. *(It is important to note that the amount of salary actually designated as "Housing Allowance" must be recorded as a vote of the congregation's Council/Board prior to the beginning of the year.)*

**Box 1:** Write the 2008 minimum unadjusted salary amount of **\$49,028** in Box 1. If the terms of call are less than full time this figure should be adjusted accordingly in consultation with Synod staff. If use of a parsonage is included as a portion of compensation, enter the unadjusted minimum amount of **\$38,522** in Box 1.

#### **SECTION 2 REGIONAL COST OF LIVING SALARY MODIFIER**

##### REGIONAL COST OF LIVING SALARY MODIFIER

The Synod believes there is great value in having the pastor living and identifying with the same parish community in which most of the members live. The Metropolitan Washington D.C. Synod covers a large, economically diverse area with the cost of living varying widely within and between the Northern Virginia, Maryland, and Washington D.C. areas. A regionally-based cost of living modification to the unadjusted minimum salary acknowledges the diversity.

**Box 2:** Determine the median single-family home prices near the congregation (the primary zip code(s) served by the congregation) by contacting a local realtor or using the Internet and following the steps below. Enter that figure in Box 2.

**To use the Internet to determine median home prices:**

1. Log onto [www.realtor.com](http://www.realtor.com)
2. Click "Real Estate 101"
3. Click "Cities & Neighborhoods"
4. Enter zip code of community

**Box 3:** If the figure in Box 2 exceeds \$200,000 (the minimum cost of housing within the Metropolitan Washington D.C. Synod), subtract \$200,000 from Box 2 and enter the resulting figure in box 3.

**Box 4:** Multiply Box 3 by .03 (3%) and write the result in Box 4. (*Example: The price of a median single-family home in area served by congregation is \$300,000.  $\$300,000 - \$200,000 = \$100,000$ .  $\$100,000 \times .03 = \$3,000$  is recorded in Box 4).*

If use of a parsonage is included as a portion of compensation, a housing equity allowance should be calculated instead. This number will be a minimum of 30 percent of the amount determined above. (*Example:  $\$3,000 \times .30 = \$900$* ) In no case should this number be less than the equity allowance the pastor is presently receiving.

#### REGIONALLY MODIFIED MINIMUM SALARY

**Box 5:** Add Box 1 and Box 4 to obtain the "Regionally Modified Minimum Salary" for the congregation, and enter this figure in Box 5.

### SECTION 3

#### DETERMINING CLERGY SALARY ADJUSTMENT

This section seeks to quantify the value of experience and education a pastoral leader may possess, and the unique aspects of the congregation. These factors will become a basis for adjustment to the minimum salary.

#### YEARS OF PASTORAL EXPERIENCE

As per most professional salary systems, the Synod seeks to reflect the value of acquired skills, wisdom, and experiences that can only come from actual pastoral experience.

**Box 6:** Credit **one point for each year of service** as an ordained pastor in Box 6.

#### WORSHIP ATTENDANCE

Pastoral leaders of large churches often bear increased responsibilities and expectations. The Synod seeks to acknowledge these responsibilities with this adjustment. Credit is given for primary leadership in congregations where the average weekly worship attendance exceeds 100 persons, at a rate of **one point for each 12 persons over the 100 worshipers threshold**. Associate pastors would receive one-half point for each 12 persons over the 100 worshipers threshold.

**Box 7:** To calculate, **subtract 100 from the average number of worshipers** (*as reported on the congregation's annual parochial report*). Divide that **difference by 12, round to the nearest whole number**, and enter the figure in Box 7. (*Example: Congregation reports an average of 265 worshipers.  $265 - 100 = 165$ .  $165 / 12 = 13.8$ . Round up to 14 points.*)

#### ADVANCED EDUCATION

Lutherans have long expected that their pastoral leaders be well-educated. This credit seeks to account for and encourage life-long learning for leadership in divinity or related fields. Credit is given (5 points) to those who have taken the time and made the commitment to earn a ministry related degree in addition to the Master of Divinity level.

