

## **A Brief Explanation of the Proposed Compensation and Guidelines**

The “Compensation and Guidelines” for 2014 are presented to you in a new format. Over the years, the updates and changes sometimes made it challenging to discern the document. It was also very lengthy. As the Support to Ministries Committee took up guidelines for 2014, it had a goal to make the document and recommendations clear and fair. We chose to divide the document into four sections giving congregation and leaders the ability take up only what was germane to their ministry. We also removed most of the tax advice that had been presented for clergy. We do not want to give wrong advice in tax matters. Also included at the end of each section is a worksheet to help calculate compensation.

The “2014 Compensation and Guidelines” includes a salary increase of 3% for all leaders. Additional mathematical corrections were made in the chart for Clergy because the step increases had been incorrectly calculated in past years. After carefully reading through the guidelines for Rostered Lay Leaders, we noted that their salary schedule began at a lower level of compensation than that of non-rostered lay program staff. Therefore, the salary for Rostered Lay Leaders has been adjusted to a level we feel is in line with their education and training.

New to the “Compensation and Guidelines” for 2014 is a section highlighting sabbaticals for Rostered Leaders. After five years of service in the same congregation, Rostered Leaders are eligible for a sabbatical of six weeks to three months. The Sabbatical Recommendations offers congregations and leaders a place to begin planning for the sabbatical and resources that are available to them.

Additional Changes for each section include:

A. “Compensation and Guidelines for Pastors Living in a Parsonage:” The Guidelines for the Provision and Use of Parsonages, Appendix A, was reformatted to show the congregation and pastor’s relationship and responsibilities laid out side by side.

B. “Compensation and Guidelines for Pastors Receiving a Housing Allowance:” The Housing Allowance section was edited to provide a clear example of calculating housing allowance. This is an area that we understand has been difficult to maneuver over the years and we hope that the new form will be helpful. In addition, a new recommendation for calculating housing for clergy couples serving together is offered ensuring that pension benefits are in line with what they would receive if they were serving in separate congregations.

C. “Compensation and Guidelines for Rostered Lay Leaders:” A salary table specific to Rostered Lay Leaders is provided. In previous guidelines, congregations and leaders we asked to look at the clergy salary chart and do some complicated math.

D. “Compensation and Guidelines for Lay Leaders:” There are no significant changes to this section of Compensation and Guidelines.

We thank you for taking up these documents and sharing in the ministry of this church.



# **South Dakota Synod**

## **Evangelical Lutheran Church in America**

God's work. Our hands.

**Compensation and Guidelines for  
Pastors Living in a Parsonage**

**2014**

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## **Compensation and Guidelines for Rostered and Lay Leaders Recommendations for Conversation**

### **Mutual Ministry—More than a Once-A-Year Conversation**

The South Dakota Synod encourages congregations to form a Mutual Ministry Committee for each member of its Rostered leadership. The function of the Mutual Ministry Committee is to provide a space for conversation between pastoral and congregational leaders in order to grow together in ministry.

The functions of a Mutual Ministry Committee fall into four areas:

1. Identifying professional leadership needs for the congregation, preparing job descriptions, serving as the call or interview committee at the time when a congregation seeks to call a pastor, or as the exit interview group when a pastor leaves. Serving as the personnel committee, dealing with other staff, such as the secretary, organist, choir director, or custodian.
2. Identifying continuing education possibilities with the pastor in light of his/her and the congregation's needs, encourage developing a Continuing Education Covenant between pastor, church council, and the synod. Enabling the pastor to participate in such opportunities.
3. Providing on-going reflection on the needs and expectations of both pastor and congregation, guided by the mission statement of the congregation, and periodically reviewing the call/contract/appointment extended to the pastor, as provided for in the Letter of Call.
4. Serving as the personal and confidential support group to the pastor, and spouse, providing opportunities for open communication between congregation and pastor, initiating possibilities for reconciliation in times of conflict.
5. The synod office suggests a Mutual Ministry resource, "Pastor and People, Making Mutual Ministry Work," which can be ordered at [www.augsburgfortress.org](http://www.augsburgfortress.org).

A Mutual Ministry Committee may be composed of six members, three to be appointed each year for a term of two years. This committee shall be appointed jointly by the council president and pastor (or senior pastor). Committee members will hold no other office in the congregation during their term.

### **The Compensation Review Task Force**

A. Such a task force might be made up of two council members, chair of the Mutual Ministry Committee, and one member at large from the congregation. These should be persons who are representative of all segments of the congregation and they should take into account the following factors when specific dollar figures are recommended:

1. Pastors are professionals by training, qualification and function. Just compensation for the pastor will be parallel to persons who hold similar positions of responsibility in the community (superintendent of schools, principal, hospital administrator, etc.). An appropriate compensation package should be large enough so that a pastor does not have to rely on sporadic honorariums. (Honorariums are expressions of gratitude, not payment for services.)
2. An underpaid pastor will be undervalued. A well paid pastor has added incentive!

3. The salary scale provided in this document represents the minimum compensation for full time leadership. They are a starting point for salary discussions.
4. Other factors which need to be kept in mind are the economics of the parish, the degree of administrative responsibility, geographic location of the parish, non- parish experience of the pastor, the additional education of the pastor, and the effectiveness of the pastor.

B. At the first meeting, the task force meets with the pastor or other staff member in a review of responsibilities, goals attempted, and objectives achieved, inviting the pastor's input into the discussion using the following questions:

1. Briefly review your education and your experience in church work.
2. What has the congregation needed most from you this past year?
3. What was accomplished in the past year? What specific goals did you meet?
4. What are your goals and objectives for the coming year? (Pastors: write out the "specific responsibilities or emphasis" which you think the congregation need from you in the coming year, updating that part of your Letter of Call.)
5. What could the members of the congregation do to make your work more pleasant and effective? What are your family needs?
6. List your community and church activities outside the parish.
7. What do you consider fair compensation and benefits for the coming year? Why?

C. At the second meeting, the task force meets without the pastor/or staff member. Each member of the task force present prepares in written form a response to the following questions:

1. Based on last year's statement of expectations (Letter of Call), how would you evaluate your pastor's work during the past year?
2. What do you see as the special skills or strengths of your pastor (or staff member)?
3. What do you see as especially needed from this pastor (or staff member) in the coming year?
4. Identify your pastor/staff member's community and church-related activities outside the congregation and consider how those relate to the mission of your congregation.
5. How can the congregation or its leaders make your pastor/staff member's work more pleasant and effective.
6. Taking into account the factors listed above, what would you consider fair compensation and fringe benefits for your pastor (or staff member) for the coming year? Why?

D. At a third meeting, the pastor (or staff member) meets again with the committee and the following items are reviewed and discussed together:

1. The education, experience and special abilities of this pastor/staff member.
2. The specific ways this pastor/staff member's gifts and abilities are needed and used in the congregation.
3. What specific goals and objectives do you have for the congregation for the coming year stated in writing and what is needed from the pastor/staff member to meet those objectives?
4. What can the congregation or its leadership do to make the work of our leaders more pleasant and effective?
5. The activities of your pastor/staff member in your community and beyond it.
6. The task force's recommendations for salary and fringe benefits for the coming year and the rationale behind these recommendations.

## **SD Synod Compensation and Benefit Guidelines Relative to Health Care Reform in 2014**

A. Beginning January 1, 2014, the most significant changes brought about by the Affordable Care Act (ACA), also known as health care reform, will take effect. This will have implications for many employers, including congregations. It is difficult to predict the full implications of the ACA; however, we want to be aware and well-prepared. Our ministry partners at Portico Benefit Services will help us through this change. This document will help you understand what health care reform means for you. You can also continue to check the Portico website (*PorticoBenefits.org*) for updates. A representative from Portico will be present at our synod assembly. Please feel free to ask all your questions related to health care reform, either directly or at the break-out session.

1. Each state will have a health insurance exchange, also called a marketplace, where individuals can buy health insurance. In states that choose not to provide an exchange, the federal government will manage one on the state's behalf, or the exchange may be operated by the state and federal government jointly. The plans offered in the exchanges will be in four categories, and Portico intends to offer four plan options that correspond to these categories:
  - Bronze
  - Silver
  - Gold (closest to current ELCA-Primary health coverage)
  - Platinum
2. Currently, ELCA-Primary health contribution rates are based on geographic region and salary. To offer competitive pricing relative to the exchanges, Portico intends 2014 ELCA-Primary health contribution rates to also reflect plan member age.
3. For 2014, each ELCA employer will need to select one ELCA health plan option for all employees (rostered leaders and lay churchworkers) that they will pay for.
4. Once the employer makes a selection, the employee will confirm that choice or choose to buy up to another plan option, and will be responsible for the cost difference. For example, if the employer selects the option similar to the gold plan and the employee opts to buy up to the option similar to the platinum plan, the employee would pay the difference in cost.

B. Some generalities about the health insurance exchanges:

1. Younger employees, generally speaking, will be less expensive to insure than older employees on the exchanges.
2. Individuals may be eligible for federal subsidies that will help pay for health insurance purchased on an exchange if his or her employer doesn't offer a minimum value, affordable plan. Affordable means that an individual spends less than 9.5% of his or her income on premiums for single coverage.
3. Depending on family income, employees who do not qualify for federal subsidies may pay higher premiums for plans purchased on an exchange.

C. Other considerations:

1. It may be tempting to offer the least expensive health plan option. Collectively over the years, this church has sought to provide benefits that support our shared ministry and overall well-being to all rostered leaders and lay churchworkers. The ELCA Church Council at its April 6, 2013 meeting acted to endorse as a benchmark the proposed plan option that approximates the current level of benefits provided by ELCA-Primary health coverage, and to encourage congregations, synods, the churchwide organization, other ELCA-related organizations, and other interested persons to advocate for selection of this plan option.
2. Relative to the ELCA health plan, Portico is planning to have a final proposal and recommendations on health care plan options and pricing considered by the Conference of Bishops and acted upon by the ELCA Church Council at their respective August meetings.
3. Given these changes, it may be tempting to come to call or employment decisions based upon youth or marital status, and to avoid older, more experienced persons with families. However, this church has always valued calling a rostered person and hiring a lay churchworker based upon his or her gifts for ministry and the needs of the congregation, and we believe this practice should continue.
4. Rostered leaders or lay churchworkers may have occasion to make a decision between two calls or opportunities for employment based upon the plan options that are being offered, which has never been a factor before.

**Recommendation:** To maintain the current level of health benefits for our rostered leaders and lay churchworkers, we recommend that all of the congregations and parishes of the South Dakota Synod offer to pay for the new ELCA health plan option that most closely resembles current ELCA-Primary health coverage for their rostered leaders and lay churchworkers. This is the plan option that will be comparable to gold plans offered on the exchanges. This will both continue to care for the health of all who serve under call or terms of employment and eliminate many of the variables facing congregations and paid servants in the midst of change. This recommendation was unanimously approved by the Support to Ministries committee at its April 4, 2013 meeting.

# I. Ordained Rostered Leaders

## A. Minimum Base Salary Guideline

This chart represents the minimum guidelines recommended for single point congregations. These figures represent base salary only and do not include housing and utilities, social security, pension, medical insurance, or any other benefits.

| Additional Considerations:   | Years of Experience | Year of Ordination | Low |        | High   | Additional Considerations |
|--|---------------------|--------------------|-----|--------|--------|---------------------------|
|  | Graduate            | 2014               | \$  | 33,361 | 34,361 |                           |
| 1. Pastors with advanced degrees: i.e., DMin, PhD, STM, or other degrees the congregation deems germane to their ministry, add \$1000.                                       | 1                   | 2013               | \$  | 34,061 | 35,061 |                           |
|  | 2                   | 2012               | \$  | 34,761 | 35,761 |                           |
|  | 3                   | 2011               | \$  | 35,461 | 36,761 |                           |
|  | 4                   | 2010               | \$  | 36,161 | 37,161 |                           |
|  | 5                   | 2009               | \$  | 36,861 | 37,861 |                           |
|  | 6                   | 2008               | \$  | 37,411 | 38,511 |                           |
|  | 7                   | 2007               | \$  | 37,961 | 39,061 |                           |
|  | 8                   | 2006               | \$  | 38,511 | 39,611 |                           |
|  | 9                   | 2005               | \$  | 39,061 | 40,161 |                           |
|  | 10                  | 2004               | \$  | 39,611 | 40,711 |                           |
| 2. Multi-pointParishes: If a pastor serves two congregations, add \$2000; if three, add \$3000; etc.   | 11                  | 2003               | \$  | 40,161 | 41,261 |                           |
|  | 12                  | 2002               | \$  | 40,711 | 41,811 |                           |
|  | 13                  | 2001               | \$  | 41,261 | 42,361 |                           |
|  | 14                  | 2000               | \$  | 41,811 | 42,911 |                           |
|  | 15                  | 1999               | \$  | 42,361 | 43,461 |                           |
|  | 16                  | 1998               | \$  | 42,761 | 43,961 |                           |
|  | 17                  | 1997               | \$  | 43,161 | 44,361 |                           |
|  | 18                  | 1996               | \$  | 43,561 | 44,761 |                           |
|  | 19                  | 1995               | \$  | 43,961 | 45,161 |                           |
|  | 20                  | 1994               | \$  | 44,361 | 45,561 |                           |
| 3. Large Congregations: For congregations over 600 baptized, add \$1500. Administrative pastors serving congregations of over 900 members and supervising staff, add \$3000. | 21                  | 1993               | \$  | 44,661 | 45,961 |                           |
|  | 22                  | 1992               | \$  | 44,961 | 46,161 |                           |
|  | 23                  | 1991               | \$  | 45,261 | 46,461 |                           |
|  | 24                  | 1990               | \$  | 45,561 | 46,761 |                           |
|  | 25                  | 1989               | \$  | 45,861 | 47,061 |                           |
|  | 26                  | 1988               | \$  | 46,161 | 47,361 |                           |
|  | 27                  | 1987               | \$  | 46,461 | 47,661 |                           |
|  | 28                  | 1986               | \$  | 46,761 | 47,961 |                           |
|  | 29                  | 1985               | \$  | 47,061 | 48,261 |                           |
|  | 30                  | 1984               | \$  | 47,361 | 48,561 |                           |
| 4. Part-time Ordained Rostered Leaders will have consideration for salary and benefits corresponding tothe duties, amount, and length of time of service.                    | 31                  | 1983               | \$  | 47,661 | 48,861 |                           |
|  | 32                  | 1982               | \$  | 47,961 | 49,161 |                           |
|  | 33                  | 1981               | \$  | 48,261 | 49,461 |                           |
|  | 34                  | 1980               | \$  | 48,561 | 49,761 |                           |
|  | 35                  | 1979               | \$  | 48,861 | 50,061 |                           |
|  | 36                  | 1978               | \$  | 49,161 | 50,361 |                           |
|  | 37                  | 1977               | \$  | 49,461 | 50,661 |                           |
|  | 38                  | 1976               | \$  | 49,761 | 50,961 |                           |
|  | 39                  | 1975               | \$  | 50,061 | 51,261 |                           |
|  | 40                  | 1974               | \$  | 50,361 | 51,561 |                           |

Add \$500 per year of experience after 40 years.



