

2012 Compensation Guidelines for Clergy and Lay Employees

The Diocesan Council has approved the following 2012 compensation guidelines for clergy and lay employees based on recommendations made by the Diocesan Human Resources Committee. A copy of these guidelines has been mailed to each parish treasurer to be used as a resource for the 2012 budget planning process.

Clergy Compensation

From the most recent Parochial Report Data (see insert), determine which salary range is appropriate for your parish. Salary ranges are determined by the Average Sunday Attendance and the Normal Operating Revenues for your parish (as you have reported them in your Parochial Report).

Refer to the current Diocesan Clergy Salary Ranges for 2012 (see following pages) for the following: **Rectors with Rectories; Rectors with Housing Allowances; Assistants/Associates.** Please make special note of the midpoint of the applicable salary range. This is the level at which parishes should strive to pay clergy functioning in a fully satisfactory manner. It is appropriate to compensate clergy who have been with the parish for some time and who are performing in a fully satisfactory manner at a level between the midpoint and the maximum. We offer the following suggestions/guidelines for determining 2012 clergy compensation:

In past years, we have recommended that parishes budget a percentage for salary increases. For 2012, given current economic realities, we recommend that parishes be mindful of a set of principles to determine the best course of action for each individual employee. For instance, if you have an employee who was recently hired, it may not be necessary to budget a salary increase. On the other hand, if you have an employee who is a good performer and/or being paid below the mid-point of their salary range, we encourage the parish to budget for a 2-4% merit increase if warranted and sustainable.

Lay Compensation

Refer to the current Lay Salary Ranges for 2012 (see following pages) for the following: Parish Secretary; Parish Administrative Secretary; Sexton-Maintenance; Sexton-Maintenance Mechanic; Parish Musicians, Parish Nurses, Christian Educators. Please make special note of the midpoint of the appropriate salary range. This is the level at which parishes should strive to pay lay employees functioning in a fully satisfactory manner. It is appropriate to compensate lay employees who have been with the parish for some time and who are performing in a fully satisfactory manner at a level between the midpoint and the maximum. We offer the following suggestions/guidelines for determining 2012 lay compensation:

In years past, we have recommended that parishes budget a percentage for salary increases. For 2012, given current economic realities, we recommend that parishes be mindful of a set of principles to determine the best course of action for each individual employee. For instance, if you have an employee who was recently hired, it may not be necessary to budget a salary increase. On the other hand, if you have an employee who is a good performer and/or being paid below the mid-point of their salary range, we encourage the parish to budget for a 2-4% merit increase if warranted and sustainable.

Please refer to the Congregational Development Human Resources Manual (a copy should be kept in the parish office) Section 3-Elements of Compensation, Section 4-Clergy Compensation and Section 5-Lay Compensation for additional guidance regarding your compensation decisions. This information can also be found on the diocesan website www.diocesewma.org

If you need assistance, please call us at (413) 737-4786 or 1-800-332-8513 and ask for Susan Olbon, Ext. 20 or email solbon@diocesewma.org or call Steve Abdow, Ext. 21, or email sabdow@diocesewma.org.

2010 Parish Data for 2012 Salary Ranges

Attendance "Points"
less than 75 = 1 point
75 to 110 = 2 points
111 to 162 = 3 points
over 162 = 4 points

Allocation of Revenue "Points"		
Up to	\$74,000	= 1 point
\$74,001 to	\$127,000	=2 points
\$127,001 to	\$215,000	= 3 points
\$215,001	or more	=4 points