**Box 8:** If such is the case, enter **5 points for each degree earned** in Box 8.

#### LONGEVITY IN CURRENT CALL

Research has established that vibrant long-term pastorates are often associated with congregational growth. This adjustment seeks to reflect the shared valuing of healthy, longer-tenured pastorates.

**Box 9: Credit one point for each year of service in the pastor's current call** in Box 9, to a maximum of 10 points.

#### YEARS OF RELATED NON-PASTORAL EXPERIENCE

Increasingly, persons with prior experience in related fields are entering rostered ministry in our church. This adjustment seeks to acknowledge the value of prior experience in related fields that are helpful to the ministry (e.g. teaching, administration, financial, counseling, social work, etc.).

**Box 10:** Credit is given for each year of prior experience in a related field up to ten years. Multiply the **pastor's years of significant prior experience by 0.5** (# years x 0.5) and write either that figure or the number 5 (*whichever is lesser*) in Box 10. If the pastor does not have any years of significant prior experience, enter "0" in Box 10.

**Box 11:** Add together the credits in Boxes 6 through 10 to create a "point total" and write that number in Box 11.

#### SALARY ADJUSTMENT

**Box 12:** The number recorded in Box 11, multiplied by the pre-determined adjustment factor of **\$490**, (1% of the unadjusted minimum salary) generates the minimum salary adjustment. Transfer that dollar figure to Box 12.

### **SECTION 4 DETERMINING CLERGY SALARY RANGE**

#### MINIMUM SALARY

**Box 13:** By adding the "Geographically Modified Minimum Salary" and the "Salary Adjustment" figures together, the appropriate minimum salary limit is determined. Add Box 5 and Box 12 together and write that figure in the Box 13.

#### MEDIAN SALARY

**Box 14:** The median salary is calculated by multiplying Box 13 by 1.15 (15%). Enter that figure in Box 14.

#### MAXIMUM SALARY

**Box 15:** The higher salary range limit is calculated by multiplying Box 13 by 1.30 (30%). Enter that figure in Box 15.

#### NEGOTIATED PASTORAL SALARY FOR 2008

Although the Synod may produce helpful guidelines and suggested ranges for appropriate salary, congregations need to annually review and revise salary for their rostered leaders. **Using the figure in Box 13 as a "minimum" and Box 15 as a "maximum", it is the responsibility of the congregation to determine actual annual salary.** During the course of the conversation between the Pastor and those responsible for annual salary recommendations, consider using the following questions as guides for allowing one to move up or down in the range presented:

- *Does our pastor bring any additional or special skills to the position that ought to be rewarded?*
- *Do we expect our pastor to take on any significant additional responsibilities as a leader of our congregation?*
- *Does the pastor face any unique financial issues that ought to be addressed by the congregation?*

- *Are we in an area where housing costs are unusually high and special consideration may need to be made?*

**Box 16:** The figure entered in Box 16 represents the mutually-negotiated pastoral salary for the year 2008 (adjusted accordingly if the terms of call are less than full time).

**2008 CLERGY SALARY RANGE DEVELOPMENT WORKSHEET**  
*Metropolitan Washington D.C Synod of the ELCA*

**Section 1: Unadjusted Minimum Salary**

1 Unadjusted Minimum Salary..... 1

**Section 2: Regional Cost of Living Salary Modifier**

2 Average Housing Cost ..... 2

3 Cost Over Threshold (subtract \$200,000 from box 2)..... 3

4 Housing cost adjustment (multiply box 3 by 0.03)..... 4

(If parsonage provided, enter agreed upon housing equity instead.)

5 Regionally Modified Minimum Salary (add boxes 1 and 4)..... 5

**Section 3: Determining Salary Adjustment**

6 Years of Pastoral Experience..... 6

7 Worship Attendance..... 7

8 Advanced Education..... 8

9 Longevity in Current Call (maximum 10 points)..... 9

10 Related Non-Pastoral Experience (maximum 5 points) ..... 10

11 Total Points (Add boxes 6 through 10)..... 11

12 Salary Adjustment (multiply box 11 by \$490)..... 12

**Section 4: Determining Clergy Salary Range**

13 Minimum Salary (add boxes 5 and 12)..... 13

14 Median Salary (multiply box 13 by 1.15)..... 14

15 Maximum Salary (multiply box 13 by 1.30)..... 15

16 Mutually-Negotiated Pastoral Salary..... 16

## **BENEFITS**

### **PENSION AND MAJOR MEDICAL**

Congregations should also be responsible for providing pension and major medical coverage. Sponsorship will include medical-dental coverage for the pastor's spouse and children unless they have other employer-provided group medical insurance coverage and the pastor consents to waiving medical-dental coverage for them under the ELCA Pension and Other Benefits Program. Current contribution rates for the ELCA Board of Pensions coverage can be found at [www.elcabop.com](http://www.elcabop.com)

