

Episcopal Diocese of Rochester

935 East Avenue
Rochester, New York
585-473-2977

Email: karen@rochesterepiscopaldiocese.com

To: Diocesan Clergy, Parish Administrators, Secretaries and Wardens
Date: January 1, 2009
From: Karen Noble Hanson, Canon for Finance, Resources and Community Development.

Re: **2009 Recommended Wages and Preliminary Mileage Rates, Parish Size and Parish Giving, supply clergy rates and reduced apportionment**

Enclosed, please find the recommended wage scales for 2009. It is revised for a three percent increase over what was actually paid in 2008, as recommended by the Human Resources Committee at their most recent meeting. Please place this in your resource manual, a white binder (Manual for Business Affairs) that should be in every parish office. You will want to remove the previous form (yellow for year 2009 as this included the old rates before the HR approved rates) that we sent out earlier in the year. This schedule will also be placed on the Diocesan Web page at www.episcopalrochester.org. Please note: Parish Giving for 2009 is also in this document.

The recommended adjustment in wages and salary for our market areas this year is **3.0%**. The Human Resources Committee looked at a number of factors affecting our economy in determining the annual percentage increase for 2009. The most important factor considered was the likely cost for replacing people in our market area (the entire Diocese). We have recommended 3% believing this to cover the projected year-end cost of living adjustment (mileage and gas increases are accounted for in the mileage reimbursement rate) plus some recognition that it is getting more difficult to replace people in our market. Our employees are important to the church: we hope you will consider this in determining the annual salary adjustment for this year. (Please pay particular attention to the hours worked by our lay employees, again this year. We are doing quite well with our ordained employees, but lag with the laity. Remember, our regular employees, no matter how part time, must receive W-2's and we must comply with other Federal and State employee laws. Unless an individual has a Federal ID number with a "16" prefix, they are our employees. (This includes sextons, lawn and snow removal personnel, paid choir members, secretaries, organists, etc.). All personnel of nursery and day care programs who use our tax-exempt number, who work for unincorporated organizations are our employees.) If an employee does not receive a W-2 as proof of employment, they are not eligible for our health benefit programs, dental program, or flexible spending program. We will monitor this closely this year.

Please recall that this is the recommended wages before increases for merit and performance. You are free to increase and adjust the salary and wages for your employees with merit increases in addition to this wage scale.

We are enclosing the schedule for congregational sizes in case you are not aware in which category your church falls. Should your size increase or decrease, there is a wage impact.

ABOUT THE TYPING OF CONGREGATIONS

The formula we use to determine the size and type of congregations is attached to this memo. It is based on annual operating revenue and number of communicants, as reported on your year 2007 parochial report (submitted in 2008). The annual operating revenue is not the same as your income for your audit, but is that category reflected in the

parochial report on line "B". If you have any questions regarding the parochial report, please contact either Cathy Shoemaker or myself at the Diocese. This can affect not only salary scale but apportionment, as well.

For congregations moving to a new category, (see attached size scale)

If your type congregation is moving up, we would encourage you to move the salary for clergy and staff up as part of your 2009 budget.

Parish Giving (Apportionments) for 2009 have been adjusted according to the type congregation appropriate for 2009.

In 2005, we adjusted the supply service expenses, as they had not been adjusted within the last several years. Parish clergy should also consult this office in regard to using periodic lay leaders for Morning Prayer on certain occasions. We will review supply clergy rates again in 2009. Please note that if a supply clergy person does a midday service, the rate is less. Saturday and Sunday Eucharist are at the higher rate.

Mileage reimbursement for 2009 is 55.0 cents per mile. If changed during the year, we will send out a separate communication.

Please call me if you have any questions about this material.

Faithfully Yours,



Karen Noble Hanson

EPISCOPAL DIOCESE OF ROCHESTER

2009 CLERGY SALARY RANGES FOR RECTORS/PRIESTS IN CHARGE

The suggested salary range for clergy is determined by what “type” congregations. The type is determined by quantitative standards, “communicants and parish revenue”, derived from parochial reports. See Appendix B (attached) to determine the “type” for your congregation.