## **B. Housing**

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A parsonage or minimum housing allowance shall be provided for all ordained rostered leaders under call.

### **1. When a Parsonage is Provided**

The congregation and the pastor shall work to have a common understanding of the recommendations found in *Appendix A, Guidelines for the Provision and Use of Parsonages*.

**a. Housing Equity Allowance:** The congregation should share with the pastor a part of the equity being gained on the parsonage. A minimum of \$125 per month should be placed in a fund agreed upon by the congregational council and the pastor.

**b. Furnishing Allowance:** Pastors may receive part of their base salary as a furnishing allowance. This allowance must be designated by the congregational council prior to the beginning of the year. A sample motion:

*Upon motion duly made and seconded, it was voted to designate \$\_\_\_\_\_ of the total cash salary for \_\_\_\_\_ (year) to be paid to Rev. \_\_\_\_\_ as a furnishing allowance in response to pastor's request and acknowledgement that the allowance so designated will not exceed actual expenses for their home including utilities, upkeep and repairs, insurance and furnishings. Therefore, cash salary shall be \$\_\_\_\_\_ and furnishings allowance shall be \$\_\_\_\_\_.*

Congregations are encouraged to have an understanding of the Fair Market Rental Value of the parsonage. Specific information for your area can be found online or through a local realtor.

In all tax matters, pastors and congregations are urged to obtain expert, current guidance.

### **2. Pastor's Death**

In the event of a pastor's death, the pastor's spouse shall be allowed to remain in the parsonage for six months or until the end of the school year (if there are children in the family) which ever is longer.

## **C. Social Security and Workers' Compensation**

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### **1. Social Security**

Since the IRS recognizes clergy as self-employed for Social Security purposes, clergy must pay their own Social Security tax. Congregations shall reimburse pastors for the employer's share of the tax which is a percentage of base salary and housing allowance or the fair rental value of the parsonage.

The Social Security offset shall be distributed as part of regular payroll or on a quarterly basis prior to the pastor's deadlines for estimated tax payments. The Social Security offset is considered income for the pastor and needs to be included on the W-2 form.

For more information on employment taxes, see Publication 15 (Circular E), Employer's Tax Guide can be found at [www.irs.gov](http://www.irs.gov) .

## **2. Workers' Compensation**

Congregations are required by law to provide Workers' Compensation coverage for all employees. Clergy are considered employees in this regard.

## **C. ELCA Pension and Other Benefits Plan**

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The congregation shall participate in the ELCA Pension and Other Benefits Program through Portico Benefit Services (formerly the ELCA Board of Pensions) for all Rostered ordained and lay leaders and their families. Contribution rates and information for health and retirement may be found at the Portico website (<https://porticobenefits.org/>) or by calling 800-352-2876.

The Patient Protection and Affordable Care Act, signed into law in 2010, will likely bring significant change to the ELCA health plan in 2014. Portico Benefit Services is working to minimize plan member disruption, identify opportunities for employers to save money, and preserve a wellness focus for the sake of ministry.

If the spouse of an ELCA Pension and Other Benefits Plan member has medical insurance coverage for the whole family through his or her employer, the member may opt out of the ELCA Medical and Dental Benefits plan. Congregations are encouraged to maintain a line item in their annual budget for future pastoral calls.

### **1. Flexible Spending Plan**

Members of the ELCA Pension and Other Benefits Plan may set up a Flexible Spending Account (FSA) through Portico. Payroll dollars may be set aside on a pre-tax basis to pay for certain out-of-pocket health care and dependent care expenses for their family.

### **2. Pre-Tax Retirement Contributions**

Members of the ELCA Pension and Other Benefits Plan may set up additional pre-tax retirement contributions through Portico.

### **3. Medical Reimbursement**

The congregation may provide \$1,000 for a medical reimbursement fund to assist with co-payments and out-of-pocket expenses. Reimbursement shall be paid to the pastor with proper documentation.

## **D. Professional Expenses**

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Reimbursements for professional expenses are separate from expenditures for salary, housing, health and retirement. Please refer to *Appendix B, Minister's Accountable or Non-Accountable Reimbursement*”.

### **1. Automobile Expenses**

Mileage shall be reimbursed at the current IRS rate. In lieu of such reimbursement, the congregation may lease or purchase a vehicle for the pastor's use. In this instance, the congregation shall seek that advice of a tax professional to determine how to account for the vehicle's use.

### **2. Professional Expenses**

Professional expenses such as books, robes, periodicals, professional dues, entertaining and hospitality costs incurred in the performance of the duties of the pastoral office shall be shared by the congregation. A minimum of \$300 should be provided annually. Attendance at the Synod Assembly and Synod Theological Retreats is required of all Rostered leaders, and all costs for these events are to be paid by the congregation and are not considered continuing education.

### **3. Continuing Education**

Continuing education allows pastors to intentionally update and acquire new skills for ministry. This is essential for the effective, ongoing ministry of the congregation. The ELCA expects a minimum of 50 contact hours annually in continuing education. A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. Therefore, it is recommended that each year a minimum of two weeks including two Sundays and \$800 be made available to a pastor for continuing education, cumulative up to six weeks and \$2400 over a three year period. There should be no reduction of time or funds for pastors serving less than full time. For first call pastors, please refer to *Appendix C, First Call Theological Education*.

### **4. Sabbatical**

After every five years of service in a current call, this synod recommends that a pastor be given a sabbatical from six weeks to three months with full pay, in lieu of two weeks continuing education time. The pastor is expected to return to the present call for at least one year following the sabbatical. It is recommended that the pastor and congregation begin planning at least one year prior to the sabbatical. Please refer to *Appendix D, Sabbatical Recommendations*.

### **5. Moving Expenses**

A moving allowance shall be provided by the calling congregation to assist the pastor with his/her move.

## **E. Sabbath and Time Off**

Adequate time off for pastors is essential. Five days shall be the normal maximum work week for clergy. The regular discipline of appropriate time off in a week is important to the ongoing energy and wellness of the pastor for ministry. "Sabbath" rather than "day off" is recommended terminology.

### **1. Annual Vacation Time**

The minimum vacation schedule for pastors during the first four years of service should be four work weeks, including four Sundays, per year. Beginning with the fifth year, and thereafter, it is recommended that five workweeks, including five Sundays, be given each year. Additional weeks of vacation may be given upon additional years of service. Years of service means total years in pastoral service or parish ministry not just the years served in this parish. Legal holidays are not considered vacation days.

Annual vacation time may be taken periodically during the year, at the mutual convenience of the pastor and the congregation, including during the pastor's initial year of ministry to the congregation. Vacation time should not be carried over from one year to another year.

## **2. Holidays**

Holidays should be granted off in addition to vacation days. When the services of a pastor are required on recognized holidays, time off with pay should be granted at another time with minimal disruption to the congregation. The following days are traditionally considered holidays: New Year's Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

## **3. Personal Days**

Two personal days may be taken annually at the discretion of the pastor, in consultation with the congregation council president or executive committee.

## **4. Sick Leave**

Sick leave can accrue at two days per month. These days may be used at the discretion of the pastor in consultation with the congregation council president or executive committee. These sick days may also be used for the care of immediate family members who are ill.

## **5. Disability**

In the event of a pastor's disability due to accident, illness, surgery, etc., it is expected that the congregation will continue to pay the full salary, housing (or housing allowance), pension and benefit contributions for the first 60 days of disability. After 60 days, disability benefits will be assumed by Portico Benefit Services.

## **6. Parental Leave**

6 weeks of parental leave with full salary, housing, and benefits is appropriate when a child is born or adopted.

## **7. Bereavement Leave**

One week including one Sunday is to be made available for pastors following the death of a member of their immediate family, including the loss of a pregnancy. Additional paid leave should be considered following the death of a child or spouse.

## **8. Military Leave**

A congregation whose pastor serves simultaneously in a military unit must by law grant leave time for the leader to fulfill his/her military obligations. Such leave is to be granted exclusive of vacation and continuing education time. It is recommended that congregations develop explicit written policies relating to compensation issues for pastors while on military leave. Policy guidelines are available from the ELCA Federal Chaplaincy website ([www.elca.org/federalchaplains/involuntarycallupguidelines.html](http://www.elca.org/federalchaplains/involuntarycallupguidelines.html))

## **9. Leave without Pay**

Leave without pay may be requested for up to six months upon written application. This is to be received at least three months in advance of the time the leave is to begin. Exceptions may be considered by the congregational council.

## 10. Transition Time

A pastor moving from one call to another may be permitted a transition period of one week (including a Sunday) of paid leave time, paid by the calling congregation, during which no official duties would be expected by the calling congregation, local conditions permitting.

## 11. Wellness Dollars

A “Wellness Reimbursement Fund” of \$300 may be established to assist the pastor in continuing healthy activities.

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## Appendix A

### GUIDELINES FOR THE PROVISION AND USE OF PARSONAGES

In order to enhance the ministry of the Gospel among us, the congregation and the pastor covenant to work with the following guidelines, which are established to provide a common understanding of expectations for both the congregation and the pastor.

When selecting a parsonage, consideration should be given as to its size and style, so it will serve a variety of ages and sizes of pastoral families. The parsonage’s primary purpose is to provide housing for the pastor and the pastor’s family, and not to provide additional meeting space for the congregation. Where a parish office must, of necessity, be within the parsonage, means should be taken to provide adequate privacy for both the parishioners and the pastor’s family.

It is the congregation’s responsibility to provide the parsonage with major appliances. It is the congregation’s responsibility to provide and maintain in working order a hot water heater and a furnace or other means of heating the parsonage, and if deemed necessary by water conditions, also a water softener.

#### Specific Responsibilities

|                            | <b>Parish</b>   | <b>Rostered Leader</b>   |
|----------------------------|---|--|
| <i>Parsonage Committee</i> | <p>The congregation should establish a parsonage committee whose only responsibility is for the upkeep of the parsonage:</p> <ol style="list-style-type: none"><li>1. The committee should be provided with a line item in the church budget of at least \$500 with authority to make needed repairs.</li><li>2. The committee shall inspect the parsonage at least once per year, with prior arrangements made with the pastor and family.</li><li>3. The committee should seek input from the pastor concerning the parsonage condition and needed repairs.</li><li>4. The committee should keep the congregation and church council informed of its work and the condition and needs of the parsonage.</li></ol> | <p>The pastor shall report needed repairs promptly to the parsonage committee.</p> <p>The pastor shall make arrangements to invite the parsonage committee in to inspect the parsonage at least once per year.</p> |

|                  |   |  |
|------------------|---|--|
|                  | <ol style="list-style-type: none"> <li>5. The committee should establish goals and objectives for long range planning of maintenance and repairs.</li> <li>6. When inspecting the parsonage, committee members should ask themselves, "Would I enjoy living here?"</li> </ol>   |  |
| <i>Insurance</i> | It is the congregation's responsibility to provide fire and extended coverage insurance on the parsonage.   | It is the pastor's responsibility to obtain renter's insurance to cover his/her personal property. |
| <i>Utilities</i> | The congregation should provide for a utilities allowance that covers the cost of heat, lights, water, sewer and garbage removal. The recommended method is for these bills to be paid directly by the congregation.  |  |
| <i>Safety</i>    | <ol style="list-style-type: none"> <li>1. The electrical, water and sewer systems should be adequate.</li> <li>2. The windows, doors and roof should be weather-proofed against wind and water.</li> <li>3. Measures should be taken to make sure the basement does not flood.</li> <li>4. The parsonage should be checked for the presence of radon gas and corrective measures should be taken if the gas is present.</li> <li>5. Smoke alarms should be installed and maintained in working condition.</li> <li>6. Insulation should be checked for asbestos, and if present, corrective measures should be taken.</li> <li>7. If the parsonage has lead water pipes for domestic use, those pipes should be checked for high lead concentration, and the pipes replaced if the lead concentration is higher than EPA standards.</li> <li>8. If the services of an exterminator are required for pest control, the congregation should provide those services.</li> <li>9. The parsonage should be in compliance with fire codes which include two (2) means of escape from each level.</li> </ol> | The pastor should inform the parsonage committee of any concerns as soon as possible.              |

|   |  |   |
|---|--|---|
| <p><i>Maintenance and Repairs</i></p> <p><i>Maintenance and Repairs Continued</i></p> | <p>It is the congregation's responsibility to provide for normal maintenance and repairs of the parsonage.</p>   | <p>The pastor is the caretaker of the parsonage. It is his/her responsibility to:</p> <ol style="list-style-type: none"> <li>1. Make sure that the parsonage is properly heated to prevent damage.</li> <li>2. Make minor repairs as needed and if within their ability.</li> <li>3. Provide for normal housekeeping and cleaning.</li> <li>4. Maintain the lawn and grounds in a neat and orderly manner.</li> <li>5. Clear sidewalks and driveway of snow.</li> </ol> <p>If the pastor is not able to or comfortable fulfilling these responsibilities, they shall be negotiated at the time of call.</p> |
| <p><i>Equipment</i></p>   | <p>The congregation may give consideration to providing lawn care and snow removal equipment for use by the pastor.</p>  |   |
| <p><i>A Good Exit</i></p>   | <p>The parsonage should be cleaned and the carpets should be shampooed after the pastor moves out of the parsonage.</p>  | <p>The pastor shall clean the parsonage before leaving:</p> <ol style="list-style-type: none"> <li>1. The oven and stove shall be cleaned.</li> <li>2. The refrigerator shall be cleaned, unplugged, and the door left open.</li> <li>3. Provisions shall be made for the disposal of unwanted items.</li> </ol> <p>The pastor shall leave the parsonage in as good as or better condition than it was when they moved in.</p> <p>It is the responsibility of the pastor to repair any damage done to the parsonage or property in excess of "normal wear and tear" including damage done by pets.</p>      |
| <p><i>A Good Welcome</i></p>  | <p>Prior to the arrival of the new pastor, the parsonage shall be painted with consideration given to the taste and style of the pastor.</p> <p>Any major repairs shall be completed prior to the arrival of the new pastor.</p> | <p>Any concerns about the parsonage should be addressed as soon as possible after arrival in the parish.</p>  |

## **Appendix B**

### **MINISTER'S REIMBURSEMENT - ACCOUNTABLE OR NON-ACCOUNTABLE**

#### **“Unaccountable” Plan**

If a minister is paid a set amount each month towards the professional allowance or the car allowance, this amount also is taxed and must appear on Box 1 of the W-2. The Minister can only take a deduction for these expenses as a miscellaneous itemized deduction on the tax return, limited to the amount above 2% of adjusted gross income.