### **VACATION**

A minimum of four (4) weeks of vacation shall be provided.

### **STUDY LEAVE**

A minimum of two (2) weeks paid study leave is recommended annually with the provision for the accumulation of unused study leave up to 6 weeks.

### **FAMILY LEAVE**

Maternity/paternity, adoptive, and other forms of family leave of up to six (6) weeks with full salary, housing, and benefits, is recommended.

### **SABBATICAL**

An extended leave/sabbatical of one to three months may be granted after the pastor has served a congregation three to five years beyond the First Call Theological Education Program.

## **PROFESSIONAL EXPENSE REIMBURSEMENT**

### **AUTOMOBILE EXPENSE**

Pastors using personal cars for business shall be reimbursed for the actual costs they incur for church business, based upon the Internal Revenue Service guidelines.

### **CONTINUING EDUCATION**

A contribution of \$500 per year toward the Pastor's continuing education is recommended. This shall include Participation in a First-Call Theological Education Program, where applicable.

### **BOOKS AND PERIODICALS**

A minimum book allowance of \$300 per year is recommended.

### **CONVENTIONS, ASSEMBLIES, AND PASTORAL CONFERENCES**

Coverage of expenses for official meetings of the synod is required.

## CALCULATING SALARY FOR CLERGY EXAMPLES

### **Clergy With 12 Years Experience in a Call for 3 Years**

Pastor Fred is in his third year at New Trends Lutheran Church in Loudoun County, which reports an average weekly worship attendance of 183. Prior to New Trends, Pastor Fred served as a Pastor in a nursing home for 9 years. The average housing price near the church is \$561,858. In 2007, Pastor Fred's salary was \$57,680.

Unadjusted minimum salary	\$ 49,028.00
Housing cost adjustment	\$ 10,855.74
Years of Experience	12
Worship Attendance	7
Advanced Education	0
Longevity in current call	3
Related Experience	0
Total points	22
Salary adjustment	\$ 10,780.00
Minimum salary	\$ 70,663.74
Median salary	\$ 81,263.30
Maximum salary	\$ 91,862.86

The determined clergy salary range for 2008 is between \$70,663 – \$91,863.

In talking about Pastor Fred's 2008 Salary, the Church Council recommended a salary of \$72,000.

### **Long Term Call, 30+ years experience in Congregation.**

Pastor Kay has been at Sweet Gum Lutheran Church in Montgomery County for 31 years. Prior to serving at Sweet Gum, Pastor Kay started and led a church in Pennsylvania for 6 years. When she came to Sweet Gum, it consisted of just a few families meeting in temporary space. Now there are an average of 340 worshipers per Sunday at Sweet Gum. The average house price near the church is \$495,000. Pastor Kay's salary in 2007 was \$97,850.

Unadjusted minimum salary	\$ 49,028.00
Housing cost adjustment	\$ 8,850.00
Years of Experience	37

Worship Attendance	20
Advanced Education	0
Longevity in current call	10
Related Experience	0
Total points	67
Salary adjustment	\$ 32,830.00
Minimum salary	\$ 90,708.00
Median salary	\$104,314.20
Maximum salary	\$117,920.40

The Church Council agreed that Pastor Kay should receive a salary in 2008 of \$109,592.

**Associate Pastor with 7 years experience**

A second Pastor, Carlos, was called 7 years ago to work with families and the youth at Sweet Gum Lutheran with Pastor Kay. Pastor Carlos is originally from El Salvador and recently started a Spanish language service for recent immigrants in the neighborhood.