	ASA	Attendance Points	Operating Revenues	Revenue Points	Total Points	Salary Range
<u>Congregations in Salary Range IV</u>						
All Saints, Worcester	276	4	\$ 650,701	4	8	IV
Grace Church, Amherst	251	4	\$ 505,537	4	8	IV
Christ Church Cathedral, Springfield	212	4	\$ 580,810	4	8	IV
St. Francis, Holden	197	4	\$ 342,739	4	8	IV
St. Stephens', Pittsfield	188	4	\$ 495,563	4	8	IV
Nativity, Northborough	167	4	\$ 321,906	4	8	IV
<u>Congregations in Salary Range III</u>						
St. John's, Northampton	144	3	\$ 264,363	4	7	III
St. John's, Sutton	133	3	\$ 150,011	3	6	III
Trinity, Milford	126	3	\$ 211,199	3	6	III
Southwick Community Episcopal Church	124	3	\$ 185,812	3	6	III
St. Mark's, Leominster	117	3	\$ 162,435	3	6	III
St. John's, Williamstown	117	3	\$ 421,715	4	7	III
Christ Church, Fitchburg	112	3	\$ 347,305	4	7	III
Atonement, Westfield	111	3	\$ 198,521	3	6	III
St. Paul's, Holyoke	98	2	\$ 230,529	4	6	III
Trinity, Lenox	92	2	\$ 216,621	4	6	III
All Saints, North Adams	90	2	\$ 275,000	4	6	III
<u>Congregations in Salary Range II</u>						
St. Mark's, East Longmeadow	107	2	\$ 208,913	3	5	II
St. James', Greenfield	102	2	\$ 205,037	3	5	II
St. Michael's, Worcester	97	2	\$ 179,593	3	5	II
St. David's, Agawam	93	2	\$ 153,232	3	5	II
All Saints, South Hadley	93	2	\$ 184,571	3	5	II
St. Stephen's, Westborough	93	2	\$ 187,896	3	5	II
St. Matthew's, Worcester	91	2	\$ 149,590	3	5	II
St. Luke's, Worcester	89	2	\$ 180,752	3	5	II
Epiphany, Wilbraham	81	2	\$ 180,329	3	5	II
Trinity Church, Shrewsbury	79	2	\$ 179,272	3	5	II
Christ Church, Sheffield	73	1	\$ 168,760	3	4	II
St. Peter's, Springfield	73	1	\$ 140,336	3	4	II
Holy Trinity, Southbridge	71	1	\$ 154,093	3	4	II
St. James', Great Barrington	65	1	\$ 208,287	3	4	II
St. Paul's, Stockbridge	59	1	\$ 138,596	3	4	II
Good Shepherd, Clinton	54	1	\$ 177,159	3	4	II
Reconciliation, Webster	50	1	\$ 136,449	3	4	II

If total points are 2 or 3, the suggested salary range is I	If total points are 6 or 7, the suggested salary range is III
If total points are 4 or 5, the suggested salary range is II	If total points are 8, the suggested salary range is IV

2010 Parish Data for 2012 Salary Ranges

Congregations in Salary Range I

St. Andrew's, North Grafton	74	1	\$ 124,011	2	3	I
St. Paul's, Gardner	66	1	\$ 88,892	2	3	I
St. Philip's, Easthampton	64	1	\$ 115,021	2	3	I
Grace Church, Oxford	57	1	\$ 68,553	1	2	I
St. Thomas', Auburn	52	1	\$ 77,104	2	3	I
St. John's, Athol	48	1	\$ 87,852	2	3	I
St. Christopher's, Fairview	44	1	\$ 85,460	2	3	I
St. Helena's, Lenox	44	1	\$ 74,361	2	3	I
Christ Church, Rochdale	44	1	\$ 93,511	2	3	I
Trinity, Whitinsville	42	1	\$ 92,087	2	3	I
St. Andrew's, Turner's Falls	40	1	\$ 49,963	1	2	I
Good Shepherd, West Springfield	39	1	\$ 87,564	2	3	I
Christ Memorial, North Brookfield	38	1	\$ 66,681	1	2	I
St. John's, Millville	37	1	\$ 49,600	1	2	I
All Saints, Leominster	36	1	\$ 58,388	1	2	I
Grace Church, Chicopee	31	1	\$ 67,629	1	2	I
St. Barnabas and All Saints, Springfield	30	1	\$ 85,897	2	3	I
St. John's, Ashfield	27	1	\$ 69,943	1	2	I
Grace Church, Dalton	27	1	\$ 52,915	1	2	I
St. Luke's, Springfield	27	1	\$ 55,419	1	2	I
St. Andrew's, Blackinton	25	1	\$ 12,043	1	2	I
St. Mark's, Worcester	23	1	\$ 41,587	1	2	I
St. Luke's, Lanesboro	19	1	\$ 72,209	1	2	I
St. Martin's, Pittsfield	19	1	\$ 25,717	1	2	I
Good Shepherd, S. Lee	18	1	\$ 23,759	1	2	I
<u>St. Mary's/Trinity</u>						
Trinity, Ware	58		\$ 109,222			
St. Mary's, Thorndike	10		\$ 27,087			
	68	1	\$ 136,309	2	3	I