#### **“Accountable” Plan**

The Minister is considered an employee. The congregation is responsible for the minister's expenses, such as professional allowance and mileage. Therefore, all Ordained Rostered Leaders shall use an “accountable plan” for expenses. Reimbursed amounts are not considered taxable income. It is recommended that Congregations provide a line item in their annual budget for each item to be reimbursed. Each month the pastor submits verification of expenses in the form of receipts and log of mileage. It is strongly recommended that reimbursements are paid with a separate check.

IRS guidelines for an “accountable plan”

1. The church is required to have a written reimbursement plan that must be recorded in the council minutes. (See below.)
2. The church is required to identify reimbursements either by making separate payment or by specifying the amount of both wages and reimbursement if they are combined in a single payment.
3. The minister must adequately account to the church for the expenses he/she wishes to have reimbursed.
4. The minister needs to keep a daily expense book, receipts, canceled checks, and credit card slips as well as an auto mileage log.
5. If a minister receives an advance of expenses, (e.g. if a pastor is going to a conference or continuing education event) the pastor must save receipts and return any excess reimbursement over the expenses for which he/she did not adequately account.
6. A church representative (It is recommended that this person not be the treasurer but perhaps someone from the executive board or management committee) needs to examine the substantiating records, which should be kept at least four years by the church.

A written accountable professional expense reimbursement plan might read as follows:

This parish recognizes the minister will incur expenses for which the congregation is responsible. We name, \_\_\_\_\_, who will substantiate the records professional expenses include, but are not limited to the following:

1. Purchases of books, magazines and tapes up to a designated amount.
2. Entertainment of visiting church leaders.
3. Hosting and entertaining local church members and groups.
4. Dues to clergy associations and other professional organizations.
5. Professional clothing (robes, stoles, collars, etc.), including dry cleaning.
6. Office supplies, postage.
7. Auto<sup>1</sup>

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<sup>1</sup> If a pastor and congregation wishes, the auto and professional reimbursement can be combined under one line item which includes mileage reimbursement at IRS recommended rate and professional reimbursement as listed in 1-6 above.



## **Appendix C**

### **FIRST CALL THEOLOGICAL EDUCATION**

All new Rostered Leaders will participate in structured programs of theological education during their first three years of service under call. The purpose of First Call Theological Education is to enhance the transition from seminary to parish. The desired outcome is that during their first three years under call, pastors and Rostered lay leaders of the ELCA will have made the initial transition into their respective leadership roles and will have grown in knowledge of God's Word and the Lutheran confessional witness, in love for Jesus Christ and his Church, and in commitment to its mission.

In order to address this common purpose, ELCA programs of First Call Theological Education will give special attention to:

1. Personal development of leadership style and collegiality, spiritual discipline, and ministerial identity appropriate to the respective rosters;
2. Competence in and overall integration of various aspects of the practice of ministry;
3. Discernment of the local and regional context of ministry.

Congregations are asked to covenant with the Rostered Leader to support their participation in the First Call program. This program means 50 hours of continuing education during each of the first 3 years of service.

Key components are:

1. A 3-day core event held annually in several locations in the region, which constitutes 25 contact hours.
2. 25 contact hours of elective experiences and events: seminars, workshops, synodical or churchwide events, etc.
3. Participation in regular meetings with colleagues or a mentor.
4. Structured reading designed to support and extend the other education components in fulfilling the goals of the program.

First-Call resources, including a 24-minute video "First Call Theological Education" and printed materials explaining the program, are available from the synod office.

## **Appendix D**

### **SABBATICAL RECOMMENDATIONS**

A Rostered Leader is eligible for a sabbatical after five full years of service in the same congregation. The concept of sabbatical is grounded on the biblical idea of Sabbath rest. The example of Jesus, who frequently sought out a quiet place where he could meditate and pray, away from the constant demands of the crowds, is a strong model for a sabbatical. Unlike a vacation, a sabbatical is intended for purposeful reflection and restoration. A sabbatical also provides the opportunity for the congregation to experience the freshness of a break in the rhythm of parish life and leadership. Conversation about a sabbatical could begin with the Mutual Ministry Committee, executive/personnel committee, church council or a task force formed for this particular assignment. The following guidelines give some helpful information.

1. A sabbatical provides the professional leader a measured time to step aside from congregational responsibilities in order to pursue opportunities for a renewal of vision and perspective. It creates space for creativity, rest and renewal, and may include continuing education, travel, a concentrated time to study or read, reconnection with immediate or extended family, and time away for spiritual renewal. Rested and energized pastors are likely to have longer and healthier calls in a congregation. Sabbaticals give congregations the opportunity to provide and experience new leadership opportunities. A sabbatical is a way for a congregation to express how much it values the rostered leader.
2. A sabbatical may be taken after five full years of service in a particular parish. Years of service can accumulate between calls but should be agreed upon at the time of the new call. A sabbatical will normally be for 12 weeks and should not be less than 6 weeks. The full 12 week sabbatical may include up to two weeks of vacation, a 10 week sabbatical may include up to one week of vacation, and a 6 week sabbatical would normally not include vacation time. Regardless of the length, the sabbatical needs to be consecutive weeks of time away. Clergy are expected to continue ministry in that congregation for at least one year after the sabbatical.
3. The congregation will continue to pay full salary and benefits for the rostered leader who is on sabbatical. The congregation will recruit a temporary minister and provide a salary in the rostered leader's absence. There are a variety of options for leadership including members of the congregation assume new leadership roles, a retired pastor, a neighboring ELCA or full communion partner pastor and your pastor take a sabbatical at different times and exchange pastoral coverage, the bishop authorizes a well qualified lay person of his choice for word and sacrament ministry for this specific time and place. Congregations are encouraged to begin putting money aside for a sabbatical when a newly called rostered leader begins. Grants are available through Wheat Ridge Ministries at [www.wheatridge.org](http://www.wheatridge.org) or the Lilly Foundation at [www.lillyendowment.org](http://www.lillyendowment.org).
4. The congregation is not under obligation to fund the cost of the sabbatical itself. Continuing education dollars, which can be accrued up to three years, can be used for the educational costs of the sabbatical. Planning for the sabbatical should begin the calendar year before in order to take advantage of grant opportunities (Wheat Ridge Ministries at [www.wheatridge.org](http://www.wheatridge.org) or the Lilly Foundation at [www.lillyendowment.org](http://www.lillyendowment.org)) and so that the congregational budget can allow for additional expenses.

Here are some resources that congregations and Rostered leaders may find helpful:

1. “Creating a Sabbatical Plan”, a Lutheran Partners article by Pastor John R. Gugel, at [www.elca.org/lutheranpartners/archives/sabplan.html](http://www.elca.org/lutheranpartners/archives/sabplan.html) .
2. “Sabbaticals are a win-win”, an article in the July 2007 issue of The Lutheran, [www.thelutheran.org](http://www.thelutheran.org) .
3. “Changing the Rhythm of Parish Ministry: Sabbatical Policy Insights,” a 13 minute video that looks at sabbaticals through the experiences of three pastors and one congregational member. It comes with an 11-page study guide and is available at the Lutheran Resource Center at [www.lutheranresourcecenter.org](http://www.lutheranresourcecenter.org) .
4. “Clergy Renewal: The Alban Guide to Sabbatical Planning” by A. Richard Bullock and Richard J. Bruesehoff.
5. “Why Should You Give Your Pastor a Sabbatical?” a video featuring Roy Oswald that is available from the Alban Institute.
6. Wheat Ridge Ministries ([www.wheatridge.org](http://www.wheatridge.org) ) and the Lilly Endowment (<http://www.lillyendowment.org/religion.html> ) both offer sabbatical grant opportunities to congregations.
7. For additional resources go to [www.elca.org/health/resources.html](http://www.elca.org/health/resources.html) .

## **Appendix E**

### **SOUTH DAKOTA SYNOD MOVING POLICY**

Good beginnings are important. It is advantageous that the mutual ministry between pastor and congregation “get off on the right foot.” It is urged that both congregation and pastor give thoughtful consideration to the needs of the other when undertaking a move. Because moving can be an exciting and very stressful event in a person’s life, it is important that the congregation and pastor reach a mutually satisfactory agreement before the move actually takes place. The following guidelines are to help pastor and congregation in their moving and transportation negotiations.

The congregation shall be responsible for moving all household, professional and personal goods of the pastor and his/her family. It is recommended that professional movers be utilized. If their services are not used, the means of transporting pastor’s goods must be mutually agreed upon ahead of time. When the services of professional movers are not used, it is strongly recommended that a separate insurance policy that will cover the transported goods be purchased by the congregation. These policies are available from most insurance agencies.

The congregation is not necessarily responsible for, but may choose to assume, the expenses of moving certain items. Items such as livestock as well as certain collections and hobbies, which would incur excessive expense, should be noted by the pastor before moving. The congregation can then decide if they would or would not incur the added expense. A mutually satisfactory moving policy that is agreed to ahead of time can help insure that the ministry of congregation and pastor will have a good beginning.

## **Appendix F**

### **Temporary and Supply Ministries**

#### **1. Worship Supply**

Supply pastors conducting worship services (including weddings and funerals) in substitution of a regularly called pastor should receive \$175 for one service and \$75 for each additional service (if conducted in the same parish and not requiring a new preparation). Mileage should be compensated at the current IRS rate and housing provided if necessary. Teaching of confirmation classes should be reimbursed by \$75 per preparation plus travel expenses. The rate of \$20 per hour should be provided for visitations during the pastor's absence if requested by the congregation.

#### **2. Interim Ministries**

Interim clergy and lay ministers serving a congregation between permanent pastorates should be compensated as agreed upon by the individual and all church councils involved, taking into account the following:

1. The parish activities to be assumed during the interim.
2. The time needed to give leadership, including time of preparation.
3. The remuneration given the past pastor and promised the future pastor.
4. Mileage traveled to serve the parish.
5. The benefits to be included in compensation, such as parsonage and pension.

## **Compensation Worksheet for Rostered Leaders when a Parsonage is Provided**

*This worksheet is designed to help congregations build a compensation package for Ordained Leaders using the synod's guidelines. Each item below is described within this document. Use only items which apply.*

|  | <i>This Year</i> | <i>Guidelines</i> | <i>Proposed</i> |
|--|------------------|-------------------|-----------------|
| <b>I. Compensation</b>                                 |                  |                   |                 |
| A. Cash Salary   | \$ _____         | \$ _____          | \$ _____        |
| B. Additional Considerations                           | \$ _____         | \$ _____          | \$ _____        |
| <b>II. Housing</b>                                     |                  |                   |                 |
| A. Rental Value of Parsonage                           | \$ _____         | \$ _____          | \$ _____        |
| B. Utilities Allowance                                 | \$ _____         | \$ _____          | \$ _____        |
| C. Furnishings Allowance                               | \$ _____         | \$ _____          | \$ _____        |
| <b>III. Additional Compensation</b>                    |                  |                   |                 |
| A. Social Security Reimbursement                       | \$ _____         | \$ _____          | \$ _____        |
| B. Annuities, Additional Pension,<br>Housing Equity    | \$ _____         | \$ _____          | \$ _____        |
| C. Other Compensation                                  | \$ _____         | \$ _____          | \$ _____        |
| <b>IV. ELCA Pension and Other Benefits<sup>1</sup></b> |                  |                   |                 |
| A. Pension   | \$ _____         | \$ _____          | \$ _____        |
| B. Medical   | \$ _____         | \$ _____          | \$ _____        |
| C. Disability  | \$ _____         | \$ _____          | \$ _____        |

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<sup>1</sup> Contact Portico Benefit Services at 1-800-352-2876 (Monday-Friday, 7:30 am-5:00 PM CST) or visit their website for compensation calculators at <https://porticobenefits.org>.

