



the episcopal diocese of western massachusetts

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2019 Compensation Guidelines for Clergy and Lay Employees

The Salary Ranges for all positions were reviewed and analyzed in 2017 by Insight Performance, an HR consulting firm. They performed a Compensation Market Study and the result was that the clergy ranges were adjusted slightly upward to reflect the survey findings. Lay ranges were adjusted more dramatically, in order to reflect both the current reality in our churches and in the market. Diocesan Council has approved the new, updated guidelines for clergy and lay employees, based on the recommendation of the Diocesan Human Resources Committee.

NOTE: A copy of this set of compensation guidelines has been mailed to each parish treasurer to be used as a resource for the 2019 budget planning process.

Clergy Compensation

The attached document labeled "Salary Range Tiers for 2019" shows where each congregation is among the four tiers. Salary ranges are determined by the Average Sunday Attendance (ASA) 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 guidance. 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.

How do the clergy in your congregation get compensated relative to the guidelines? Look at the Salary Range Tiers and see where you fall, and then look where you are on the Min/Mid/Max scale with clergy compensation.

Lay Compensation

Refer to the Lay Salary Ranges for 2019 (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.

How do lay employees in your congregation get compensated relative to the guidelines? Look at the Salary Ranges for each position and then look where you are on the Min/Mid/Max scale with lay compensation.

2019 Salary Increases

As you look at your budget for 2019, we recommend that parishes be mindful of 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 midpoint of their salary range, we encourage the parish to budget for a **2.5-3%** increase based on merit if warranted and sustainable.

Massachusetts Minimum Wage Increase effective 1/1/19

Please note that the minimum wage in Massachusetts will increase from the current rate of \$11.00/hour to \$12.00/hour effective January 1, 2019.

If you need assistance, please call us at (413) 737-4786 or 1-800-332-8513 and ask for Susan Olbon, Ext. 120 or email solbon@diocesewma.org or call Steve Abdow, Ext.121, or email sabdow@diocesewma.org.

Salary Range Tiers for 2019

Attendance "Points"
less than 45 = 1 point
46 to 90 = 2 points
91 to 155 = 3 points
over 155 = 4 points

Allocation of Revenue "Points"
Up to \$75,000 = 1 point
\$75,001 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>						
St. Andrew's, Longmeadow	243	4	418,215	4	8	IV
Christ Church Cathedral, Springfield *	191	4	584,302	4	8	IV
Grace Church, Amherst	181	4	594,815	4	8	IV
St. Stephens', Pittsfield	173	4	435,510	4	8	IV
All Saints, Worcester	172	4	847,345	4	8	IV
St. Francis, Holden	158	4	391,960	4	8	IV
<u>Congregations in Salary Range III</u>						
St. John's, Northampton	135	3	329,002	4	7	III
Trinity, Milford	133	3	248,171	4	7	III
Nativity, Northborough	119	3	306,724	4	7	III
St. John's, Williamstown	118	3	334,532	4	7	III
Christ Church, Fitchburg	117	3	522,340	4	7	III
Sts. James and Andrew, Greenfield	116	3	402,832	4	7	III
St. Luke's, Worcester	93	3	221,325	4	7	III
St. Mark's, East Longmeadow	111	3	219,885	4	7	III
St. Mark's, Leominster	107	3	192,369	3	6	III
Gardner/Athol	93	3	195,922	3	6	III
St. Stephen's, Westborough	92	3	245,157	4	7	III
Atonement, Westfield	88	2	256,326	4	6	III
Trinity, Lenox	86	2	264,064	4	6	III
All Saints, South Hadley	86	2	218,795	4	6	III
Southwick Community Episcopal Church	75	2	254,400	4	6	III
St. Paul's, Holyoke	70	2	234,417	4	6	III
Holy Spirit, Sutton	69	2	238,348	4	6	III
Grace in the Berkshires	51	2	232,079	4	6	III
<u>Congregations in Salary Range II</u>						
Epiphany, Wilbraham	84	2	175,317	3	5	II
St. Matthew's, Worcester	77	2	192,753	3	5	II
St. David's, Agawam	75	2	115,595	2	4	II
All Saints', North Adams	70	2	184,953	3	5	II
Millville/Whitinsville	65	2	147,356	3	5	II
Christ Church, Sheffield	62	2	175,573	3	5	II
Grace Church, Oxford	60	2	81,463	2	4	II
St. Philip's, Easthampton	55	2	113,243	2	4	II
Christ Church, Rochdale	52	2	107,228	2	4	II
Holy Trinity, Southbridge	52	2	106,646	2	4	II
Good Shepherd, Clinton	51	2	197,812	3	5	II
St. Paul's, Stockbridge	50	2	176,909	3	5	II
St. Michael's, Worcester	50	2	196,652	3	5	II
Trinity, Ware	42	1	139,418	3	4	II
Trinity, Chicopee	41	1	149,263	3	4	II
Trinity Church, Shrewsbury	35	1	162,614	3	4	II
St. Peter's, Springfield	50	2	89,335	2	4	II
Reconciliation, Webster	47	2	116,275	2	4	II
<u>Congregations in Salary Range I</u>						
Christ Memorial, North Brookfield	44	1	71,440	1	2	I
St. Thomas', Auburn	35	1	68,598	1	2	I
St. Luke's, Lanesboro	27	1	50,194	1	2	I
St. John's, Ashfield	26	1	99,980	2	3	I
St. Mark's, Worcester	22	1	43,606	1	2	I
Good Shepherd, West Springfield	12	1	59,227	1	2	I