Salary Ranges are for the Sum of Salary and Housing Allowance

<u>TYPE I</u>	<u>TYPE II</u>	<u>TYPE III</u>	<u>TYPE IV</u>	<u>TYPE V</u>	<u>TYPE VI</u>
58,015	69,254	81,956	97,930	116,581	135,595
48,281	57,379	67,927	80,299	95,084	110,592
39,432	47,979	54,776	64,269	75,550	87,871

Salary Ranges for Salary only -- **Where a Rectory is Provided**

<u>TYPE I</u>	<u>TYPE II</u>	<u>TYPE III</u>	<u>TYPE IV</u>	<u>TYPE V</u>	<u>TYPE VI</u>
45,134	55,018	67,072	81,749	99,655	117,592
35,399	43,146	52,212	64,118	78,157	92,226
26,550	32,402	39,452	48,088	58,198	68,674

Notes: Individuals with experience who are performing well on the job should receive compensation near, at, or above the midpoint of the range.

These salary ranges include suggested figures for salary and housing allowance only and DO NOT include payments made by the parish to the priest for self-employment taxes or pension. *Such payments should be made in addition to these salary range figures.*

These salary ranges have been increased 3% from the 2008. This is the salary that would be needed to replace the current employee. Please consider giving your rector a merit increase when you review compensation for 2009.

EPISCOPAL DIOCESE OF ROCHESTER

2009 CLERGY SALARY RANGES FOR CURATES

Salary Ranges are for the Sum of Salary and Housing Allowance

LEVEL	Full	three quarter	half time	quarter
Maximum	58,015	43,511	29,007	14,504
Midpoint	48,281	36,201	24,132	12,067
Minimum	39,432	29,574	19,715	9,858

Salary Ranges for **Salary only -- Where a Rectory is Provided**

LEVEL	Full	three quarter	half time	quarter
Maximum	45,134	33,846	22,566	11,279
Midpoint	35,399	26,675	17,700	8,849
Minimum	26,550	19,910	13,275	6,641

Notes:

These ranges are for curates only. The appropriate salary range for an Associate or an Assistant is two types below the Rector. For example, in a Type V parish, the salary range for an Associate or Assistant can be found by using the salary range for a Type III Rector. If there is a second assisting clergy person, the parish should consider the responsibilities and experience of the clergyperson and make an appropriate decision. This person would likely be one-step below the second person, or in this example a Type II Priest.

Benefits provided for associate clergy employed full-time should also be consistent with pension and diocesan health program guidelines. Benefits may be pro-rated where applicable.

Individuals with experience who are performing well on the job should receive compensation near, at, or above the midpoint of the range.

These salary ranges include suggested figures for salary and housing allowance but DO NOT include payments made by the parish to the priest for self-employment taxes and pension. Such payments should be made in addition to these salary range figures.

The salary ranges have been increased 3% from the 2008 ranges. This is the salary that would be needed to replace the current employee. Please consider giving your Rector or other clergy and employees a merit increase when you review compensation for 2009.

EPISCOPAL DIOCESE OF ROCHESTER

2009 HOURLY WAGE SCALES LAY PARISH EMPLOYEES

Office Staff	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Parish Clerk-Typist	12.69	14.65	16.87
Parish Secretary	14.10	16.56	19.05
Parish Administrative Assistant	16.88	19.84	22.83
Maintenance Staff	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Sexton-Custodian	11.74	13.81	15.89
Sexton-Maintenance	13.26	15.59	17.92
Sexton-Maintenance Mechanic	14.98	17.60	20.24
Musicians	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Musician	12.77	15.97	19.12
Church Musician	16.98	21.21	25.45
Pastoral Musician	21.19	26.50	31.80

Suggested Rates for Funerals: \$ 50 - \$ 100
 Suggested Rates for Weddings: \$ 50 - \$ 150 depending upon rehearsal time
 Substitute Organists: \$ 80 - \$ 100 per Sunday

Notes:

Pension benefits are to be provided for all lay employees who work 20 hours or more per week. Other employee benefits, such as health and life insurance, are to be provided for full-time employees and on a pro-rated basis for part-time employees who work 20 or more hours per week. All employees must receive a W-2.

Lay employees can take advantage of the Diocesan Flexible Benefits Plan to pay their share of health and dental plan premiums.

The salary ranges have been increased 3% from the 2008 ranges. This is the salary that would be needed to replace the current employee. Please consider giving your lay employees merit increases based on performance.