## V. Reimbursements

|                          |          |          |          |
|--------------------------|----------|----------|----------|
| A. Automobile            | \$ _____ | \$ _____ | \$ _____ |
| B. Business/Professional | \$ _____ | \$ _____ | \$ _____ |
| C. Continuing Education  | \$ _____ | \$ _____ | \$ _____ |
| D. Books/Subscriptions   | \$ _____ | \$ _____ | \$ _____ |
| E. Other _____           | \$ _____ | \$ _____ | \$ _____ |

|                                    |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|
| <b>Total Value of Compensation</b> | <b>\$ _____</b> | <b>\$ _____</b> | <b>\$ _____</b> |
|------------------------------------|-----------------|-----------------|-----------------|

## V. Agreements

- A. Vacation time of \_\_\_\_\_ weeks and \_\_\_\_\_ Sundays.
- B. Continuing education time of 2 weeks including Sundays.
- C. Two sick days per month accumulating up to 60 days.
- D. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled.
- E. New Parent leave up to six weeks with full salary, housing, and benefits.
- F. Other \_\_\_\_\_  
\_\_\_\_\_



# **South Dakota Synod**

## **Evangelical Lutheran Church in America**

God's work. Our hands.

**Compensation and Guidelines for  
Pastors Receiving a Housing Allowance**

**2014**



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## **Compensation and Guidelines for Rostered and Lay Leaders Recommendations for Conversation**

### **Mutual Ministry—More than a Once-A-Year Conversation**

The South Dakota Synod encourages congregations to form a Mutual Ministry Committee for each member of its Rostered leadership. The function of the Mutual Ministry Committee is to provide a space for conversation between pastoral and congregational leaders in order to grow together in ministry.

The functions of a Mutual Ministry Committee fall into four areas:

1. Identifying professional leadership needs for the congregation, preparing job descriptions, serving as the call or interview committee at the time when a congregation seeks to call a pastor, or as the exit interview group when a pastor leaves. Serving as the personnel committee, dealing with other staff, such as the secretary, organist, choir director, or custodian.
2. Identifying continuing education possibilities with the pastor in light of his/her and the congregation's needs, encourage developing a Continuing Education Covenant between pastor, church council, and the synod. Enabling the pastor to participate in such opportunities.
3. Providing on-going reflection on the needs and expectations of both pastor and congregation, guided by the mission statement of the congregation, and periodically reviewing the call/contract/appointment extended to the pastor, as provided for in the Letter of Call.
4. Serving as the personal and confidential support group to the pastor, and spouse, providing opportunities for open communication between congregation and pastor, initiating possibilities for reconciliation in times of conflict.
5. The synod office suggests a Mutual Ministry resource, "Pastor and People, Making Mutual Ministry Work," which can be ordered at [www.augsburgfortress.org](http://www.augsburgfortress.org).

A Mutual Ministry Committee may be composed of six members, three to be appointed each year for a term of two years. This committee shall be appointed jointly by the council president and pastor (or senior pastor). Committee members will hold no other office in the congregation during their term.

### **The Compensation Review Task Force**

A. Such a task force might be made up of two council members, chair of the Mutual Ministry Committee, and one member at large from the congregation. These should be persons who are representative of all segments of the congregation and they should take into account the following factors when specific dollar figures are recommended:

1. Pastors are professionals by training, qualification and function. Just compensation for the pastor will be parallel to persons who hold similar positions of responsibility in the community (superintendent of schools, principal, hospital administrator, etc.). An appropriate compensation package should be large enough so that a pastor does not have to rely on sporadic honorariums. (Honorariums are expressions of gratitude, not payment for services.)
2. An underpaid pastor will be undervalued. A well paid pastor has added incentive!

3. The salary scale provided in this document represents the minimum compensation for full time leadership. They are a starting point for salary discussions.
4. Other factors which need to be kept in mind are the economics of the parish, the degree of administrative responsibility, geographic location of the parish, non- parish experience of the pastor, the additional education of the pastor, and the effectiveness of the pastor.

B. At the first meeting, the task force meets with the pastor or other staff member in a review of responsibilities, goals attempted, and objectives achieved, inviting the pastor's input into the discussion using the following questions:

1. Briefly review your education and your experience in church work.
2. What has the congregation needed most from you this past year?
3. What was accomplished in the past year? What specific goals did you meet?
4. What are your goals and objectives for the coming year? (Pastors: write out the "specific responsibilities or emphasis" which you think the congregation need from you in the coming year, updating that part of your Letter of Call.)
5. What could the members of the congregation do to make your work more pleasant and effective? What are your family needs?
6. List your community and church activities outside the parish.
7. What do you consider fair compensation and benefits for the coming year? Why?

C. At the second meeting, the task force meets without the pastor/or staff member. Each member of the task force present prepares in written form a response to the following questions:

1. Based on last year's statement of expectations (Letter of Call), how would you evaluate your pastor's work during the past year?
2. What do you see as the special skills or strengths of your pastor (or staff member)?
3. What do you see as especially needed from this pastor (or staff member) in the coming year?
4. Identify your pastor/staff member's community and church-related activities outside the congregation and consider how those relate to the mission of your congregation.
5. How can the congregation or its leaders make your pastor/staff member's work more pleasant and effective.
6. Taking into account the factors listed above, what would you consider fair compensation and fringe benefits for your pastor (or staff member) for the coming year? Why?

D. At a third meeting, the pastor (or staff member) meets again with the committee and the following items are reviewed and discussed together:

1. The education, experience and special abilities of this pastor/staff member.
2. The specific ways this pastor/staff member's gifts and abilities are needed and used in the congregation.
3. What specific goals and objectives do you have for the congregation for the coming year stated in writing and what is needed from the pastor/staff member to meet those objectives?
4. What can the congregation or its leadership do to make the work of our leaders more pleasant and effective?
5. The activities of your pastor/staff member in your community and beyond it.
6. The task force's recommendations for salary and fringe benefits for the coming year and the rationale behind these recommendations.

## **SD Synod Compensation and Benefit Guidelines Relative to Health Care Reform in 2014**

A. Beginning January 1, 2014, the most significant changes brought about by the Affordable Care Act (ACA), also known as health care reform, will take effect. This will have implications for many employers, including congregations. It is difficult to predict the full implications of the ACA; however, we want to be aware and well-prepared. Our ministry partners at Portico Benefit Services will help us through this change. This document will help you understand what health care reform means for you. You can also continue to check the Portico website (*PorticoBenefits.org*) for updates. A representative from Portico will be present at our synod assembly. Please feel free to ask all your questions related to health care reform, either directly or at the break-out session.

1. Each state will have a health insurance exchange, also called a marketplace, where individuals can buy health insurance. In states that choose not to provide an exchange, the federal government will manage one on the state's behalf, or the exchange may be operated by the state and federal government jointly. The plans offered in the exchanges will be in four categories, and Portico intends to offer four plan options that correspond to these categories:
  - Bronze
  - Silver
  - Gold (closest to current ELCA-Primary health coverage)
  - Platinum
2. Currently, ELCA-Primary health contribution rates are based on geographic region and salary. To offer competitive pricing relative to the exchanges, Portico intends 2014 ELCA-Primary health contribution rates to also reflect plan member age.
3. For 2014, each ELCA employer will need to select one ELCA health plan option for all employees (rostered leaders and lay churchworkers) that they will pay for.
4. Once the employer makes a selection, the employee will confirm that choice or choose to buy up to another plan option, and will be responsible for the cost difference. For example, if the employer selects the option similar to the gold plan and the employee opts to buy up to the option similar to the platinum plan, the employee would pay the difference in cost.

B. Some generalities about the health insurance exchanges:

1. Younger employees, generally speaking, will be less expensive to insure than older employees on the exchanges.
2. Individuals may be eligible for federal subsidies that will help pay for health insurance purchased on an exchange if his or her employer doesn't offer a minimum value, affordable plan. Affordable means that an individual spends less than 9.5% of his or her income on premiums for single coverage.
3. Depending on family income, employees who do not qualify for federal subsidies may pay higher premiums for plans purchased on an exchange.

C. Other considerations:

1. It may be tempting to offer the least expensive health plan option. Collectively over the years, this church has sought to provide benefits that support our shared ministry and overall well-being to all rostered leaders and lay churchworkers. The ELCA Church Council at its April 6, 2013 meeting acted to endorse as a benchmark the proposed plan option that approximates the current level of benefits provided by ELCA-Primary health coverage, and to encourage congregations, synods, the churchwide organization, other ELCA-related organizations, and other interested persons to advocate for selection of this plan option.
2. Relative to the ELCA health plan, Portico is planning to have a final proposal and recommendations on health care plan options and pricing considered by the Conference of Bishops and acted upon by the ELCA Church Council at their respective August meetings.
3. Given these changes, it may be tempting to come to call or employment decisions based upon youth or marital status, and to avoid older, more experienced persons with families. However, this church has always valued calling a rostered person and hiring a lay churchworker based upon his or her gifts for ministry and the needs of the congregation, and we believe this practice should continue.
4. Rostered leaders or lay churchworkers may have occasion to make a decision between two calls or opportunities for employment based upon the plan options that are being offered, which has never been a factor before.

**Recommendation:** To maintain the current level of health benefits for our rostered leaders and lay churchworkers, we recommend that all of the congregations and parishes of the South Dakota Synod offer to pay for the new ELCA health plan option that most closely resembles current ELCA-Primary health coverage for their rostered leaders and lay churchworkers. This is the plan option that will be comparable to gold plans offered on the exchanges. This will both continue to care for the health of all who serve under call or terms of employment and eliminate many of the variables facing congregations and paid servants in the midst of change. This recommendation was unanimously approved by the Support to Ministries committee at its April 4, 2013 meeting.

# I. Ordained Rostered Leaders

## A. Minimum Base Salary Guideline

This chart represents the minimum guidelines recommended for single point congregations. These figures represent base salary only and do not include housing and utilities, social security, pension, medical insurance, or any other benefits.

| Additional Considerations:   | Years of Experience | Year of Ordination | Low |        | High   | Additional Considerations |
|--|---------------------|--------------------|-----|--------|--------|---------------------------|
|  | Graduate            | 2014               | \$  | 33,361 | 34,361 |                           |
| 1. Pastors with advanced degrees: i.e., DMin, PhD, STM, or other degrees the congregation deems germane to their ministry, add \$1000.                                       | 1                   | 2013               | \$  | 34,061 | 35,061 |                           |
|  | 2                   | 2012               | \$  | 34,761 | 35,761 |                           |
|  | 3                   | 2011               | \$  | 35,461 | 36,761 |                           |
|  | 4                   | 2010               | \$  | 36,161 | 37,161 |                           |
|  | 5                   | 2009               | \$  | 36,861 | 37,861 |                           |
|  | 6                   | 2008               | \$  | 37,411 | 38,511 |                           |
|  | 7                   | 2007               | \$  | 37,961 | 39,061 |                           |
|  | 8                   | 2006               | \$  | 38,511 | 39,611 |                           |
|  | 9                   | 2005               | \$  | 39,061 | 40,161 |                           |
|  | 10                  | 2004               | \$  | 39,611 | 40,711 |                           |
| 2. Multi-point Parishes: If a pastor serves two congregations, add \$2000; if three, add \$3000; etc.  | 11                  | 2003               | \$  | 40,161 | 41,261 |                           |
|  | 12                  | 2002               | \$  | 40,711 | 41,811 |                           |
|  | 13                  | 2001               | \$  | 41,261 | 42,361 |                           |
|  | 14                  | 2000               | \$  | 41,811 | 42,911 |                           |
|  | 15                  | 1999               | \$  | 42,361 | 43,461 |                           |
|  | 16                  | 1998               | \$  | 42,761 | 43,961 |                           |
|  | 17                  | 1997               | \$  | 43,161 | 44,361 |                           |
| 3. Large Congregations: For congregations over 600 baptized, add \$1500. Administrative pastors serving congregations of over 900 members and supervising staff, add \$3000. | 18                  | 1996               | \$  | 43,561 | 44,761 |                           |
|  | 19                  | 1995               | \$  | 43,961 | 45,161 |                           |
|  | 20                  | 1994               | \$  | 44,361 | 45,561 |                           |
|  | 21                  | 1993               | \$  | 44,661 | 45,961 |                           |
|  | 22                  | 1992               | \$  | 44,961 | 46,161 |                           |
|  | 23                  | 1991               | \$  | 45,261 | 46,461 |                           |
|  | 24                  | 1990               | \$  | 45,561 | 46,761 |                           |
|  | 25                  | 1989               | \$  | 45,861 | 47,061 |                           |
|  | 26                  | 1988               | \$  | 46,161 | 47,361 |                           |
|  | 27                  | 1987               | \$  | 46,461 | 47,661 |                           |
| 4. Part-time Ordained Rostered Leaders will have consideration for salary and benefits corresponding to the duties, amount, and length of time of service.                   | 28                  | 1986               | \$  | 46,761 | 47,961 |                           |
|  | 29                  | 1985               | \$  | 47,061 | 48,261 |                           |
|  | 30                  | 1984               | \$  | 47,361 | 48,561 |                           |
|  | 31                  | 1983               | \$  | 47,661 | 48,861 |                           |
|  | 32                  | 1982               | \$  | 47,961 | 49,161 |                           |
|  | 33                  | 1981               | \$  | 48,261 | 49,461 |                           |
|  | 34                  | 1980               | \$  | 48,561 | 49,761 |                           |
|  | 35                  | 1979               | \$  | 48,861 | 50,061 |                           |
|  | 36                  | 1978               | \$  | 49,161 | 50,361 |                           |
|  | 37                  | 1977               | \$  | 49,461 | 50,661 |                           |
|  | 38                  | 1976               | \$  | 49,761 | 50,961 |                           |
|  | 39                  | 1975               | \$  | 50,061 | 51,261 |                           |
|  | 40                  | 1974               | \$  | 50,361 | 51,561 |                           |

Add \$500 per year of experience after 40 years.

