

**Diocese of Western Massachusetts**  
**2022 Compensation Guidelines for Parish Clergy and Lay Employees**

The Diocesan Council has approved the following 2022 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 2022 budget planning process.

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.

**Clergy Compensation**

The attached document labeled **Salary Range Tiers for 2022** 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 Diocesan **2022 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 current **Lay Salary Ranges for 2022** (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? Please look at the Salary Ranges for each position and then look where you are on the Min/Mid/Max scale with lay compensation.

**2022 Salary Increases**

We want to recognize that it continues to be a challenging time and the rate of inflation has risen dramatically. As you prepare your budget for 2022, we recommend that parishes be mindful of the best course of action for each individual employee. In 2021, we encouraged each parish to consider the option of budgeting for a modest Cost-of-Living increase in the range of 1.5-2% if sustainable.

For 2022, in recognition of the rising rate of inflation and salary market conditions, we are encouraging each parish to consider a COLA in the range of **3.5%** if sustainable.

**Massachusetts Minimum Wage**

**Please note that the Massachusetts minimum wage effective January 1, 2022 is \$14.25 per hour.**

If you need assistance, please call Susan Olbon at (413) 417-2429 or email [solbon@diocesewma.org](mailto:solbon@diocesewma.org) or call Rich Simpson at (413) 417-2415 or email [rsimpson@diocesewma.org](mailto:rsimpson@diocesewma.org)

**Members of the Human Resources Committee:**

The Rev. Heather Blais  
The Rev. Erik Karas  
Ms. Moira Miller, Chair  
Ms. Michele Reynolds

**Staff:**

Canon Susan Olbon  
Canon Richard Simpson

**Salary Range Tiers for 2022**

<b>Attendance "Points"</b>
less than 45 = 1 point
46 to 80 = 2 points
81 to 114 = 3 points
115 and over = 4 points

<b>Allocation of Revenue "Points"</b>		
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
<b><u>Congregations in Salary Range IV</u></b>						
St. Andrew's, Longmeadow	184	4	\$ 360,607	4	8	IV
Christ Church Cathedral, Springfield	173	4	\$ 623,111	4	8	IV
Grace Church, Amherst	169	4	\$ 593,843	4	8	IV
St. Francis, Holden	135	4	\$ 308,800	4	8	IV
St. John's, Williamstown	115	4	\$ 409,808	4	8	IV
All Saints, Worcester	115	4	\$ 607,905	4	8	IV
<b><u>Congregations in Salary Range III</u></b>						
Sts. James and Andrew, Greenfield	114	3	\$ 330,482	4	7	III
St. Stephens', Pittsfield	104	3	\$ 372,744	4	7	III
St. John's, Northampton	98	3	\$ 377,877	4	7	III
St. Mark's, Leominster	97	3	\$ 151,357	3	6	III
Christ Church, Fitchburg	88	3	\$ 530,321	4	7	III
Good Shepherd, Oxford (merged w/Auburn)	82	3	\$ 151,356	3	6	III
All Saints, South Hadley	82	3	\$ 195,077	3	6	III
Atonement, Westfield	73	2	\$ 278,918	4	6	III
Trinity, Lenox	71	2	\$ 224,821	4	6	III
Nativity, Northborough	66	2	\$ 336,016	4	6	III
St. Mark's, East Longmeadow	65	2	\$ 228,183	4	6	III
St. Paul's, Holyoke	65	2	\$ 231,434	4	6	III
Christ/Trinity, Sheffield	64	2	\$ 242,865	4	6	III
Christ the King/Epiphany, Wilbraham	62	2	\$ 253,526	4	6	III
Trinity, Milford	60	2	\$ 218,974	4	6	III
All Saints' Berkshires, North Adams	55	2	\$ 220,882	4	6	III
Grace Church, Great Barrington	51	2	\$ 256,073	4	6	III
<b><u>Congregations in Salary Range II</u></b>						
St. David's, Agawam	81	3	\$ 119,002	2	5	II
St. Matthew's, Worcester	75	2	\$ 175,854	3	5	II
Holy Spirit, Sutton	71	2	\$ 204,620	3	5	II
St. Philip's, Easthampton	61	2	\$ 115,888	2	4	II
St. Michael's on the Heights, Worcester	50	2	\$ 170,643	3	5	II
Good Shepherd, Clinton	49	2	\$ 196,905	3	5	II
St. Peter's, Springfield	48	2	\$ 85,695	2	4	II
St. Luke's, Worcester	43	1	\$ 205,076	3	4	II
St. Paul's, Stockbridge	39	1	\$ 193,723	3	4	II
St. Stephen's, Westborough	37	1	\$ 194,446	3	4	II
Trinity Church, Shrewsbury	32	1	\$ 138,791	3	4	II
Trinity, Chicopee	25	1	\$ 181,387	3	4	II
<b><u>Congregations in Salary Range I</u></b>						
St. John's, Ashfield	41	1	\$ 114,265	2	3	I
Holy Trinity, Southbridge	40	1	\$ 104,652	2	3	I
Southwick Community Episcopal Church	40	1	\$ 112,332	2	3	I
Christ Memorial, North Brookfield	39	1	\$ 89,457	2	3	I
Christ Church, Rochdale	38	1	\$ 122,029	2	3	I
St. John's, Athol	34	1	\$ 81,900	2	3	I
Trinity, Whitinsville & St. John's, Millville	34	1	\$ 118,149	2	3	I
Trinity, Ware	33	1	\$ 80,992	2	3	I
Reconciliation, Webster	30	1	\$ 90,353	2	3	I
St. Paul's, Gardner	27	1	\$ 62,062	1	2	I
St. Mark's, Worcester	26	1	\$ 46,511	1	2	I
St. Helena's, Lenox	23	1	\$ 66,275	1	2	I
Good Shepherd, West Springfield	20	1	\$ 24,463	1	2	I
St. Luke's, Lanesboro	16	1	\$ 47,658	1	2	I

# Clergy Salary Ranges for the Year 2022

## 2022 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

## 2022 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

## 2022 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 2022**

### **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
14.25	16.50	19.80

### **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
16.13	20.75	25.36

# Lay Salary Ranges for the Year 2022

## 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
14.25	15.80	18.96

## 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
15.56	17.56	21.08

## **Lay Salary Ranges for the Year 2022\***

### **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.

**Please visit [www.anglicanmusicians.org](http://www.anglicanmusicians.org) and under the Publications tab, you will find the most recent American Association of Anglican Musicians Compensation Guide and Fee Schedule available. It appears that the most recent guide was revised in August of 2020.**

## **Lay Salary Ranges for the Year 2022**

### **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

## Lay Salary Ranges for the Year 2022

### 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