If total points are 2 or 3, the suggested salary range is I

If total points are 4 or 5, the suggested salary range is II

If total points are 6 or 7, the suggested salary range is III

If total points are 8, the suggested salary range is IV

**Episcopal Diocese of Western Massachusetts
2012 Clergy Salary Guidelines**

Rectors with Rectories (Cash Salaries Only)			
	Minimum	Midpoint	Maximum
Range I	\$29,136	\$36,420	\$43,704
Range II	\$33,530	\$41,912	\$50,294
Range III	\$38,569	\$48,212	\$57,854
Range IV	\$44,397	\$55,496	\$66,595

Rectors with Housing Allowances			
	Minimum	Midpoint	Maximum
Range I	\$35,656	\$44,569	\$53,483
Range II	\$45,470	\$56,837	\$68,204
Range III	\$51,704	\$64,630	\$77,556
Range IV	\$58,687	\$73,359	\$88,031

Assistants (Cash Salaries Only)			
	Minimum	Midpoint	Maximum
Range III	\$26,138	\$32,672	\$39,207
Range IV	\$30,032	\$37,540	\$45,048

Lay Salary Ranges for the Year 2012

Parish Secretary

This position may be full-time or part-time.

Works under the supervision of the Rector. Takes and transcribes dictation and types all correspondence, reports, minutes, newsletters, bulletins and other such material for the Rector. Acts as receptionist to all visitors, receiving all incoming calls, answering them or dispatching them as appropriate. Makes appointments, maintains the Rector's personal calendar and parish calendar, if required. Performs such other clerical duties as may be necessary, such as keeping routine parochial records and files. In certain situations, may be a party to certain confidential information relative to personal situations within the parish.

Minimum	Midpoint	Maximum
10.10	12.62	15.14

Parish Administrative Secretary

This position would normally be full-time.

Works under the general supervision of the Rector. Performs duties of a secretarial and specialized clerical nature relating to the operation of the church office of a large or complex parish. This involves details of administration, taking and transcribing dictation, answering routine correspondence, handling messages and maintaining the Rector's calendar and parish calendar of events, and processing parochial financial records as necessary. Should be familiar with the liturgical calendar and Lectionary and may compose the weekly bulletin. This position may involve the supervision of other paid personnel or volunteer helpers and may require taking the initiative in making decisions relative to routine and emergency matters.

Minimum	Midpoint	Maximum
12.52	15.65	18.78

Lay Salary Ranges for the Year 2012

Sexton-Maintenance

This position may be full-time or part-time.

Works under the supervision of the Rector or other appointed supervisor. Performs all types of general cleaning duties such as sweeping, polishing, mopping, and ground maintenance, both summer and winter. Is also responsible for general handiwork and repair duties such as painting, carpentry and routine plumbing. Normally will work to a specific schedule of duties and responsibilities such as opening and closing the church or parish house at designated times, and helping at coffee hours or special church affairs.

Minimum	Midpoint	Maximum
8.44	10.55	12.66

Sexton-Maintenance Mechanic

This position is normally full-time.

Works under the general supervision of the Rector or other appointed supervisor. Performs all types of general cleaning and a wide variety of general maintenance functions. Is skilled in handling mechanical and repair problems with little or no direction. Such duties could include responsibilities of a stationary engineer with third-class license for boiler operation. Has specific scheduled duties relative to church and parish functions and is responsible for overall security of all buildings. May be required to supervise other full-time or part-time employees or volunteer helpers.

Minimum	Midpoint	Maximum
10.00	12.51	15.01

Lay Salary Ranges for the Year 2012*

Church Musician*

Carries out all tasks of the Musician or is responsible for supervision of persons hired to do these things. (An organist may be hired, for example, if the Church Musician does not serve as organist). Has knowledge of the Episcopal tradition. Is able to make appropriate choices of hymns and liturgical music. Involves the choir in musical leadership of liturgy. Encourages congregational singing through creative use of the organ. Uses keyboard skills to enhance liturgy. Is able to play the guitar or other second instrument. Meets with couples to choose appropriate wedding music. Attends staff meetings weekly or as scheduled.

Pastoral Musician*

Carries out all tasks of the Musician and Church Musician. Functions as a consultant in musical and liturgical matters in the parish. Generates ideas for staff consideration in program planning and parish development Functions as teacher in the parish (adult education, church school, congregation rehearsals of new music). Uses pastoral skills (parish visitation, particularly to those involved in the music program). Chairs committees. Works to recruit new members in the music program (telephoning, visiting, follow-up, maintaining appropriate involvement of gifted musicians in the parish). Uses composition and arranging skills to adapt music for a choir and congregational use. Works with instrumentalists, possibly a hand bell choir. Is involved in continuing education. Represents the parish in diocesan and ecumenical activities.