CONGREGATIONAL TYPE

Apportionment and Size Congregation

Determining Size and Type of Congregations

Congregational size and capacity determine clergy compensation and diocesan apportionment. The attendance figure used for this purpose is the number of *Communicants In Good Standing* reported by the congregation in the Parochial report and total Operating Revenue reported on Line B of the Parochial Report. It represents the total of all income used for general operating purposes.

Once these two quantitative figures have been determined, points are assigned to each according to the following schedule:

Attendance:

If your # of Communicants in Good Standing is

less than 100	assign	1	point
101 - 200	assign	2	points
201 - 300	assign	3	points
301 - 400	assign	4	points
401 - 500 or higher	assign	5	points

Income:

If your Operating Income is

under \$75,000	assign	1	point
\$ 75,001 - \$ 120,000	assign	2	points
\$ 120,001 - \$ 180,000	assign	3	points
\$ 180,001 - \$ 275,000	assign	4	points
\$ 275,001 - \$ 650,000	assign	5	points
\$ 650,001 – above	assign	6	points

Now add the points from the two sections together:

If your total points are:	2 or 3	Yours is a	Type 1	Congregation
	4 or 5		Type 2	Congregation
	6 or 7		Type 3	Congregation
	8 or 9		Type 4	Congregation
	10		Type 5	Congregation
	11 or above		Type 6	Congregation

**2009 CONGREGATIONAL TYPES
Based Upon 2007 Parochial Data**

Parish		Line B	pts	In Good Standing	pts	Total Pts.	Size
Addison	Redeemer	\$ 30,457	1	73	1	2	1
Angelica	St. Paul's	\$ 14,438	1	21	1	2	1
Avon	Zion Church	\$ 95,221	2	50	1	3	1
Bath	St. Thomas'	\$ 167,580	3	125	2	5	2
Belmont	St. Philip's	\$ 28,780	1	43	1	2	1
Bloomfield	St. Peter's	\$ 31,004	1	32	1	2	1
Bolivar	Our Savior	\$ 15,074	1	13	1	2	1
Branchport	St. Luke's	\$ 41,950	1	46	1	2	1
Brockport	St. Luke's	\$ 106,661	2	150	2	4	2
Caledonia	St. Andrew's	\$ 18,044	1	28	1	2	1
Canandaigua	St. John's	\$ 301,078	5	325	4	9	4
Canaseraga	Trinity Church	\$ 19,040	1	14	1	2	1
Catharine	St. John's	\$ 30,956	1	33	1	2	1
Clifton Spr/Ph	St. John's	\$ 78,724	2	75	1	3	1
Coming	Christ Church	\$ 385,202	5	289	3	8	4
Cuba	Christ Church	\$ 27,534	1	49	1	2	1
Dansville	St. Peter's	\$ 153,986	3	45	1	4	2
East Rochester	St. Matthias'	\$ 32,890	1	29	1	2	1
Fairport	St. Luke's	\$ 187,783	4	206	3	7	3
Friendship	St. Andrew's	\$ 10,325	1	12	1	2	1
Gates	Epiphany	\$ 239,496	4	233	3	7	3
Geneseo	St. Michael's	\$ 172,507	3	170	2	5	2
Geneva	St. Peter's	\$ 195,282	4	310	3	7	3
Geneva	Trinity	\$ 209,803	4	119	2	6	3
Greece	Trinity	\$ 108,475	2	111	2	4	2
Hammondsport	St. James'	\$ 65,653	1	125	2	3	1
Henrietta	St. Peter's	\$ 120,756	2	126	2	4	2
Hilton	St. George's	\$ 96,158	2	83	1	3	1
Honeoye Falls	St. John's	\$ 93,692	2	82	1	3	1
Homell	Christ Church	\$ 100,899	2	107	2	4	2
Lyons	Grace Church	\$ 75,929	1	57	1	2	1
Montour Falls	St. Paul's	\$ 18,513	1	14	1	2	1
Mt. Morris	St. John's	\$ 15,784	1	25	1	2	1
Newark	St. Mark's	\$ 88,787	2	65	1	3	1
Palmyra	Zion Church	\$ 132,815	3	112	2	5	2
Penfield	Incarnation	\$ 182,814	4	208	3	7	3
Penn Yan	St. Mark's	\$ 113,963	2	105	2	4	2
Pittsford	Christ Church	\$ 685,170	6	929	5	11	6
Rochester	St. Mark's & St. John's	\$ 100,234	2	95	1	3	1
Rochester	St. Stephen's	\$ 104,060	2	56	1	3	1
Rochester	Ascension	\$ 151,949	3	125	2	5	2
Rochester	Christ Church	\$ 239,321	4	214	3	7	3
Rochester	St. Luke & St. Simon Cy	\$ 241,963	4	164	2	6	3
Rochester	St. Thomas'	\$ 480,024	5	807	5	10	5
Rochester	St. Paul's	\$ 1,226,039	6	781	5	11	6
Savona	Good Shepherd	\$ 32,577	1	41	1	2	1
Scottsville	Grace Church	\$ 66,687	1	61	1	2	1
Sodus	St. John's	\$ 53,450	1	42	1	2	1
Watkins Glen	St. James'	\$ 60,718	1	66	1	2	1
Webster	Good Shepherd	\$ 255,013	4	407	5	9	4
Wellsville	St. John's	\$ 58,228	1	58	1	2	1