## B. Housing

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### 1. Calculating Housing Allowance

When a housing allowance is provided instead of a parsonage, the dollar amount of the allowance will be negotiated based upon fair rental value of appropriate housing in your community +utilities. We recommend multiplying the base salary by 50% to reach the appropriate allowance as noted in the following example:

|  |                  |
|--|------------------|
| 1. Base Salary (without additional considerations) | <u>\$ 40,000</u> |
| 2. Housing Allowance ( <b>50% of Base Salary</b> ) | <u>\$ 20,000</u> |
| 3. Social Security Allowance (7.65% of 1+2)        | <u>\$ 4,590</u>  |
| <i>Defined Compensation</i> (Total of 1+2+3)       | <u>\$ 64,590</u> |

If a pastor receives additional considerations for congregation size, supervisory leadership, or education, the additional considerations are not included in calculating the housing allowance but are added later:

|  |                  |
|--|------------------|
| 1. Base Salary (without additional considerations) | <u>\$ 40,000</u> |
| 2. Housing Allowance ( <b>50% of Base Salary</b> ) | <u>\$ 20,000</u> |
| 3. Additional Consideration (900+ Members)         | <u>\$ 3,000</u>  |
| 4. Social Security Allowance (7.65% of 1+2+3)      | <u>\$ 4,820</u>  |
| <i>Defined Compensation</i> (Total of 1+2+3+4)     | <u>\$ 67,820</u> |

### 2. Designating the Allowance

The actual amount to be designated is determined by the pastor. Questions they might ask include: How much were my actual expenses in the last year? Are there any special projects I am planning to work on next year? Are there any purchases I am planning?

The congregation must designate a percentage of the total base salary (salary + housing allowance) as a “housing and utility allowance.” THIS MUST BE DESIGNATED PRIOR TO THE START OF A NEW CALL AND AGAIN PRIOR TO THE BEGINNING OF EACH FISCAL YEAR. The amount of this allowance, which generally should not exceed the actual expenses paid by the pastor for mortgage payments, utilities, upkeep and repairs, taxes, insurance, and furnishings, may be excluded from the pastor’s taxable income. The pastor will however be required to pay the Social Security Tax (15.3%) on all salary including that amount designated as housing allowance.

The IRS recommends that any salary designated as housing allowance not exceed 35% of the total of the salary + the housing allowance. Continuing with the first example above, calculating the maximum recommended designation would be as follows:

|  |                    |
|--|--------------------|
| Defined Compensation                         | <u>\$ 64,590</u>   |
| Maximum percentage recommendation            | x <u>35%</u>       |
| Maximum dollar amount of Housing Designation | = <u>\$ 22,606</u> |

The 35% figure is not a guideline, it is a maximum percentage recommendation from the IRS. Each individual situation and community housing market must ultimately determine the appropriate housing allowance designation.

The congregation council would use this language when designating the housing allowance:

*Upon motion duly made and seconded, it was voted to designate \$\_\_\_\_\_ of the 2014 total cash salary of \$\_\_\_\_\_ to be paid to Rev. \_\_\_\_\_ as a housing allowance in response to pastor's request and acknowledgement that the allowance so designated will not exceed actual expenses for their home including mortgage payments, utilities, upkeep and repairs, taxes, insurance and furnishings. Therefore, cash salary shall be \$\_\_\_\_\_ and housing allowance shall be \$\_\_\_\_\_.*

### **3. Two Clergy Households**

A clergy couple, called to different congregations, should each receive a full housing allowance or parsonage from their respective congregation. When a clergy couple is called to the same congregation, we recommend the housing allowance be designated to one pastor and the other receive pension contributions as if they were living in a parsonage. This ensures that pension benefits for all clergy are equitable.

### **4. Tax Matters**

In all tax matters, pastors and congregations are urged to obtain expert, current guidance.

## **C. Social Security and Workers' Compensation**

### **1. Social Security**

Since the IRS recognizes clergy as self-employed for Social Security purposes, clergy must pay their own Social Security tax. Congregations shall reimburse pastors for the employer's share of the tax which is a percentage of base salary and housing allowance or the fair rental value of the parsonage.

The Social Security offset shall be distributed as part of regular payroll or on a quarterly basis prior to the pastor's deadlines for estimated tax payments. The Social Security offset is considered income for the pastor and needs to be included on the W-2 form.

For more information on employment taxes, see Publication 15 (Circular E), Employer's Tax Guide can be found at [www.irs.gov](http://www.irs.gov).

### **2. Workers' Compensation**

Congregations are required by law to provide Workers' Compensation coverage for all employees. Clergy are considered employees in this regard.

## **D. ELCA Pension and Other Benefits Plan**

The congregation shall participate in the ELCA Pension and Other Benefits Program through Portico Benefit Services (formerly the ELCA Board of Pensions) for all rostered ordained and lay leaders and their families. Contribution rates and information for health and retirement may be found at the Portico website (<https://porticobenefits.org/>) or by calling 800-352-2876.



The Patient Protection and Affordable Care Act, signed into law in 2010, will likely bring significant change to the ELCA health plan in 2014. Portico Benefit Services is working to minimize plan member disruption, identify opportunities for employers to save money, and preserve a wellness focus for the sake of ministry.

If the spouse of an ELCA Pension and Other Benefits Plan member has medical insurance coverage for the whole family through his or her employer, the member may opt out of the ELCA Medical and Dental Benefits plan. Congregations are encouraged to maintain a line item in their annual budget for future pastoral calls.

### **1. Flexible Spending Plan**

Members of the ELCA Pension and Other Benefits Plan may set up a Flexible Spending Account (FSA) through Portico. Salary may be set aside on a pre-tax basis to pay for certain out-of-pocket health care and dependent care expenses for their family.

### **2. Pre-Tax Retirement Contributions**

Members of the ELCA Pension and Other Benefits Plan may set up additional pre-tax retirement contributions through Portico.

### **3. Medical Reimbursement**

The congregation may provide \$1,000 for a medical reimbursement fund to assist with co-payments and out-of-pocket expenses. Reimbursement shall be paid to the pastor by the congregation with proper documentation.

## **D. Professional Expenses**

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Reimbursements for professional expenses are separate from expenditures for salary, housing, health and retirement. Please refer to *Appendix A, Minister's Accountable or Non-Accountable Reimbursement*.

### **1. Automobile Expenses**

Mileage shall be reimbursed at the current IRS rate. In lieu of such reimbursement, the congregation may lease or purchase a vehicle for the pastor's use. In this instance, the congregation shall seek that advice of a tax professional to determine how to account for the vehicle's use.

### **2. Professional Expenses**

Professional expenses such as books, robes, periodicals, professional dues, entertaining and hospitality costs incurred in the performance of the duties of the pastoral office shall be shared by the congregation. A minimum of \$300 should be provided annually. Attendance at the Synod Assembly and Synod Theological Retreats is required of all rostered leaders. All costs for these events are to be paid by the congregation and are not considered continuing education.

### **3. Continuing Education**

Continuing education allows pastors to intentionally update and acquire new skills for ministry. These opportunities are essential for effective, ongoing ministry in the congregation. The ELCA expects a minimum of 50 contact hours of continuing education each year. A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. Therefore, it is

recommended that each year a minimum of two weeks including two Sundays and \$800 be made available to a pastor for continuing education, cumulative up to six weeks and \$2400 over a three year period. There should be no reduction of time or funds for pastors serving less than full time. For first call pastors, please refer to *Appendix B, First Call Theological Education*.

#### **4. Sabbatical**

After every five years of service in a current call, this synod recommends that a pastor be given a sabbatical of six weeks to three months with full pay, in lieu of two weeks continuing education time. The pastor is expected to return to the present call for at least one year following the sabbatical. It is recommended that the pastor and congregation begin planning the sabbatical at least one year in advance.. Please refer to *Appendix C, Sabbatical Recommendations*.

#### **5. Moving Expenses**

A moving allowance shall be provided by the calling congregation to assist the pastor with his/her move.

### **E. Sabbath and Time Off**

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Adequate time off for pastors is essential. Five days shall be the normal maximum work week for clergy. The regular discipline of appropriate time off in a week is important to the ongoing energy and wellness of the pastor for ministry. “Sabbath” rather than “day off” is recommended terminology.

#### **1. Annual Vacation Time**

The minimum vacation schedule for pastors during the first four years of service should be four work weeks, including four Sundays, per year. Beginning with the fifth year, and thereafter, it is recommended that five workweeks, including five Sundays, be given each year. Additional weeks of vacation may be given upon additional years of service. Years of service means total years in pastoral service or parish ministry not just the years served in this parish. Legal holidays are not considered vacation days.

Annual vacation time may be taken periodically during the year, at the mutual convenience of the pastor and the congregation, including during the pastor’s initial year of ministry to the congregation. Vacation time should not be carried over from one year to another year.

#### **2. Holidays**

Holidays should be granted off in addition to vacation days. When the services of a pastor are required on recognized holidays, time off with pay should be granted at another time with minimal disruption to the congregation. The following days are traditionally considered holidays: New Year’s Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

#### **3. Personal Days**

Two personal days may be taken annually at the discretion of the pastor, in consultation with the congregation council president or executive committee.

#### **4. Sick Leave**

Sick leave shall accrue at two days per month. These days may be used at the discretion of the pastor in consultation with the congregation council president or executive committee. These sick days may also be used for the care of immediate family members who are ill.

#### **5. Disability**

In the event of a pastor's disability due to accident, illness, surgery, etc., it is expected that the congregation will continue to pay the full salary, housing (or housing allowance), pension and benefit contributions for the first 60 days of disability. After 60 days, disability benefits will be assumed by Portico Benefit Services.

#### **6. Parental Leave**

Six weeks of parental leave with full salary, housing, and benefits is appropriate when a child is born or adopted.

#### **7. Bereavement Leave**

One week including one Sunday shall be made available for pastors following the death of a member of their immediate family, including the loss of a pregnancy. Additional paid leave should be considered following the death of a child or spouse.

#### **8. Military Leave**

By law, a congregation whose pastor serves simultaneously in a military unit must grant leave time for the leader to fulfill his/her military obligations. Such leave is to be granted exclusive of vacation and continuing education time. It is recommended that congregations develop explicit written policies relating to compensation issues for pastors while on military leave. Policy guidelines are available from the ELCA Federal Chaplaincy website ([www.elca.org/federalchaplains/involuntarycallupguidelines.html](http://www.elca.org/federalchaplains/involuntarycallupguidelines.html))

#### **9. Leave without Pay**

Leave without pay may be requested for up to six months upon written application. This is to be received at least three months in advance of the time the leave is to begin. Exceptions may be considered by the congregational council.

#### **10. Transition Time**

A pastor moving from one call to another may be permitted a transition period of one week (including a Sunday) of paid leave time, paid by the calling congregation, during which no official duties would be expected by the calling congregation, local conditions permitting.

#### **11. Wellness Dollars**

A "Wellness Reimbursement Fund" of \$300 may be established to assist the pastor in continuing healthy activities.

## **Appendix A**

### **MINISTER'S REIMBURSEMENT - ACCOUNTABLE OR NON-ACCOUNTABLE**

#### **“Unaccountable” Plan**

If a minister is paid a set amount each month towards the professional allowance or the car allowance, this amount also is taxed and must appear on Box 1 of the W-2. The Minister can only take a deduction for these expenses as a miscellaneous itemized deduction on the tax return, limited to the amount above 2% of adjusted gross income.

#### **“Accountable” Plan**

The Minister is considered an employee. The congregation is responsible for the minister's expenses, such as professional allowance and mileage. Therefore, all Ordained Rostered Leaders shall use an “accountable plan” for expenses. Reimbursed amounts are not considered taxable income. It is recommended that Congregations provide a line item in their annual budget for each item to be reimbursed. Each month the pastor submits verification of expenses in the form of receipts and log of mileage. It is strongly recommended that reimbursements are paid with a separate check.

IRS guidelines for an “accountable plan”

1. The church is required to have a written reimbursement plan that must be recorded in the council minutes. (See below.)
2. The church is required to identify reimbursements either by making separate payment or by specifying the amount of both wages and reimbursement if they are combined in a single payment.
3. The minister must adequately account to the church for the expenses he/she wishes to have reimbursed.
4. The minister needs to keep a daily expense book, receipts, canceled checks, and credit card slips as well as an auto mileage log.
5. If a minister receives an advance of expenses, (e.g. if a pastor is going to a conference or continuing education event) the pastor must save receipts and return any excess reimbursement over the expenses for which he/she did not adequately account.
6. A church representative (It is recommended that this person not be the treasurer but perhaps someone from the executive board or management committee) needs to examine the substantiating records, which should be kept at least four years by the church.

A written accountable professional expense reimbursement plan might read as follows:

This parish recognizes the minister will incur expenses for which the congregation is responsible. We name, \_\_\_\_\_, who will substantiate the records professional expenses include, but are not limited to the following:

1. Purchases of books, magazines and tapes up to a designated amount.
2. Entertainment of visiting church leaders.
3. Hosting and entertaining local church members and groups.
4. Dues to clergy associations and other professional organizations.
5. Professional clothing (robes, stoles, collars, etc.), including dry cleaning.
6. Office supplies, postage.
7. Auto<sup>1</sup>

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<sup>1</sup> If a pastor and congregation wishes, the auto and professional reimbursement can be combined under one line item which includes mileage reimbursement at IRS recommended rate and professional reimbursement as listed in 1-6 above.

## **Appendix B**

### **FIRST CALL THEOLOGICAL EDUCATION**

All new Rostered Leaders will participate in structured programs of theological education during their first three years of service under call. The purpose of First Call Theological Education is to enhance the transition from seminary to parish. The desired outcome is that during their first three years under call, pastors and Rostered lay leaders of the ELCA will have made the initial transition into their respective leadership roles and will have grown in knowledge of God's Word and the Lutheran confessional witness, in love for Jesus Christ and his Church, and in commitment to its mission.

In order to address this common purpose, ELCA programs of First Call Theological Education will give special attention to:

1. Personal development of leadership style and collegiality, spiritual discipline, and ministerial identity appropriate to the respective rosters;
2. Competence in and overall integration of various aspects of the practice of ministry;
3. Discernment of the local and regional context of ministry.