See following pages for AGO Salary Guide and Other Fees*
2012 guidelines not yet available.



American Guild of Organists

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2011 Salary Guide for Musicians Employed by Religious Institutions

Musicians with fewer than five years experience should be considered at the lower compensation levels; those with greater experience at the higher levels. Musicians with outstanding abilities or positions requiring exceptional performance may exceed the chart figures. Be sure your experience, background, education and certification have specific relevance to the employer.

The first figure in each box is the Base Salary (**Base:**); the second figure represents benefits (**Ben:**). Members should recognize that almost everything can be negotiable. Medical insurance, for example, may be less expensive for the employer to furnish than a specific salary request, and the cost of a private policy for the employee might exceed the difference between the salary offer and request. Compensation should equal the total compensation figure (**Total:**).

Consult the AGO Model Contract Provisions www.agohq.org and other resources for negotiable terms and 'talking points.'

Approximate Size Of Position (Avg. hrs./wk.)	Doctorate in Organ or Sacred Music or FAGO Certificate	Master's Degree in Organ or Sacred Music or ChM or AAGO Certificate	Bachelor's Degree in Organ or Sacred Music or CAGO Certificate	Associate Degree Private Study/Etc. or Service Playing Certificate
Full Time (40 hrs.)	Base: \$60,836 - \$81,177 Ben: \$20,079 - \$26,790 Total: \$80,915 - \$107,967	Base: \$54,005 - \$72,116 Ben: \$18,363 - \$24,516 Total: \$72,368 - \$96,632	Base: \$47,469 - \$62,498 Ben: \$15,662 - \$20,625 Total: \$63,131 - \$83,123	Base: \$37,599 - \$50,409 Ben: \$12,788 - \$17,138 Total: \$50,387 - \$67,547
3/4 Time (30 hrs.)	Base: \$44,605 - \$60,836 Ben: \$16,067 - \$21,903 Total: \$60,672 - \$82,739	Base: \$39,643 - \$54,005 Ben: \$14,319 - \$19,444 Total: \$53,962 - \$73,449	Base: \$34,353 - \$47,469 Ben: \$13,051 - \$18,034 Total: \$47,404 - \$65,503	Base: \$27,685 - \$37,599 Ben: \$9,968 - \$13,531 Total: \$37,653 - \$51,130
1/2 Time (20 hrs.)	Base: \$32,473 - \$44,605 Ben: \$12,012 - \$16,505 Total: \$44,485 - \$61,110	Base: \$28,856 - \$39,643 Ben: \$10,678 - \$14,669 Total: \$39,534 - \$54,312	Base: \$24,953 - \$34,353 Ben: \$9,487 - \$13,051 Total: \$34,440 - \$47,404	Base: \$20,166 - \$27,685 Ben: \$7,465 - \$10,242 Total: \$27,631 - \$37,927
3/8 Time (15 hrs.)	Base: \$23,413 - \$32,473 Ben: \$9,137 - \$12,656 Total: \$32,550 - \$45,129	Base: \$20,876 - \$28,888 Ben: \$7,936 - \$10,973 Total: \$28,812 - \$39,861	Base: 18,111 - \$24,953 Ben: \$6,886 - \$9,482 Total: \$24,997 - \$34,435	Base: \$14,690 - \$20,166 Ben: \$5,432 - \$7,465 Total: \$20,122 - \$27,631
1/4 Time (10 hrs.)	Base: \$17,095 - \$23,413 Ben: \$6,328 - \$8,661 Total: \$23,423 - \$32,074	Base: \$15,039 - \$20,876 Ben: \$5,717 - \$7,936 Total: \$20,756 - \$28,812	Base: \$12,985 - \$18,111 Ben: \$4,935 - \$6,886 Total: \$17,920 - \$24,997	Base: \$10,592 - \$14,695 Ben: \$4,022 - \$5,585 Total: \$14,614 - \$20,280

It is the policy of the American Guild of Organists not to discriminate on the basis of sex, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

The figures in this salary guide represent a national average.