Unadjusted minimum salary	\$ 49,028
Housing cost adjustment	\$ 8,850
Years of Experience	7
Worship Attendance	5
Advanced Education	0
Longevity in current call	7
Related Experience	0
Total points	19
Salary adjustment	\$ 9,310
Minimum salary	\$ 67,188.00
Median salary	\$ 77,266.20
Maximum salary	\$ 87,344.40

Pastor Carlos' salary in 2007 was \$61,800 and the 2008 appropriate Salary Range is between \$67,188 and \$87,344.

The approved salary of \$69,031 was a significant increase over his 2007 salary (11.7%),

partially due to his increased responsibility with the growth of the Spanish Worship Service, and brings Pastor Carlos within the recommended salary range.

**Clergy with 10 years experience; congregation with an average home cost of \$750,000.**

Pastor Joe is interviewing with NOVA Lutheran Church, which is located in a very high cost neighborhood in Northern Virginia. The average home price in the area surrounding the Church is over \$750,000 but nearby is an area where 3 bedroom homes have been selling for \$500,000. Pastor Joe previously served Bering Strait Lutheran in Alaska for 10 years. NOVA Lutheran averages 98 worshipers per Sunday. In beginning the salary negotiations, the Church Council told Pastor Joe that their budget would not allow them to offer him a salary commensurate with living in the same zip code as the Church. Pastor Joe told the Call Committee that using the adjacent ZIP code would be acceptable. They agreed that this solution would work well for both parties and mutually agreed to base the Community Housing Cost Adjustment on the adjacent ZIP code average cost of \$500,000.

Unadjusted minimum salary	\$ 49,028
Housing cost adjustment	\$ 9,000
Years of Experience	10
Worship Attendance	0
Advanced Education	0
Longevity in current call	0
Related Experience	0
Total points	10
Salary adjustment	\$ 4,900
Minimum salary	\$ 62,928.00
Median salary	\$ 72,367.20
Maximum salary	\$ 81,806.40

Thus the appropriate salary range is between \$62,928 and \$81,806. The congregation proposed a beginning salary of \$71,000 for Pastor Joe. Pastor Joe asked for \$72,000 and they settled on \$71,500.

**Seminary Graduate with 6 yrs. experience as a Social Worker**

Seminarian Joan has just completed seminary after experiencing God's call to Ordained Ministry. Prior to seminary, Joan was a Licensed Clinical Social Worker in long term counseling with families for 6 years. In addition to her Masters in Divinity degree, she has a Masters in Social Work Degree. Her first call is Associate Pastor at Third Lutheran Church in Waldorf, MD, working with families and youth. Third Lutheran averages 65

worshippers, and the average house in the neighborhood around the church costs \$292,503. In negotiating her call, both parties agreed that her prior experience was pertinent to her call and would count in both the extra education and related non-pastoral experience categories.

Unadjusted minimum salary	\$ 49,028
Housing cost adjustment	\$ 2,775
Years of Experience	0
Worship Attendance	0
Advanced Education	5
Longevity in current call	0
Related Experience	3
Total points	8
Salary adjustment	\$ 3,920
Minimum salary	\$ 55,723.00
Median salary	\$ 64,081.45
Maximum salary	\$ 72,439.90

The congregation and Pastor Joan agreed upon \$61,000

**Clergy with 10 years experience; congregation with a Parsonage.**

Pastor Sue has been a pastor at Downtown Lutheran Church for the past 10 years. Her congregation provides a parsonage for her use. The average home price in the area surrounding the Church is over \$500,000. Downtown Lutheran averages 200 worshippers per Sunday. Because the congregation offered a parsonage, a housing equity allowance would be calculated using the Housing cost adjustment. The housing equity allowance used was 30 percent of the housing cost adjustment figure.

Unadjusted minimum salary	\$38,522
Housing equity allowance	\$2,700
Years of Experience	10
Worship Attendance	9
Advanced Education	0
Longevity in current call	10
Related Non-Pastoral Experience	0

Total points	29
Salary adjustment	\$14,210
Minimum salary	\$55,432.00
Median salary	\$63,746.80
Maximum salary	\$72,061.60

Pastor Sue and the congregation agreed to pay a salary of \$60,000 and an additional \$900 in a housing equity adjustment for a total compensation of \$60,900.