Congregations are asked to covenant with the Rostered Leader to support their participation in the First Call program. This program means 50 hours of continuing education during each of the first 3 years of service.

Key components are:

1. A 3-day core event held annually in several locations in the region, which constitutes 25 contact hours.
2. 25 contact hours of elective experiences and events: seminars, workshops, synodical or churchwide events, etc.
3. Participation in regular meetings with colleagues or a mentor.
4. Structured reading designed to support and extend the other education components in fulfilling the goals of the program.

First-Call resources, including a 24-minute video "First Call Theological Education" and printed materials explaining the program, are available from the synod office.

## **Appendix C**

### **SABBATICAL RECOMMENDATIONS**

A Rostered Leader is eligible for a sabbatical after five full years of service in the same congregation. The concept of sabbatical is grounded on the biblical idea of Sabbath rest. The example of Jesus, who frequently sought out a quiet place where he could meditate and pray, away from the constant demands of the crowds, is a strong model for a sabbatical. Unlike a vacation, a sabbatical is intended for purposeful reflection and restoration. A sabbatical also provides the opportunity for the congregation to experience the freshness of a break in the rhythm of parish life and leadership. Conversation about a sabbatical could begin with the Mutual Ministry Committee, executive/personnel committee, church council or a task force formed for this particular assignment. The following guidelines give some helpful information.

1. A sabbatical provides the professional leader a measured time to step aside from congregational responsibilities in order to pursue opportunities for a renewal of vision and perspective. It creates space for creativity, rest and renewal, and may include continuing education, travel, a concentrated time to study or read, reconnection with immediate or extended family, and time away for spiritual renewal. Rested and energized pastors are likely to have longer and healthier calls in a congregation. Sabbaticals give congregations the opportunity to provide and experience new leadership opportunities. A sabbatical is a way for a congregation to express how much it values the rostered leader.
2. A sabbatical may be taken after five full years of service in a particular parish. Years of service can accumulate between calls but should be agreed upon at the time of the new call. A sabbatical will normally be for 12 weeks and should not be less than 6 weeks. The full 12 week sabbatical may include up to two weeks of vacation, a 10 week sabbatical may include up to one week of vacation, and a 6 week sabbatical would normally not include vacation time. Regardless of the length, the sabbatical needs to be consecutive weeks of time away. Clergy are expected to continue ministry in that congregation for at least one year after the sabbatical.
3. The congregation will continue to pay full salary and benefits for the rostered leader who is on sabbatical. The congregation will recruit a temporary minister and provide a salary in the rostered leader's absence.
4. The congregation is not under obligation to fund the cost of the sabbatical itself. Continuing education dollars, which can be accrued up to three years, can be used for the educational costs of the sabbatical. Planning for the sabbatical should begin the calendar year before the sabbatical is planned.

Here are some resources that congregations and Rostered leaders may find helpful:

1. "Creating a Sabbatical Plan", a Lutheran Partners article by Pastor John R. Gugel, at [www.elca.org/lutheranpartners/archives/sabplan.html](http://www.elca.org/lutheranpartners/archives/sabplan.html) .
2. "Sabbaticals are a win-win", an article in the July 2007 issue of The Lutheran, [www.thelutheran.org](http://www.thelutheran.org) .
3. "Changing the Rhythm of Parish Ministry: Sabbatical Policy Insights," a 13 minute video that looks at sabbaticals through the experiences of three pastors and one congregational member. It comes with an 11-page study guide and is available at the Lutheran Resource Center at [www.lutheranresourcecenter.org](http://www.lutheranresourcecenter.org) .
4. "Clergy Renewal: The Alban Guide to Sabbatical Planning" by A. Richard Bullock and Richard J. Bruesehoff.
5. "Why Should You Give Your Pastor a Sabbatical?" a video featuring Roy Oswald that is available from the Alban Institute.
6. Wheat Ridge Ministries ([www.wheatridge.org](http://www.wheatridge.org) ) and the Lilly Endowment (<http://www.lillyendowment.org/religion.html> ) both offer sabbatical grant opportunities to pastors and congregations.
7. For additional resources go to [www.elca.org/health/resources.html](http://www.elca.org/health/resources.html) .

## **Appendix D**

### **SOUTH DAKOTA SYNOD MOVING POLICY**

Good beginnings are important. It is advantageous that the mutual ministry between pastor and congregation “get off on the right foot.” It is urged that both congregation and pastor give thoughtful consideration to the needs of the other when undertaking a move. Because moving can be an exciting and very stressful event in a person’s life, it is important that the congregation and pastor reach a mutually satisfactory agreement before the move actually takes place. The following guidelines are to help pastor and congregation in their moving and transportation negotiations.

The congregation shall be responsible for moving all household, professional and personal goods of the pastor and his/her family. It is recommended that professional movers be utilized. If their services are not used, the means of transporting pastor’s goods must be mutually agreed upon ahead of time. When the services of professional movers are not used, it is strongly recommended that a separate insurance policy that will cover the transported goods be purchased by the congregation. These policies are available from most insurance agencies.

The congregation is not necessarily responsible for, but may choose to assume, the expenses of moving certain items. Items such as livestock as well as certain collections and hobbies, which would incur excessive expense, should be noted by the pastor before moving. The congregation can then decide if they would or would not incur the added expense. A mutually satisfactory moving policy that is agreed to ahead of time can help insure that the ministry of congregation and pastor will have a good beginning.

## **Appendix E**

### **Temporary and Supply Ministries**

#### **1. Worship Supply**

Supply pastors conducting worship services (including weddings and funerals) in substitution of a regularly called pastor should receive \$175 for one service and \$75 for each additional service (if conducted in the same parish and not requiring a new preparation). Mileage should be compensated at the current IRS rate and housing provided if necessary. Teaching of confirmation classes should be reimbursed by \$75 per preparation plus travel expenses. The rate of \$20 per hour should be provided for visitations during the pastor's absence if requested by the congregation.

#### **2. Interim Ministries**

Interim clergy and lay ministers serving a congregation between permanent pastorates should be compensated as agreed upon by the individual and all church councils involved, taking into account the following:

1. The parish activities to be assumed during the interim.
2. The time needed to give leadership, including time of preparation.
3. The remuneration given the past pastor and promised the future pastor.
4. Mileage traveled to serve the parish.
5. The benefits to be included in compensation, such as parsonage and pension.



## **Compensation Worksheet for Rostered Leaders Receiving a Housing Allowance**

*This worksheet is designed to help congregations build a compensation package for Ordained Leaders using the synod's guidelines. Each item below is described within this document. Use only items which apply.*

|   | <i>This Year</i> | <i>Guidelines</i> | <i>Proposed</i> |
|---|------------------|-------------------|-----------------|
| <b>I. Compensation</b>                              |                  |                   |                 |
| A. Cash Salary                                      | \$_____          | \$_____           | \$_____         |
| B. Housing Allowance<br>(50% of A)                  | \$_____          | \$_____           | \$_____         |
| C. Additional Considerations                        | \$_____          | \$_____           | \$_____         |
| D. Social Security Reimbursement<br>(A+B+C x 7.65%) | \$_____          | \$_____           | \$_____         |
| E. Defined Compensation<br>(Total of A+B+C+D)       | \$_____          | \$_____           | \$_____         |

### **III. Additional Compensation**

|                                  |         |         |         |
|----------------------------------|---------|---------|---------|
| A. Annuities, Additional Pension | \$_____ | \$_____ | \$_____ |
| B. Other Compensation            | \$_____ | \$_____ | \$_____ |

### **IV. ELCA Pension and Other Benefits<sup>1</sup>**

|               |         |         |         |
|---------------|---------|---------|---------|
| A. Pension    | \$_____ | \$_____ | \$_____ |
| B. Medical    | \$_____ | \$_____ | \$_____ |
| C. Disability | \$_____ | \$_____ | \$_____ |

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<sup>1</sup> Contact Portico Benefit Services at 1-800-352-2876 (Monday-Friday, 7:30 am-5:00 PM CST) or visit their website for compensation calculators at <https://porticobenefits.org>.

## V. Reimbursements

|                          |          |          |          |
|--------------------------|----------|----------|----------|
| A. Automobile            | \$ _____ | \$ _____ | \$ _____ |
| B. Business/Professional | \$ _____ | \$ _____ | \$ _____ |
| C. Continuing Education  | \$ _____ | \$ _____ | \$ _____ |
| D. Books/Subscriptions   | \$ _____ | \$ _____ | \$ _____ |
| E. Other _____           | \$ _____ | \$ _____ | \$ _____ |

|                                    |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|
| <b>Total Value of Compensation</b> | <b>\$ _____</b> | <b>\$ _____</b> | <b>\$ _____</b> |
|------------------------------------|-----------------|-----------------|-----------------|

## V. Agreements

- A. Vacation time of \_\_\_\_\_ weeks and \_\_\_\_\_ Sundays.
- B. Continuing education time of 2 weeks including Sundays.
- C. Two sick days per month accumulating up to 60 days.
- D. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits Program in a 12-month period in the event that the pastor is physically or mentally disabled.
- E. New Parent leave up to six weeks with full salary, housing, and benefits.
- F. Other \_\_\_\_\_  
\_\_\_\_\_



# **South Dakota Synod**

## **Evangelical Lutheran Church in America**

God's work. Our hands.

**Compensation and Guidelines for Rostered Lay Leaders**

**2014**

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## **Compensation and Guidelines for Rostered Lay Leaders Recommendations for Conversation**

### **Mutual Ministry—More than a Once-A-Year Conversation**

The South Dakota Synod encourages congregations to form a Mutual Ministry Committee for each member of its Rostered leadership. The function of the Mutual Ministry Committee is to provide a space for conversation between pastoral and congregational leaders in order to grow together in ministry.

The functions of a Mutual Ministry Committee fall into four areas:

1. Identifying professional leadership needs for the congregation, preparing job descriptions, serving as the call or interview committee at the time when a congregation seeks to call a pastor, or as the exit interview group when a pastor leaves. Serving as the personnel committee, dealing with other staff, such as the secretary, organist, choir director, or custodian.
2. Identifying continuing education possibilities with the pastor in light of his/her and the congregation's needs, encourage developing a Continuing Education Covenant between rostered lay professional, church council, and the synod. Enabling the rostered lay professional to participate in such opportunities.
3. Providing on-going reflection on the needs and expectations of both rostered lay professional and congregation, guided by the mission statement of the congregation, and periodically reviewing the call/contract/appointment extended to the pastor, as provided for in the Letter of Call.
4. Serving as the personal and confidential support group to the rostered lay professional, and spouse, providing opportunities for open communication between congregation and rostered lay professional, initiating possibilities for reconciliation in times of conflict.
5. The synod office suggests a Mutual Ministry resource, "Pastor and People, Making Mutual Ministry Work," which can be ordered at [www.augsburgfortress.org](http://www.augsburgfortress.org).

A Mutual Ministry Committee may be composed of six members, three to be appointed each year for a term of two years. This committee shall be appointed jointly by the council president and rostered lay professional (or senior pastor). Committee members will hold no other office in the congregation during their term.

### **The Compensation Review Task Force**

A. Such a task force might be made up of two council members, chair of the Mutual Ministry Committee, and one member at large from the congregation. These should be persons who are representative of all segments of the congregation and they should take into account the following factors when specific dollar figures are recommended:

1. Rostered Lay People are professionals by training, qualification and function. Just compensation for the rostered lay professional will be parallel to persons who hold similar positions of responsibility in the community (superintendent of schools, principal, hospital administrator, etc.). An appropriate compensation package should be large enough so that the Rostered Lay Professional does not have to rely on sporadic honorariums. (Honorariums are expressions of gratitude, not payment for services.)

2. An underpaid Rostered Lay Professional will be undervalued. A well paid Rostered Lay Professional has added incentive!
3. The salary scale provided in this document represents the minimum compensation for full time leadership. They are a starting point for salary discussions.
4. Other factors which need to be kept in mind are the economics of the parish, the degree of administrative responsibility, geographic location of the parish, non- parish experience of the Rostered Lay Professional , the additional education of the Rostered Lay Professional , and the effectiveness of the Rostered Lay Professional .

B. At the first meeting, the task force meets with the Rostered Lay Professional or other staff member in a review of responsibilities, goals attempted, and objectives achieved, inviting the rostered lay professional 's input into the discussion using the following questions:

1. Briefly review your education and your experience in church work.
2. What has the congregation needed most from you this past year?
3. What was accomplished in the past year? What specific goals did you meet?
4. What are your goals and objectives for the coming year? (Rostered lay professional s: write out the "specific responsibilities or emphasis" which you think the congregation need from you in the coming year, updating that part of your Letter of Call.)
5. What could the members of the congregation do to make your work more pleasant and effective? What are your family needs?
6. List your community and church activities outside the parish.
7. What do you consider fair compensation and benefits for the coming year? Why?

C. At the second meeting, the task force meets without the rostered lay professional /or staff member. Each member of the task force present prepares in written form a response to the following questions:

1. Based on last year's statement of expectations (Letter of Call), how would you evaluate your rostered lay professional 's work during the past year?
2. What do you see as the special skills or strengths of your rostered lay professional (or staff member)?
3. What do you see as especially needed from this rostered lay professional (or staff member) in the coming year?
4. Identify your rostered lay professional /staff member's community and church-related activities outside the congregation and consider how those relate to the mission of your congregation.
5. How can the congregation or its leaders make your rostered lay professional /staff member's work more pleasant and effective.
6. Taking into account the factors listed above, what would you consider fair compensation and fringe benefits for your rostered lay professional (or staff member) for the coming year? Why?

D. At a third meeting, the rostered lay professional (or staff member) meets again with the committee and the following items are reviewed and discussed together:

1. The education, experience and special abilities of this rostered lay professional /staff member.
2. The specific ways this rostered lay professional /staff member's gifts and abilities are needed and used in the congregation.

