

# 2017 NON-CLERGY COMPENSATION SURVEY

CHURCH MEMBERSHIP (As of 12/2016) | \_\_\_\_\_ ↙

CHURCH NAME \_\_\_\_\_

CITY \_\_\_\_\_

Please list **ALL** non-clergy staff. Give as much information as possible. List **PAID HOURS** information

POSITION TITLE	HOURLY RATE ONLY	HOW LONG IN THIS POSITION?	HOURS WORKED PER WEEK
Administrative Assistant/Secretary			
Adult/Singles Ministries Director			
Business Manager/Administrator			
Children's Ministries Director			
Choir Director (adult)			
Choir Director ( youth/child)			
Christian Education Director			
Custodian/Sexton			
Fin. Secretary/Treasurer/Bookkeeper			
Gardener			
Multi-Media Techs/Sound Techs			
Nursery Care Giver/Baby Sitters			
Organist			
Pastoral Assistant			
Pianist			
Receptionist			
Youth Ministries Director			

If you have multiple staff in any position, please average the compensation for each title

Please **check** which of these benefits you provide for your non-clergy employees:

- |   |  |
|---|--|
| <input type="checkbox"/> State Disability/Unemployment Insurance    | <input type="checkbox"/> Medical Insurance |
| <input type="checkbox"/> Dental Insurance                           | <input type="checkbox"/> Pension           |
| <input type="checkbox"/> Continuing Education/Professional Training | <input type="checkbox"/> Vacation          |

PLEASE RETURN TO:

Bonita Carr, Presbytery of Los Ranchos, P. O. Box 910, Anaheim, CA 92815-0910

**BY JANUARY 31, 2017**

The survey **results** will serve as a **guideline only** of information gathered from churches willing to participate.

**Worksheet over ►**

The purpose of this survey is to interpret the current rate of pay for a particular position, by church size. The resulting summary will act as a **guideline** to help churches determine staff budget for the next year. The only fair way to show the salaries is to ask for HOURLY wages on ALL **non-clergy** staff, whether they are exempt or non-exempt.

**Please remember to give the HOURLY rate of pay ONLY.**

Some of your **non-clergy employees** will be EXEMPT and therefore you may pay them with an ANNUAL salary. Please take the number of hours they are supposed to work in a given week and divide into the annual pay rate for an hourly figure. The norm for full-time is 40 hours a week. The calculation is to take the annual pay and divide it by 2080 to determine the HOURLY pay. Please pro-rate accordingly (i.e.) 50 hrs/ divide by 2600; 30 hrs/ divide by 1560, etc.

Questions? Call Bonita Carr at 714.956.3691 x122 or e-mail at [bcarr@losranchos.org](mailto:bcarr@losranchos.org)

Thank you