## **ROSTERED LAY LEADER SECTION**

The term “**Rostered Lay Leaders**” applies to all lay persons who are:

- On the roster of the Metropolitan Washington D.C. Synod, ELCA in the categories of Associate in Ministry, Diaconal Minister and Deaconess
- Employed at least 20 hours per week in a paid position with programmatic responsibilities.

It is recognized that there are persons employed by congregations of the Metropolitan Washington Synod in specialized ministries who, in terms of hours of employment and ministry responsibilities, are functioning as lay ministers, but without being rostered. These salary guidelines may be applied to them as well.

Because of the diversity of skills, jobs and responsibilities, compensation guidelines for Rostered Lay Leaders are more loosely framed and need to be subjected to a greater degree of interpretation than the clergy guidelines.

Using the following instructions for reference, please complete the worksheet located on Page 17.

### **SALARY**

#### **SECTION 1**

##### **LAY LEADER UNADJUSTED MINIMUM SALARY**

The Metropolitan Washington D.C. Synod Assembly annually sets an “Unadjusted Minimum Salary” for Rostered Lay Leadership.

**Box 1:** Write the 2008 baseline salary amount of **\$32,457** in Box 1

#### **SECTION 2**

##### **LAY LEADER REGIONAL COST OF LIVING MODIFIER**

###### **REGIONAL COST OF LIVING MODIFIER** *(Recommended)*

In this step, the cost of living and housing should be considered and an allowance added to the unadjusted minimum salary. It is commonly known that the Metropolitan Washington D.C. Synod area has a higher cost of living than most other regions.

For the Pastoral salary guidelines, it is recommended that the minimal amount required for a home in this area is \$200,000. Many of the regional areas in the Synod, have considerably higher housing costs. Even though Rostered Lay Leaders cannot be paid a housing allowance, the congregation may adjust their salary to reflect the higher housing costs.

**Box 2:** Determine the median single-family home prices near the congregation (the primary zip code(s) served by the congregation) by contacting a local realtor or using the Internet and following the steps below. Enter that figure in Box 2.

**To use the Internet to determine median home prices:**

1. Log onto *www.realtor.com*
2. Click "Real Estate 101"
3. Click "Cities & Neighborhoods"
4. Enter zip code of community

**Box 3:** If the figure in Box 2 exceeds \$200,000 (the minimum cost of housing within the Metropolitan Washington D.C. Synod), subtract \$200,000 from Box 2 and enter the resulting figure in box 3.

**Box 4:** Multiply Box 3 by .03 (3%) and write the result in Box 4. (*Example: The price of a median single-family home in area served by congregation is \$300,000.  $\$300,000 - \$200,000 = \$100,000$ .  $\$100,000 \times .03 = \$3,000$  is recorded in Box 4).*

By increasing the Baseline Salary of the Rostered Lay Leadership in this fashion, the congregation recognizes the higher cost of living and cost of housing in the Synod. However, the congregation may choose to make no adjustment in this category and would write "0" in Box 4.

**REGIONALLY MODIFIED MINIMUM SALARY**

**Box 5:** Add Box 1 and Box 4 to obtain the "Regionally Modified Minimum Salary" for the congregation, and enter this figure in Box 5.

*It is not a requirement that the congregation consider the cost of housing to set the Rostered Lay Leader's Baseline Salary. It is strongly recommended that the congregation perform this exercise so that it is clearly understood the total costs in this Synod and strive to pay Rostered Leaders a "living wage" to retain these gifted partners in the ministry.*

**SECTION 3**

**DETERMINING LAY LEADER SALARY RANGE ADJUSTMENT**

This section seeks to quantify the value of experience and education a rostered leader may possess. These factors will become a basis for possible adjustment to the minimum salary.