3. What specific goals and objectives do you have for the congregation for the coming year stated in writing and what is needed from the rostered lay professional /staff member to meet those objectives?
4. What can the congregation or its leadership do to make the work of our leaders more pleasant and effective?
5. The activities of your rostered lay professional /staff member in your community and beyond it.
6. The task force's recommendations for salary and fringe benefits for the coming year and the rationale behind these recommendations.

## **SD Synod Compensation and Benefit Guidelines Relative to Health Care Reform in 2014**

A. Beginning January 1, 2014, the most significant changes brought about by the Affordable Care Act (ACA), also known as health care reform, will take effect. This will have implications for many employers, including congregations. It is difficult to predict the full implications of the ACA; however, we want to be aware and well-prepared. Our ministry partners at Portico Benefit Services will help us through this change. This document will help you understand what health care reform means for you. You can also continue to check the Portico website (*PorticoBenefits.org*) for updates. A representative from Portico will be present at our synod assembly. Please feel free to ask all your questions related to health care reform, either directly or at the break-out session.

1. Each state will have a health insurance exchange, also called a marketplace, where individuals can buy health insurance. In states that choose not to provide an exchange, the federal government will manage one on the state's behalf, or the exchange may be operated by the state and federal government jointly. The plans offered in the exchanges will be in four categories, and Portico intends to offer four plan options that correspond to these categories:
  - Bronze
  - Silver
  - Gold (closest to current ELCA-Primary health coverage)
  - Platinum
2. Currently, ELCA-Primary health contribution rates are based on geographic region and salary. To offer competitive pricing relative to the exchanges, Portico intends 2014 ELCA-Primary health contribution rates to also reflect plan member age.
3. For 2014, each ELCA employer will need to select one ELCA health plan option for all employees (rostered leaders and lay churchworkers) that they will pay for.
4. Once the employer makes a selection, the employee will confirm that choice or choose to buy up to another plan option, and will be responsible for the cost difference. For example, if the employer selects the option similar to the gold plan and the employee opts to buy up to the option similar to the platinum plan, the employee would pay the difference in cost.

B. Some generalities about the health insurance exchanges:

1. Younger employees, generally speaking, will be less expensive to insure than older employees on the exchanges.

2. Individuals may be eligible for federal subsidies that will help pay for health insurance purchased on an exchange if his or her employer doesn't offer a minimum value, affordable plan. Affordable means that an individual spends less than 9.5% of his or her income on premiums for single coverage.
3. Depending on family income, employees who do not qualify for federal subsidies may pay higher premiums for plans purchased on an exchange.

C. Other considerations:

1. It may be tempting to offer the least expensive health plan option. Collectively over the years, this church has sought to provide benefits that support our shared ministry and overall well-being to all rostered leaders and lay churchworkers. The ELCA Church Council at its April 6, 2013 meeting acted to endorse as a benchmark the proposed plan option that approximates the current level of benefits provided by ELCA-Primary health coverage, and to encourage congregations, synods, the churchwide organization, other ELCA-related organizations, and other interested persons to advocate for selection of this plan option.
2. Relative to the ELCA health plan, Portico is planning to have a final proposal and recommendations on health care plan options and pricing considered by the Conference of Bishops and acted upon by the ELCA Church Council at their respective August meetings.
3. Given these changes, it may be tempting to come to call or employment decisions based upon youth or marital status, and to avoid older, more experienced persons with families. However, this church has always valued calling a rostered person and hiring a lay churchworker based upon his or her gifts for ministry and the needs of the congregation, and we believe this practice should continue.
4. Rostered leaders or lay churchworkers may have occasion to make a decision between two calls or opportunities for employment based upon the plan options that are being offered, which has never been a factor before.

**Recommendation:** To maintain the current level of health benefits for our rostered leaders and lay churchworkers, we recommend that all of the congregations and parishes of the South Dakota Synod offer to pay for the new ELCA health plan option that most closely resembles current ELCA-Primary health coverage for their rostered leaders and lay churchworkers. This is the plan option that will be comparable to gold plans offered on the exchanges. This will both continue to care for the health of all who serve under call or terms of employment and eliminate many of the variables facing congregations and paid servants in the midst of change. This recommendation was unanimously approved by the Support to Ministries committee at its April 4, 2013 meeting.



## Compensation for Rostered Lay Leaders

Associates in Ministry, Deaconesses and Diaconal Ministers are in the roster of the ELCA. In matters of compensations and benefits, these lay leaders are similar in many respects to pastors. Major differences arise from the unique federal tax treatment given to pastors.

### A. Minimum Base Salary Guideline

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This chart represents the minimum guidelines recommended for single point congregations. These figures represent base salary only and do not include housing and utilities, social security, pension, medical insurance, or any other benefits.

| Experience | Year of Graduation | Low    | High   | Additional Considerations |
|------------|--------------------|--------|--------|---------------------------|
| Graduate   | 2014               | 29,361 | 30,361 |                           |
| 1          | 2013               | 30,061 | 31,061 |                           |
| 2          | 2012               | 30,761 | 31,761 |                           |
| 3          | 2011               | 31,461 | 32,761 |                           |
| 4          | 2010               | 32,161 | 33,161 |                           |
| 5          | 2009               | 32,861 | 33,861 |                           |
| 6          | 2008               | 33,411 | 34,511 |                           |
| 7          | 2007               | 33,961 | 35,061 |                           |
| 8          | 2006               | 34,511 | 35,611 |                           |
| 9          | 2005               | 35,061 | 36,161 |                           |
| 10         | 2004               | 35,611 | 36,711 |                           |
| 11         | 2003               | 36,161 | 37,261 |                           |
| 12         | 2002               | 36,711 | 37,811 |                           |
| 13         | 2001               | 37,261 | 38,361 |                           |
| 14         | 2000               | 37,811 | 38,911 |                           |
| 15         | 1999               | 38,361 | 39,461 |                           |
| 16         | 1998               | 38,761 | 39,961 |                           |
| 17         | 1997               | 39,161 | 40,361 |                           |
| 18         | 1996               | 39,561 | 40,761 |                           |
| 19         | 1995               | 39,961 | 41,161 |                           |
| 20         | 1994               | 40,361 | 41,561 |                           |

\*After 20 years of service, add \$500 per step.

#### Additional Considerations:

1. Add \$1,500 Rostered Lay Professional with a master's degree and an additional \$1,500 for each year of supervised internship and/or graduate work
2. Multi-point Parishes: If a Rostered lay professional serves two congregations, add \$2000; if three, add \$3000; etc.
3. Part-time Rostered Lay Professional will have consideration for salary and benefits corresponding to the duties, amount, and length of time of service.
4. A housing allowance or parsonage may also be provided. Please refer to respective guidelines for ordained rostered leaders.

## **B. Social Security**

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The congregation is responsible for the employer share of the Social Security Tax. The employee share and applicable taxes shall be withheld from the rostered leader's salary including housing if provided.

## **C. ELCA Pension and Other Benefits Plan**

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Rostered lay leaders serving under call are eligible to enroll in the ELCA Pension and Other Benefits plan provided they are employed by an eligible employer and are scheduled to work at least 15 hours per week for six or more months per year.

## **D. Professional Expenses**

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Reimbursements for professional expenses are separate from expenditures for salary, housing, health and retirement. Please refer to *Appendix B, Minister's Accountable or Non-Accountable Reimbursement*".

### **1. Automobile Expenses**

Mileage shall be reimbursed at the current IRS rate. In lieu of such reimbursement, the congregation may lease or purchase a vehicle for the pastor's use. In this instance, the congregation shall seek that advice of a tax professional to determine how to account for the vehicle's use.

### **2. Professional Expenses**

Professional expenses such as books, robes, periodicals, professional dues, entertaining and hospitality costs incurred in the performance of the duties of the pastoral office shall be shared by the congregation. A minimum of \$300 should be provided annually. Attendance at the Synod Assembly and Synod Theological Retreats is required of all Rostered leaders, and all costs for these events are to be paid by the congregation and are not considered continuing education.

### **3. Continuing Education**

Continuing education allows rostered lay professional s to intentionally update and acquire new skills for ministry. This is essential for effective, ongoing ministry in the congregation. The ELCA expects a minimum of 50 contact hours annually in continuing education. A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. Therefore, it is recommended that each year a minimum of two weeks including two Sundays and \$800 be made available to a rostered lay professional for continuing education, cumulative up to six weeks and \$2400 over a three year period. There should be no reduction of time or funds for rostered lay professional s serving less than full time. For first call rostered lay professional s, please refer to *Appendix C, First Call Theological Education*.

### **4. Sabbatical**

After every five years of service in a current call, this synod recommends that a rostered lay professional be given a sabbatical from six weeks to three months with full pay, in lieu of two

weeks continuing education time. The rostered lay professional is expected to return to the present call for at least one year following the sabbatical. It is recommended that the rostered lay professional and congregation begin planning at least one year prior to the sabbatical. Please refer to *Appendix D, South Dakota Synod Policy on Sabbaticals*.

## **5. Moving Expenses**

A moving allowance shall be provided by the calling congregation to assist the rostered lay professional with his/her move.

## **E. Sabbath and Time Off**

Adequate time off for rostered lay professionals is essential. Five days shall be the normal maximum workweek for clergy. The regular discipline of appropriate time off in a week is important to the ongoing energy and wellness of the rostered lay professional for ministry. “Sabbath” rather than “day off” is recommended terminology.

### **1. Annual Vacation Time**

The minimum vacation schedule for rostered lay professionals during the first four years of service should be three work weeks, including three Sundays, per year. Beginning with the fifth year, and thereafter, it is recommended that four workweeks, including four Sundays, be given each year. Additional weeks of vacation may be given upon additional years of service. Years of service means total years in rostered lay professional service or parish ministry not just the years served in this parish. Legal holidays are not considered vacation days.

Annual vacation time may be taken periodically during the year, at the mutual convenience of the rostered lay professional and the congregation, including during the rostered lay professional’s initial year of ministry to the congregation. Vacation time should not be carried over from one year to another year.

### **2. Holidays**

Holidays should be granted off in addition to vacation days. When the services of a rostered lay professional are required on recognized holidays, time off with pay should be granted at another time with minimal disruption to the congregation. The following days are traditionally considered holidays: New Year’s Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

### **3. Personal Days**

Two personal days may be taken annually at the discretion of the rostered lay professional, in consultation with the congregation council president or executive committee.

### **4. Sick Leave**

Sick leave can accrue at two days per month. These days may be used at the discretion of the rostered lay professional in consultation with the congregation council president or executive committee. These sick days may also be used for the care of immediate family members who are ill.

### **5. Disability**

Rostered Lay Leaders receiving benefits from Portico Benefit Services are eligible for disability benefits if they become disabled.

## **6. Parental Leave**

Six weeks of parental leave with full salary, housing, and benefits is appropriate when a child is born or adopted.

## **7. Bereavement Leave**

One week including one Sunday is to be made available for rostered lay professional s following the death of a member of their immediate family, including the loss of a pregnancy. Additional paid leave should be considered following the death of a child or spouse.

## **8. Military Leave**

By law, a congregation whose rostered lay professional serves simultaneously in a military unit must grant leave time for the leader to fulfill his/her military obligations. Such leave is to be granted exclusive of vacation and continuing education time. It is recommended that congregations develop explicit written policies relating to compensation issues for rostered lay professional s while on military leave. Policy guidelines are available from the ELCA Federal Chaplaincy website ([www.elca.org/federalchaplains/involuntarycallupguidelines.html](http://www.elca.org/federalchaplains/involuntarycallupguidelines.html))

## **9. Transition Time**

A rostered lay professional moving from one call to another may be permitted a transition period of one week (including a Sunday) of paid leave time, paid by the calling congregation, during which no official duties would be expected by the calling congregation, local conditions permitting.

## **10. Wellness Dollars**

A “Wellness Reimbursement Fund” of \$300 may be established to assist the rostered lay professional in continuing healthy activities.

## **Appendix A**

### **ROSTERED LEADER'S REIMBURSEMENT**

#### **“Accountable” Plan**

The rostered lay leader is considered an employee. The congregation is responsible for their expenses, such as professional allowance and mileage. Therefore, all rostered leaders shall use an “accountable plan” for expenses. Reimbursed amounts are not considered taxable income. It is recommended that Congregations provide a line item in their annual budget for each item to be reimbursed. Each month the leader submits verification of expenses in the form of receipts and log of mileage. It is strongly recommended that reimbursements are paid with a separate check.

IRS guidelines for an “accountable plan”

1. The church is required to have a written reimbursement plan that must be recorded in the council minutes. (See below.)
2. The church is required to identify reimbursements either by making separate payment or by specifying the amount of both wages and reimbursement if they are combined in a single payment.
3. The rostered leader must adequately account to the church for the expenses he/she wishes to have reimbursed.
4. The rostered needs to keep a daily expense book, receipts, canceled checks, and credit card slips as well as an auto mileage log.
5. If a rostered leader receives an advance of expenses, (e.g. if a leader is going to a conference or continuing education event) the pastor must save receipts and return any excess reimbursement over the expenses for which he/she did not adequately account.
6. A church representative (It is recommended that this person not be the treasurer but perhaps someone from the executive board or management committee) needs to examine the substantiating records, which should be kept at least four years by the church.

A written accountable professional expense reimbursement plan might read as follows:

This parish recognizes the minister will incur expenses for which the congregation is responsible. We name, \_\_\_\_\_, who will substantiate the records professional expenses include, but are not limited to the following:

1. Purchases of books, magazines and tapes up to a designated amount.
2. Entertainment of visiting church leaders.
3. Hosting and entertaining local church members and groups.
4. Dues to clergy associations and other professional organizations.
5. Professional clothing (robes, stoles, collars, etc.), including dry cleaning.
6. Office supplies, postage.
7. Auto<sup>1</sup>

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<sup>1</sup> If the congregation wishes, the auto and professional reimbursement can be combined under one line item which includes mileage reimbursement at IRS recommended rate and professional reimbursement as listed in 1-6 above.