2019 Clergy Salary Ranges for Rectors with Rectories

(Cash Salaries Only)

	Minimum	Midpoint	Maximum
Range I	\$30,300	\$37,900	\$45,500
Range II	\$34,900	\$43,600	\$52,400
Range III	\$40,200	\$50,200	\$60,300
Range IV	\$46,200	\$57,700	\$69,300

2019 Clergy Salary Ranges for Rectors with Housing Allowances

	Minimum	Midpoint	Maximum
Range I	\$37,100	\$46,400	\$55,700
Range II	\$47,300	\$59,100	\$71,000
Range III	\$53,800	\$67,200	\$80,700
Range IV	\$61,000	\$76,300	\$91,500

2019 Clergy Salary Ranges for Assistants

(Cash Salaries Only)

Minimum Midpoint Maximum

Range			
IV	\$36,000	\$45,000	\$54,000

Lay Salary Ranges for the Year 2019
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
12.00	15.00	18.46

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
15.38	20.00	24.61

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
12.00	14.30	17.60

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
13.31	16.00	19.70

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 AAM Salary Guide and Other Fees*

2018 Guidelines are the most recent posted to the American Association of Anglican Musicians website anglicanmusicians.org

Association of Anglican Musicians

Salary Guide for Musicians Employed by Religious Institutions, *updated 2018*

1/4 time = 8-12 hours 3/8 time = 13-18 hours 1/2 time = 19-24 hours 3/4 time = 25-34 hours Full-time = 35-40 hours