**YEARS OF EXPERIENCE**

**Box 6:** As per most professional salary systems, the Synod seeks to reflect the value of acquired skills, wisdom, and experiences that can only come from actual rostered leadership experience. Credit one point for each year of service as a rostered leader in Box 6

**WORSHIP ATTENDANCE**

Rostered lay leaders of large churches often bear increased responsibilities and expectations. The Synod seeks to acknowledge such with this adjustment. Credit is given for leadership in congregations where the average worship attendance exceeds 100 persons at a rate of 1 point for each 24 worshippers over the 100 worshiper threshold.

**Box 7:** To calculate, subtract 100 from the average worship attendance *as reported on the congregation's annual parochial report*. Divide that difference by 24 and enter the figure in Box 7 (Example: Congregation reports average worship attendance of 155.  $155-100=55$ .  $55/24=2.2$ . Round to 2 points)

#### ADVANCED EDUCATION

Lutherans have long expected that their lay leaders be well-educated. This credit seeks to account for and encourage life-long learning for leadership in Divinity or related fields. Credit is given (5 points) to those who have taken the time and made the commitment to earn a ministry related degree beyond the Master of Divinity level.

**Box 8:** Depending upon the types of tasks the congregation calls their Rostered Leader to perform; these degrees may be in music, counseling or other related fields. If such is the case, enter **5 points for each degree earned in addition to the Master's degree** in Box 8

#### LONGEVITY IN CURRENT CALL

**Box 9:** To effectively establish a vibrant and growing ministry, the Synod seeks to recognize Rostered Lay Leaders long-term calls. Credit one point for each year of service in the Rostered Leaders current call in Box 9 up to a maximum of 10 points.

#### YEARS OF RELATED NON-ROSTERED LAY EXPERIENCE

Increasingly, persons with prior experience in related fields are entering rostered lay leadership roles in our church. This adjustment seeks to acknowledge the value of prior experience in related fields that are helpful to the ministry of the Rostered Leader. Credit may be given for each year of prior experience in a related field up to ten years.

**Box 10:** Multiply the Rostered Leader's years of significant prior experience by 0.5 (# years x 0.5) and write either that figure or the number 5 (*whichever is lesser*) in Box 10

**Box 11: Add together the credits in Boxes 6 through 10 to create a "point total" and write that number in Box 11.**

#### SALARY ADJUSTMENT

**Box 12:** The number recorded in Box 11, multiplied by the pre-determined adjustment factor of \$490

, generates the minimum salary adjustment. Transfer that dollar figure to Box 12

#### SPECIFIC RESPONSIBILITIES ADJUSTMENT (Recommended)

As noted previously, the skills, jobs and responsibilities of Rostered Lay Leaders are widely diverse through the Metropolitan Washington D.C. Synod. Therefore, in considering an appropriate salary for the Rostered Leader, the responsibilities, education, and performance of the employee should be taken into consideration.

This adjustment cannot be given clear guidelines in this document due to the diversity of skills, jobs and responsibilities of the Rostered Lay Leaders throughout the Synod. This adjustment should be discussed between the Rostered Lay Leader and the congregation or the congregational council.

**Box 13:** If an adjustment to recognize the Specific Responsibilities of the Rostered Lay Leader is made it should be a dollar figure and that figure should be entered into Box 13.

*It is not a requirement that the congregation consider the Specific Responsibilities Adjustment to set the Rostered Lay Leader's Baseline Salary. It is strongly recommended that the congregation perform this exercise so that it is clearly understood the total role of the Rostered Lay Leader in their congregation and strive to pay Rostered Leaders a "living wage" to retain these gifted partners in the ministry.*

## **SECTION 4 DETERMINING LAY LEADER SALARY RANGE**

### MINIMUM SALARY

By adding the "Regionally Modified Minimum Salary" , the "Salary Adjustment" , and the "Specific Responsibility" figures together, the appropriate minimum salary limit is determined.