Parishes in Partnerships

Size for Group (To determine group size for Clergy Salary Calculations)

<u>Allegany County Ministry Type 2,</u>	Line B	Pts.	In Good Standing	Pts.	Ttl Pts.	Type
St. Paul's, Angelica	\$ 14,438	1	21	1	2	1
St. Philip's, Belmont	\$ 28,780	1	43	1	2	1
Church of Our Saviour, Bolivar	\$ 15,074	1	13	1	2	1
Christ Church, Cuba	\$ 27,534	1	49	1	2	1
St. Andrew's, Friendship	\$ 10,325	1	12	1	2	1
St. John's, Wellsville	\$ 58,228	1	58	1	2	1
	\$ 154,379	3	196	2	5	2
St. Thomas Bath/ Good Shepherd, Savona Group Type 3 Combined						
St. Thomas', Bath	\$ 167,554	3	125	2	5	2
Church of the Good Shepherd, Sav	\$ 32,577	1	41	1	2	1
	\$ 200,131	4	166	2	6	3
St. Andrew's, Caledonia/Grace, Scottsville, Type 1 Combined						
St. Andrew's, Caledonia	\$ 18,044	1	28	1	2	1
Grace Church, Scottsville	\$ 66,687	1	42	1	2	1
	\$ 84,731	2	70	1	3	1
Episcopal Parishes of Schuyler County, Type 2, Combined						
St. John's, Catharine	\$ 30,956	1	33	1	2	1
St. James', Watkins Glen	\$ 60,718	1	66	1	2	1
St. Paul's, Montour Falls	\$ 18,513	1	14	1	2	1
	\$ 110,187	2	113	2	4	2
Tri-Parish Ministry, Type 3 Combined						
Trinity, Canaseraga	\$ 19,040	1	14	1	2	1
St. Peter's, Dansville	\$ 153,986	3	45	1	4	2
Christ Church, Hornell	\$ 100,899	2	107	1	3	1
	\$ 273,925	4	166	2	6	3
North East Partners, Type 2 Combined						
St. Mark's, Newark	\$ 88,787	2	65	1	3	1
St. John's, Sodus	\$ 53,450	1	42	1	2	1
Christ Church, Sodus Point	\$ 15,000					
	\$ 157,237	3	107	2	5	2
Trinity Greece, St. George's Hilton Partnership Type 3 Combined						
Trinity, Greece	\$ 108,475	2	111	2		
St. George's, Hilton	\$ 96,158	1	83	1		
	\$ 204,633	3	194	3	6	3
St. Luke and St. Simon Cyrene and St. Stephen's, Rochester, type 4 combined						
St. Luke and St. Simon Cyrene	\$ 241,963	4	164	3		
St. Stephen's, Rochester	\$ 104,060	2	56	1		
	\$ 346,023	5	220	4	9	4