For assistance in calculating the difference in the cost of living between geographic areas please consult <http://www.bls.gov/news.release/pdf/ncspay.pdf>

The average pay relative nationally for all occupations and for each occupational group equals 100. (See table 1, Column 1 in the BLS Web site)

Example: The pay relative for "Minneapolis-St. Paul-St. Cloud, MN-WI" is 108 or 8% higher than the national average.
 The pay relative for "Oklahoma City, OK" is 92 or 92% of the national average.

Thus, a job that might be rated for a total compensation of \$30,000 as a national average could be expected to offer a compensation package of \$32,400 in Minneapolis (108% of \$30,000) or \$27,600 in Oklahoma City (92% of \$30,000).

AMERICAN GUILD OF ORGANISTS FEE GUIDELINES FOR MUSICIANS EMPLOYED BY RELIGIOUS INSTITUTIONS

OTHER FEES

- The range of fees are for musicians with degrees in organ or church music or AGO certification.
- Fees vary regionally. The lowest figures reflect smaller, rural areas of the country.
- Fees will also vary based on training, experience, availability, responsibility, and dates required.

SUBSTITUTE MUSICIANS

- Single service (organist only or director only, no separate rehearsal), \$100-\$225
- Additional services (organist or director only) not requiring additional preparation, \$50-\$125
- Single service (organist-director combination, no separate rehearsal), \$150-\$275
- Additional services (organist-director combination) not requiring additional preparation, \$75-\$175
- Rehearsal fees range from \$25-\$100/hour, depending on whether the substitute is organist only, director only, or organist-director combination and the preparation required
- The current, federally approved business standard mileage rate for reimbursement of business travel is charged if visits to church for practice, rehearsal, and service exceed 20 miles per round trip.
- The charge for contracting singers/instrumentalists is \$15-\$35/person hired.

WEDDINGS

- Service fees are \$100-\$350 (service only)
- Wedding rehearsal with bridal party is \$50-\$100/hour.
- Additional rehearsals are \$30-\$50/hour.
- The current, federally approved business standard mileage rate for reimbursement of business travel is charged if visits to church for practice, rehearsal, and service exceed 20 miles per round trip.
- The charge for contracting singers/instrumentalists is \$15-\$35/person hired.

FUNERALS

- Service fees are \$100-\$225 (service only)
- Rehearsals \$25-\$100/hour, depending on the difficulty of the music and the participation of choirs, soloists, or instrumentalists.
- The current, federally approved business standard mileage rate for reimbursement of business travel is charged if visits to church for practice, rehearsal, and service exceed 20 miles per round trip.
- The charge for contracting singers/instrumentalists is \$15-\$35/person hired.

NOTE: Occasionally churches or synagogues will hire musicians as independent contractors instead of employees. According to the IRS, workers are generally considered employees if they:

- Must comply with the employer's instructions about the work.
- Receive training from or at the direction of the employer.
- Provide services that are integrated into the business.
- Provide services that must be rendered personally.
- Are aided by assistants who are hired, supervised, and paid by the employer.
- Have a continuing working relationship with the employer.
- Must follow set hours of work.
- Work full-time for an employer.
- Do their work on the employer's premises.
- Must do their work in a sequence set by the employer.
- Must submit regular reports to the employer.
- Receive payments of regular amounts at set intervals.
- Receive payments for business travel expenses.
- Rely on the employer to furnish tools and materials.
- Lack a major investment in the facilities or equipment used to perform the services.
- Cannot make a profit or suffer a loss from their services.
- Work for one employer at a time.
- Do not offer their services to the general public.
- Can be fired by the employer.
- May quit work at any time without incurring liability.

According to these guidelines, the majority of church and synagogue musicians are employees.

Lay Salary Ranges for the Year 2012

Parish Nurse

This position is normally part-time or less than part-time.

General Position Description: The role of parish nurse is; namely, integrator of faith and health, educator, personal health counselor, advocate, referral agent, coordinator of volunteers and developer of support groups. In addition, the parish nurse is a member of the parish leadership team and provides direction to the overall health ministry efforts of the parish. A clear and workable understanding of a holistic approach to health and wellness is critical for the parish nurse. She/he must fully understand and encourage the role of the church as a place of healing. The parish nurse also demonstrates a prayerful and God-centered focus in her/his personal life and work.

At all times, and in all circumstances, the parish nurse functions within the confines of the Commonwealth of Massachusetts Nurse Practice Act and the ANA Standards and Scope of Practice for the Parish Nurse.