**Box 14:** Add Box 5, Box 12, and Box 13 together and write that figure in Box 14.

### MEDIAN SALARY

**Box 15:** The median salary is calculated by multiplying Box 14 by 1.15. Enter that figure in Box 15.

### MAXIMUM SALARY

**Box 16:** The higher salary range limit is calculated by multiplying Box 14 by 1.30. Enter that figure in Box 16.

### NEGOTIATED LAY LEADER SALARY FOR 2008

Although the Synod may produce helpful guidelines and suggested ranges for appropriate salary, congregations need to annually review and revise salary for the rostered leaders. **Using the figure in Box 14 as a "minimum" and Box 16 as a "maximum", it is the responsibility of the congregation to determine the actual annual salary.** During the course of the conversation between the Rostered Lay Leader and those responsible for annual salary recommendations, consider using the following questions as guides for allowing one to move up or down in the range presented:

- *What are the duties and responsibilities of the Rostered Leader in our congregation?*
- *Does our Rostered Leader bring any additional or special skills to the position that ought to be rewarded?*
- *Do we expect our Rostered Leader to take on any significant additional responsibilities in our congregation?*
- *Does our Rostered Leader face any unique financial issues that ought to be addressed by the congregation?*
- *Are we in an area where housing costs are unusually high and special consideration may need to be made?*

**Box 17:** The figured entered in Box 17 represents the mutually-negotiated rostered leader salary for the year 2008. If the terms of call are less than full time, this figure should be adjusted accordingly.

## 2008 LAY LEADER SALARY RANGE DEVELOPMENT WORKSHEET

*Metropolitan Washington D.C Synod of the ELCA*

### Section 1: Unadjusted Minimum Salary

1 Unadjusted Minimum Salary..... 1

### Section 2: Regional Cost of Living Salary Modifier

2 Average Housing Cost ..... 2

3 Cost Over Threshold ..... 3

4 Housing cost adjustment (multiply box 3 by 0.03)..... 4

5 Regionally Modified Minimum Salary (add boxes 1 and 4)..... 5

### Section 3: Determining Salary Adjustment

6 Years of Experience..... 6

7 Worship Attendance..... 7

8 Advanced Education..... 8

9 Longevity in Current Call (maximum 10 points)..... 9

10 Related Non-Pastoral Experience (maximum 5 points) ..... 10

11 Total Points (Add boxes 6 through 10)..... 11

12 Salary Adjustment (multiply box 11 by \$490)..... 12

13 Specific Responsibilities Adjustment..... 13

### Section 4: Determining Lay Leadership Salary Range

14 Minimum Salary (add boxes 5, 12 and 13)..... 14

15 Median Salary (multiply box 14 by 1.15)..... 15

16 Maximum Salary (multiply box 15 by 1.30)..... 16

17 Mutually-Negotiated Lay Leadership Salary..... 17

## **BENEFITS**

### **PENSION AND MAJOR MEDICAL**

Congregations should also be responsible for providing pension and major medical coverage. Current contribution rates for the ELCA Board of Pensions coverage can be found at [www.elcabop.com](http://www.elcabop.com)

### **VACATION**

A minimum of four (4) weeks of vacation shall be provided.

### **STUDY LEAVE**

A minimum of two (2) weeks paid study leave annually with the provision for the accumulation of unused study leave up to 6 weeks.

### **FAMILY LEAVE**

Maternity/paternity, adoptive, and other forms of family leave of up to six (6) weeks with full salary, housing, and benefits, is recommended.

### **SABBATICAL**

An extended leave/sabbatical of one to three months may be granted after the rostered lay leader has served a congregation three to five years beyond the First Call Theological Education Program.

## **PROFESSIONAL EXPENSE REIMBURSEMENT**

### **AUTOMOBILE EXPENSE**

Rostered Leaders using personal cars for business shall be reimbursed for the actual costs they incur for church business, based upon the Internal Revenue Service guidelines.

### **CONTINUING EDUCATION**

A contribution of \$500 per year towards the Lay Leader's continuing education is recommended. This shall include Participation in a First-Call Theological Education Program, where applicable

### **BOOKS AND PERIODICALS**

A minimum book allowance of \$300 per year is recommended.

### **CONVENTIONS, ASSEMBLIES, AND CONFERENCES**

Coverage of expenses for official meetings of the synod is required.