This Salary Guide reflects salary only and *does not include benefits.*

Weekly hours	Experience: 1 – 4 years (I) 5 – 12 years (II) 12 – 20 years (III) 20+ years (IV)	No Music Degree or SPC * or equivalent proficiency	Bachelor of Music or CAGO * or equivalent proficiency	Master of Music or AAGO or ChM * or equivalent proficiency	Doctorate in Music or FAGO * or equivalent proficiency
1/4 time 8–12 hours	I	\$ 9,648 – \$12,737	\$12,849 – \$17,990	\$15,620 – \$21,867	\$18,980 – \$26,573
	II	10,718 – 15,009	13,920 – 19,490	16,661 – 23,327	19,977 – 27,970
	III	11,757 – 17,636	14,612– 21,920	17,240 – 25,861	22,228 – 29,720
	IV	12,737 – 19,107	15,587 – 23,382	19,157 – 28,735	22,239 – 31,135
3/8 time 13–18 hours	I	14,918 – 20,887	19,506 – 27,309	23,706 – 33,190	28,777 – 40,288
	II	16,576 – 23,208	21,131 – 29,585	25,288 – 35,402	30,291 – 42,409
	III	17,013 – 25,521	22,697 – 31,777	26,858 – 30,540	30,897 – 43,258
	IV	18,432 – 27,647	24,208 – 33,893	28,350 – 39,691	32,369 – 45,318
1/2 time 19–24 hours	I	21,293 – 26,830	27,810 – 35,041	33,909 – 39,335	40,079 – 51,953
	II	23,667 – 29,811	30,127 – 37,691	36,171 – 41,957	43,403 – 54,687
	III	27,321 – 34,425	34,031 – 42,880	40,239 – 50,703	46,269 – 58,299
	IV	31,820 – 40,110	36,338 – 45,788	42,369 – 53,520	48,473 – 61,076
3/4 time 25–34 hours	I	28,912 – 39,323	37,294 – 50,719	45,660 – 61,723	55,145 – 74,996
	II	31,703 – 43,117	40,401 – 54,946	48,409 – 65,812	58,046 – 78,942
	III	35,267 – 47,962	44,257 – 60,109	52,026 – 70,754	59,785 – 81,467
	IV	38,206 – 51,959	47,182 – 64,201	54,915 – 74,686	62,754 – 85,343
Full time 35–40 hours	I	39,427 – 50,663	51,922 – 66,720	64,039 – 82,292	76,440 – 98,227
	II	43,806 – 56,292	56,248 – 72,280	68,310 – 87,779	80,463 – 103,397
	III	49,655 – 63,807	61,868 – 79,502	73,123 – 93,965	84,165 – 108,152
	IV	53,792 – 69,124	65,994 – 84,846	77,186 – 99,184	88,171 – 113,302

Additional Compensation

Along with the musician's regular compensation package, information regarding fees for special services (and an estimate of the number of additional services for which the musician will be required on a monthly or annual basis) should be included with the job description.

The regular organist of a church plays for all weddings and funerals or memorial services in the employing institution. If the church organist is unavailable, a substitute organist may be employed. If the church organist is available and an outside organist is requested by the family, the church organist is entitled to a "bench fee" equal to the regular wedding or funeral fee.

WEDDINGS

Service \$250 – \$400 (includes a pre-service consultation, a short recital of organ music preceding the ceremony, accompaniment of soloists or instrumentalists, hymns, entrance and exit music)

Rehearsal with wedding party and/or soloists and/or choir: \$50 – \$100 per hour (half-hour minimum fee)

Contracting Fee \$50 – \$100 per hour (making contact with other professional musicians, soloists, or instruments)

FUNERALS OR MEMORIAL SERVICES

Service only \$150 – \$300

Consulting time \$75 – \$100 per hour (half-hour minimum fee)

Compensation for Substitute Church Musicians

The church music budget should include money for payment of a substitute during the musician's vacation, approved leaves of absence, study leave, and sick leave. On those occasions this fee will be paid by the church. For time away beyond that stipulated in the employment agreement, the substitute will be paid by the musician.

Church Service, Organist *or* Choir Director *only* \$250 - \$400

(includes organ practice, conference with clergy, and one service)

Church Service, Organist and Director \$300 - \$450

Additional Duplicate Service add 50%

Additional Choir Rehearsal During the Week \$100/hour

All of the above wedding, funeral, and substitute fees are understood to be minimum compensation, which should be adjusted upward in accordance with the musician's experience and training, as well as the complexity of the work that has to be done.

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
16.92	22.00	27.07

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.
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
\$21.18	\$24.34	\$27.51