Qualifications:

- A. Must be a graduate of a state-approved school of nursing with a minimum of two years of nursing experience. A minimum of baccalaureate degree in nursing is preferred.
- B. Demonstrates broad knowledge of basic health care needs of adults and children. Demonstrates knowledge of adult teaching/learning principles. Possesses the ability to problem solve, organize, direct and evaluate parishioners needs. Demonstrates excellent interpersonal communication skills in both the verbal and written word.
- C. Possesses current licensure as a Registered Professional Nurse in the Commonwealth of Massachusetts. Maintains current Basic Life Support certification. Maintains own professional liability insurance with coverage approved by the Episcopal Diocese of Western Massachusetts.
- D. Has completed the International Parish Nurse Resource Center's endorsed curriculum for Basic Parish Nursing, or is willing to pursue the same within one year of service as the parish nurse.
- E. Demonstrates evidence of healthy, holistic self-care.

Reporting Relationship: The parish nurse reports to the parish Rector (interim, vicar, or priest-in-charge). If, however, the parish employs supply clergy for any period of time, the Bishop requires that the parish nurse must report regularly to the Diocesan Missioner for Health Ministries. In all instances, the parish nurse will make an annual written report of activities to the Vestry in December of each year.

Primary Duties and Responsibilities: The parish nurse participates in the life and activities of the congregation as a member of the parish staff. The parish nurse's role will be determined by the unique needs of the parish, however, it is expected to include the following:

1. Demonstrates the integration of faith and health to individuals, families and groups in the parish.
2. Serves as a personal health counselor to members of the parish.
3. Serves as a personal resource to individuals and families in physical, mental, spiritual and/or emotional crisis.
4. Serves as a liaison to community and parish resources.
5. Teaches and/or coordinates programs on health and wellness topics.
6. Performs initial and on-going parish needs assessments.
7. Coordinates a health cabinet that meets at least quarterly.
8. Meets with the Rector at least monthly.
9. Provides parish nurse activity information to the Vestry person assigned to make monthly health ministry reports.
10. Provides confidentiality at all times and in all instances of interactions with parishioners.
11. Gives and receives support from the parish staff.
12. Writes a monthly parish newsletter article.

Parish Nurse Salary Guidelines
(continued)

13. Coordinates and/or oversees parish support groups.
14. Maintains a current health resource library in the Parish Center.
15. Together with the Rectors, oversees and coordinates the parish Pastoral Care Team.
16. Develops an annual budget for health ministry operating expenses and apportions the same throughout the year.

In addition, any nurse who functions as the “lead parish nurse” in a parish with more than one nurse as part of its health ministry/parish nurse program, also has the following duties and responsibilities:

1. Provides overall coordination of the health ministry/parish nurse program.
2. Monitors all health ministry/parish nurse program development and activities.
3. Assumes a leadership role for the ministry, participating in meetings and committees as requested by the Rector.
4. Communicates progress, problems or needs of the ministry directly to the Rector.
5. Participates in the recruitment, interview, selection and hiring of additional parish nurses.
6. Collects and maintains copies of current nursing licenses, BLS cards, and liability insurance binders for all nurses participating in the parish nurse program.

Working Conditions:

1. Is provided with space to maintain a health resource library, to include a bulletin board and lockable filing cabinet.
 2. Travel, phone, office supplies and health resource expenses are reimbursed by the parish as agreed upon via the operating expenses line item for health ministry.
 3. Uses own vehicle for transportation needs related to work as parish nurse.
- Job performance is evaluated in writing annually by the Rector. Performance evaluation is based upon the aforementioned principal duties and responsibilities.

Minimum	Midpoint	Maximum
\$20.76	\$23.86	\$26.96

Lay Salary Ranges for the Year 2012

Christian Education Director/Coordinator

This position may be full-time or part-time.

Works under the general supervision of the Rector. Provides direct oversight for weekly Sunday Church School, summer program design, and any additional special educational programs for ages 4 through 17. This includes primary responsibility for teaching staff, curriculum, regular administrative work, and ongoing professional development and support.

Other job responsibilities include recruiting, training, scheduling, and supervising teachers, volunteer staff and nursery personnel. Administer church school budget, ordering and maintaining supplies and curriculum. Coordinate activities in relation to the church calendar. Oversee and arrange for set-ups, clean-ups and space allocation. Promotion of church school activities, design special curriculum units and assist with other educational events as needed.

Minimum	Midpoint	Maximum
13.69	17.11	20.53