## CALCULATING SALARY FOR LAY LEADERSHIP EXAMPLES

### **Full-Time AIM with lower housing costs**

Ron is a full-time Associate in Ministry who has a call at Greenbelt Lutheran Church in Greenbelt, Maryland. GLC has an average worship attendance of 195. He has been an AIM for 10 years serving 7 of those years at GLC. Before becoming an AIM, Ron has 6 years of related experience. Ron is responsible for a senior ministry program over which he has total programmatic control. He fills in for the Pastor by preaching and leading services approximately once a quarter. The average cost of housing in Greenbelt is \$250,000. Because of Ron's additional responsibilities, the congregation decided to give him a Specific Responsibilities Adjustment of \$5,000.

Unadjusted minimum salary	\$ 32,457.00
Housing cost adjustment	\$ 1,500
Years of Experience	10
Worship Attendance	4
Advanced Education	3
Longevity in current call	7
Related Experience	0
Total points	24
Salary adjustment	\$ 11,760
Specific responsibilities adjustment	\$ 5,000
Minimum salary	\$ 50,717
Median salary	\$ 58,325
Maximum salary	\$ 65,932

Ron's Minimum Full-Time Salary would be \$50,717 and his Maximum Full-Time Salary would be \$65,932. The congregation and Ron agreed the Median Full-Time Salary of \$58,325 would be acceptable. This is his negotiated salary for 2008.

### **Full-Time AIM with higher housing costs**

In this example, Jill is serving in a call at First Trinity Lutheran Church in Loudoun County. First Trinity reports average worship attendance of 134. The average housing cost in Loudoun County near New Trends is \$561,858. Jill has been at First Trinity her entire 6 year career as an AIM. Because of the high cost of housing, the congregation decided to give Jill both the full housing allowance and the Specific Responsibilities Adjustment of

\$5,000. With these adjustments, the Minimum Full-Time Salary would be \$55,165 and the Maximum Full-Time Salary would be \$71,715. The congregation honestly could not pay that salary because of budget considerations. So they dropped the Specific Responsibilities Adjustment to "0" resulting in an across the board reduction of \$5,000 (\$50,165 - \$66,715). The congregation and Jill discussed the three possible salaries and the congregation budget. They agreed upon the Minimum Full-Time Salary which considered the cost of housing but did not give a Specific Responsibilities Adjustment. As a result, Jill was paid \$50,165.

Unadjusted minimum salary	\$ 32,457
Housing cost adjustment	\$ 10,848
Years of Experience	6
Worship Attendance	2
Advanced Education	0
Longevity in current call	6
Related Experience	0
Total points	14
Salary adjustment	\$ 6,860
Specific responsibilities adjustment	\$ 5,000
Minimum salary	\$ 55,165
Median salary	\$ 63,440
Maximum salary	\$ 71,715

## **SUPPLY PASTORS**

Compensation to visiting pastors is the responsibility of the host congregation. The Metropolitan Washington D.C. Synod has a wealth of clergy to choose from when a congregation is in need of a supply pastor. Congregations should consider the following to be a guideline in compensating supply pastors:

One Service	\$150.00
Each additional service	\$ 50.00
Preparing for and Teaching Bible Class	\$ 50.00

Mileage over 25 miles round trip should be paid at the IRS approved rate for business travel.

## CHURCH MUSICIANS

The makeup of individuals employed in the Metropolitan D.C. Synod as a “church musician” has changed from predominately organists to Choir and Music Directors. Although this document cannot suggest specific salary information, the following should be taken into consideration:

**Compensation should increase along with the congregation size.** As with the Rostered Clergy and Lay Leaders, the larger the congregation, the more likely the musician will lead choir(s) and have more responsibilities than simply instrumental. As such, the salary should increase along with the responsibilities.

**Regional Costs of living should be considered when setting a church musician’s salary.**

**Compensation should increase based on education.** Individuals working in the church in the capacity of Music Director may have college and advanced degrees. This knowledge and background should be recognized in salary considerations.

**Longevity in a position should be acknowledged in salary considerations.** As with the Rostered Staff, length of service in a call should be considered in compensation discussions.

**Benefits should be provided to church musician staff members that are in full-time roles.** Fringe benefits should be comparable to the rostered members of the staff.

When the congregation needs a **supply organist**, they should be compensated a minimum of \$100.00 on any given Sunday. Of course, this compensation should be altered depending upon the number of services, requirement for choral direction and rehearsals.