Parish Giving for 2009, Reduced following Convention

2009 Parish Giving	(Final) Reduced 15%	Budget
	from Convention Approved	
Addison, Church of the Redeemer	\$	3,086
Angelica, St. Paul's Church	\$	1,669
Avon, Zion Church	\$	9,889
Bath, St. Thomas' Church	\$	17,893
Belmont, St. Philip's Church	\$	4,164
Bloomfield, St. Peter's Church	\$	3,611
Bolivar, Church of Our Saviour	\$	1,426
Branchport, St. Luke's Church	\$	4,218
Brockport, St. Luke's Church	\$	13,384
Caledonia, St. Andrew's	\$	2,175
Canandaigua, St. John's Church	\$	40,800
Canaseraga, Trinity Church	\$	1,667
Catharine, St. John's Church	\$	2,625
Clifton Springs, St. John's Church	\$	7,720
Corning, Christ Church	\$	44,114
Cuba, Christ Church	\$	2,257
Dansville, St. Peter's Church	\$	14,362
East Rochester, St. Matthias'	\$	3,632
Fairport, St. Luke's Church	\$	22,282
Friendship, St. Andrew's Church	\$	1,663
Geneseo, St. Michael's Church	\$	18,367
Geneva, St. Peter's Church	\$	27,292
Geneva, Trinity Church	\$	23,033
Hammondsport, St. James' Church	\$	6,300
Henrietta, St. Peter's Church	\$	13,196
Hilton, St. George's Church	\$	8,804
Honeoye Falls, St. John's Church	\$	9,424
Hornell, Christ Church	\$	9,598
Lyons, Grace Church	\$	8,742
Montour Falls, St. Paul's Church	\$	1,785
Mount Morris, St. John's Church	\$	2,417
Newark, St. Mark's Church	\$	9,558
Palmyra, Zion Church	\$	16,054
Penfield, Church of the Incarnation	\$	20,540
Penn Yan, St. Mark's Church	\$	11,824
Pittsford, Christ Church	\$	87,304
Rochester, Christ Church	\$	27,012
Rochester, Church of the Ascension	\$	18,142
Rochester, Church of the Epiphany	\$	27,537
Rochester, St. Luke & St. Simon	\$	26,701
Rochester, St. Mark's & St. John	\$	10,235
Rochester, St. Paul's Church	\$	165,063
Rochester, St. Stephen's Church	\$	11,693
Rochester, St. Thomas' Church	\$	63,658
Rochester, Trinity Church	\$	14,656
Savona, Church of the Good Shepherd	\$	2,855
Scottsville, Grace Church	\$	7,289
Sodus, St. John's Church	\$	4,932
Watkins Glen, St. James' Church	\$	5,834
Webster, Church of the Good Shepherd	\$	30,519
Wellsville, St. John's Church	\$	5,939

Episcopal Diocese of Rochester
Diocesan Personnel Practices Committee

Job Descriptions for Lay Parish Positions

OFFICE

PARISH CLERK–TYPIST

This position would normally be part-time.

Works under the direct supervision of the Rector. Types a variety of material from written copy or dictated notes, most of which is pre-arranged, including correspondence, reports, minutes of meetings, newsletters, and weekly bulletins. Performs normal clerical duties such as filing, routine parochial record-keeping and other similar duties as assigned. Work is self-checked. Acts as receptionist to all visitors to the church office and receives all incoming calls, answering them or dispatching them as appropriate

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

PARISH ADMINISTRATIVE SECRETARY

This position would normally be full-time.

Works under the 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 normal routine and emergency matters.

Episcopal Diocese of Rochester
Diocesan Personnel Practices Committee

Job Descriptions for Lay Parish Positions

SEXTON

SEXTON–CUSTODIAN

This position would normally be part-time.

Works under the direct 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. May be required to work to a specific schedule of duties and responsibilities such as opening and closing the church or parish house at designated times, helping at coffee or special church affairs and other such routine activities as required.

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.

SEXTON–MAINTENANCE MECHANIC

This position would normally be 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.

Episcopal Diocese of Rochester
Diocesan Personnel Practices Committee

Job Descriptions for Lay Parish Positions

MUSICIAN

MUSICIAN

As organist, plans hymns and other liturgical music on organ or piano or other appropriate musical instrument. Accompanies choir or soloist. Practices in preparation for these tasks. As choir director, conducts weekly rehearsal(s) and Sunday presentations of the choir(s). Chooses choir music appropriate to liturgy and to abilities of singers currently forming the choir.

CHURCH MUSICIAN

Carries out all tasks of the Musician or is responsible for the 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 a teacher in the parish (adult education, church school, congregation rehearsals of new music). Uses pastoral skills (parish visitation, particularly 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 skill 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.