## **Appendix B**

### **FIRST CALL THEOLOGICAL EDUCATION**

All new Rostered Leaders will participate in structured programs of theological education during their first three years of service under call. The purpose of First Call Theological Education is to enhance the transition from seminary to parish. The desired outcome is that during their first three years under call, pastors and Rostered lay leaders of the ELCA will have made the initial transition into their respective leadership roles and will have grown in knowledge of God's Word and the Lutheran confessional witness, in love for Jesus Christ and his Church, and in commitment to its mission.

In order to address this common purpose, ELCA programs of First Call Theological Education will give special attention to:

1. Personal development of leadership style and collegiality, spiritual discipline, and ministerial identity appropriate to the respective rosters;
2. Competence in and overall integration of various aspects of the practice of ministry;
3. Discernment of the local and regional context of ministry.

Congregations are asked to covenant with the Rostered Leader to support their participation in the First Call program. This program means 50 hours of continuing education during each of the first 3 years of service.

Key components are:

1. A 3-day core event held annually in several locations in the region, which constitutes 25 contact hours.
2. 25 contact hours of elective experiences and events: seminars, workshops, synodical or churchwide events, etc.
3. Participation in regular meetings with colleagues or a mentor.
4. Structured reading designed to support and extend the other education components in fulfilling the goals of the program.

First-Call resources, including a 24-minute video "First Call Theological Education" and printed materials explaining the program, are available from the synod office.

## Appendix C

### SABBATICAL RECOMMENDATIONS

A Rostered Leader is eligible for a sabbatical after five full years of service in the same congregation. The concept of sabbatical is grounded on the biblical idea of Sabbath rest. The example of Jesus, who frequently sought out a quiet place where he could meditate and pray, away from the constant demands of the crowds, is a strong model for a sabbatical. Unlike a vacation, a sabbatical is intended for purposeful reflection and restoration. A sabbatical also provides the opportunity for the congregation to experience the freshness of a break in the rhythm of parish life and leadership. Conversation about a sabbatical could begin with the Mutual Ministry Committee, executive/personnel committee, church council or a task force formed for this particular assignment. The following guidelines give some helpful information.

1. A sabbatical provides the professional leader a measured time to step aside from congregational responsibilities in order to pursue opportunities for a renewal of vision and perspective. It creates space for creativity, rest and renewal, and may include continuing education, travel, a concentrated time to study or read, reconnection with immediate or extended family, and time away for spiritual renewal. Rested and energized pastors are likely to have longer and healthier calls in a congregation. Sabbaticals give congregations the opportunity to provide and experience new leadership opportunities. A sabbatical is a way for a congregation to express how much it values the rostered leader.
2. A sabbatical may be taken after five full years of service in a particular parish. Years of service can accumulate between calls but should be agreed upon at the time of the new call. A sabbatical will normally be for 12 weeks and should not be less than 6 weeks. The full 12 week sabbatical may include up to two weeks of vacation, a 10 week sabbatical may include up to one week of vacation, and a 6 week sabbatical would normally not include vacation time. Regardless of the length, the sabbatical needs to be consecutive weeks of time away. Clergy are expected to continue ministry in that congregation for at least one year after the sabbatical.
3. The congregation will continue to pay full salary and benefits for the rostered leader who is on sabbatical. The congregation will recruit a temporary minister and provide a salary in the rostered leader's absence.
4. The congregation is not under obligation to fund the cost of the sabbatical itself. Continuing education dollars, which can be accrued up to three years, can be used for the educational costs of the sabbatical. Planning for the sabbatical should begin the calendar year before the sabbatical is planned.

Here are some resources that congregations and Rostered leaders may find helpful:

1. "Creating a Sabbatical Plan", a Lutheran Partners article by Pastor John R. Gugel, at [www.elca.org/lutheranpartners/archives/sabplan.html](http://www.elca.org/lutheranpartners/archives/sabplan.html) .
2. "Sabbaticals are a win-win", an article in the July 2007 issue of The Lutheran, [www.thelutheran.org](http://www.thelutheran.org) .
3. "Changing the Rhythm of Parish Ministry: Sabbatical Policy Insights," a 13 minute video that looks at sabbaticals through the experiences of three pastors and one congregational member. It comes with an 11-page study guide and is available at the Lutheran Resource Center at [www.lutheranresourcecenter.org](http://www.lutheranresourcecenter.org) .

4. “Clergy Renewal: The Alban Guide to Sabbatical Planning” by A. Richard Bullock and Richard J. Bruesehoff.
5. “Why Should You Give Your Pastor a Sabbatical?” a video featuring Roy Oswald that is available from the Alban Institute.
6. Wheat Ridge Ministries ([www.wheatridge.org](http://www.wheatridge.org)) and the Lilly Endowment (<http://www.lillyendowment.org/religion.html>) both offer sabbatical grant opportunities to pastors and congregations.
7. For additional resources go to [www.elca.org/health/resources.html](http://www.elca.org/health/resources.html)

## **Appendix D**

### **SOUTH DAKOTA SYNOD MOVING POLICY**

Good beginnings are important. It is advantageous that the mutual ministry between pastor and congregation “get off on the right foot.” It is urged that both congregation and pastor give thoughtful consideration to the needs of the other when undertaking a move. Because moving can be an exciting and very stressful event in a person’s life, it is important that the congregation and pastor reach a mutually satisfactory agreement before the move actually takes place. The following guidelines are to help pastor and congregation in their moving and transportation negotiations.

The congregation shall be responsible for moving all household, professional and personal goods of the pastor and his/her family. It is recommended that professional movers be utilized. If their services are not used, the means of transporting pastor’s goods must be mutually agreed upon ahead of time. When the services of professional movers are not used, it is strongly recommended that a separate insurance policy that will cover the transported goods be purchased by the congregation. These policies are available from most insurance agencies.

The congregation is not necessarily responsible for, but may choose to assume, the expenses of moving certain items. Items such as livestock as well as certain collections and hobbies, which would incur excessive expense, should be noted by the pastor before moving. The congregation can then decide if they would or would not incur the added expense. A mutually satisfactory moving policy that is agreed to ahead of time can help insure that the ministry of congregation and pastor will have a good beginning.



## **Compensation Worksheet for Rostered Lay Professionals**

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*This worksheet is designed to help congregations build a compensation package for rostered lay professionals using the synod's guidelines. Each item below is described within this document. Use only items which apply.*

|  | <i>This Year</i> | <i>Guidelines</i> | <i>Proposed</i> |
|--|------------------|-------------------|-----------------|
| <b>I. Salary</b>                                       | \$ _____         | \$ _____          | \$ _____        |
| <b>II. Housing</b>                                     | \$ _____         | \$ _____          | \$ _____        |
| <b>III. Social Security</b>                            | \$ _____         | \$ _____          | \$ _____        |
| <b>IV. ELCA Pension and Other Benefits<sup>1</sup></b> |                  |                   |                 |
| A. Pension   | \$ _____         | \$ _____          | \$ _____        |
| B. Medical   | \$ _____         | \$ _____          | \$ _____        |
| C. Disability  | \$ _____         | \$ _____          | \$ _____        |
| <b>V. Other Benefits</b>                               |                  |                   |                 |
| A. Insurance   | \$ _____         | \$ _____          | \$ _____        |
| B. Pension   | \$ _____         | \$ _____          | \$ _____        |
| C. Other   | \$ _____         | \$ _____          | \$ _____        |

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<sup>1</sup> Contact Portico Benefit Services at 1-800-352-2876 (Monday-Friday, 7:30 am-5:00 PM CST) or visit their website for compensation calculators at [www.elcabop.org](http://www.elcabop.org).

## VI. Reimbursements

|                          |          |          |          |
|--------------------------|----------|----------|----------|
| A. Automobile            | \$ _____ | \$ _____ | \$ _____ |
| B. Business/Professional | \$ _____ | \$ _____ | \$ _____ |
| C. Continuing Education  | \$ _____ | \$ _____ | \$ _____ |
| E. Other _____           | \$ _____ | \$ _____ | \$ _____ |

|                                    |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|
| <b>Total Value of Compensation</b> | <b>\$ _____</b> | <b>\$ _____</b> | <b>\$ _____</b> |
|------------------------------------|-----------------|-----------------|-----------------|

## V. Agreements

A. Vacation time of \_\_\_\_\_ weeks and \_\_\_\_\_ Sundays.

B. Continuing education time of \_\_\_\_\_

C. Other \_\_\_\_\_

\_\_\_\_\_



# **South Dakota Synod**

## **Evangelical Lutheran Church in America**

God's work. Our hands.

**Compensation and Guidelines for Lay Leaders**

**2014**

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## **SD Synod Compensation and Benefit Guidelines Relative to Health Care Reform in 2014**

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**Recommendation:** To maintain the current level of health benefits for our rostered leaders and lay churchworkers, we recommend that all of the congregations and parishes of the South Dakota Synod offer to pay for the new ELCA health plan option that most closely resembles current ELCA-Primary health coverage for their rostered leaders and lay churchworkers. This is the plan option that will be comparable to gold plans offered on the exchanges. This will both continue to care for the health of all who serve under call or terms of employment and eliminate many of the variables facing congregations and paid servants in the midst of change. This recommendation was unanimously approved by the Support to Ministries committee at its April 4, 2013 meeting.

# Compensation and Guidelines for Lay Support Staff

Non-rostered church workers are professionals and should receive compensation similar to professionals in the community. Congregations must conform to all federal and state laws and provide for appropriate tax with-holding, payment of employer's share of FICA taxes, provision of workers' compensation insurance, adherence to applicable minimum wage laws and fair employment practices, etc.

## A. Minimum Base Salary

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In determining salary for lay staff, consider whether the staff person is in a support role or a program role. Examples of support staff include secretaries and bookkeepers. Program staff included music directors, youth and family ministers, and Christian education directors.

### 1. Lay Support Staff

| Years of Experience | Minimum Recommended Salary/hour | Minimum Recommended Salary/hour for Congregations of over 600 Baptized |
|---------------------|---------------------------------|--|
| 0                   | \$10.39                         | \$10.60  |
| 1                   | \$10.69                         | \$10.91  |
| 2                   | \$11.01                         | \$11.23  |
| 3                   | \$11.36                         | \$11.59  |
| 4                   | \$11.70                         | \$11.93  |
| 5                   | \$12.04                         | \$12.28  |
| 6+                  | Add 3% to each step             | Add 3% to each step  |

Add 3% to each step per year of experience beyond 4 years for congregations of less than 600 baptized members. For congregations of over 600 baptized members, add 5% to each step.

### 2. Lay Program Staff

| Years of Experience | Recommended Minimum Salary | Recommended Minimum Salary for Congregations over 600 Baptized Members |
|---------------------|----------------------------|--|
| 0                   | \$28,864                   | \$30,064   |
| 1                   | \$30,027                   | \$31,227   |
| 2                   | \$30,594                   | \$31,794   |
| 3                   | \$30,601                   | \$31,801   |
| 4                   | \$31,193                   | \$32,393   |
| 5                   | \$31,771                   | \$32,971   |
| 6+                  | Add 3% to each step        | Add \$1,200  |

Add 3% to each step per year of experience beyond 5 years for congregations less than 600 baptized members. For congregations of over 600 baptized members, add an additional 5% to each step.

## **B. Social Security**

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The congregation is responsible for the employer share of the Social Security Tax. The employee share and applicable taxes shall be withheld from the Rostered leader's salary including housing if provided.

## **C. ELCA Pension and Other Benefits Plan**

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Lay leaders who are employed more than 20 hours per week for at least six months per year are eligible to enroll in the ELCA Pension and Other Benefits plan. Some congregations prefer to provide other benefit options to non-Rostered lay staff. Such benefits should be described in the congregation's personnel policies and should be offered to all non-Rostered lay staff.

## **D. Continuing Education**

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Lay Leaders are encouraged to develop their knowledge, acquire new skills, and experience growth for more effective service. It is recommended that lay staff be eligible for up to 5 days of continuing education and \$450. Continuing Education plans shall be discussed with the lay leader's supervisor or congregational council.

## **E. Time Off**

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### **1. Vacation Days**

|           |  |
|-----------|--|
| Years 1-4 | 10 days or two proportional work weeks   |
| Years 5-9 | 15 days or three proportional work weeks |
| Years 10+ | 20 days or four proportional work weeks  |

Vacation days should not be carried over to the following year.

### **2. Sick Leave**

Two days per month. These may accumulate to a maximum of 60 days.

### **3. Holidays and Leave**

Holidays should be granted off in addition to vacation days. When the services of a rostered lay professional are required on recognized holidays, time off with pay should be granted at another time with minimal disruption to the congregation. The following days are traditionally considered holidays: New Year's Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

### **4. Other Benefits**

Congregations are encouraged to draft policies for Personal Days, Parental Leave, Bereavement Leave, and Military leave and include them in a personnel policy manual for staff.



## **Compensation Worksheet for Lay Staff**

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*This worksheet is designed to help congregations build a compensation package for lay staff using the synod's guidelines. Each item below is described within this document. Use only items which apply.*

|   | <i>This Year</i> | <i>Guidelines</i> | <i>Proposed</i> |
|---|------------------|-------------------|-----------------|
| <b>I. Salary</b>  | \$ _____         | \$ _____          | \$ _____        |
| <b>II. Social Security</b>                              | \$ _____         | \$ _____          | \$ _____        |
| <b>III. ELCA Pension and Other Benefits<sup>1</sup></b> |                  |                   |                 |
| A. Pension  | \$ _____         | \$ _____          | \$ _____        |
| B. Medical  | \$ _____         | \$ _____          | \$ _____        |
| C. Disability   | \$ _____         | \$ _____          | \$ _____        |
| <b>IV. Other Benefits</b>                               |                  |                   |                 |
| A. Insurance  | \$ _____         | \$ _____          | \$ _____        |
| B. Pension  | \$ _____         | \$ _____          | \$ _____        |
| C. Other  | \$ _____         | \$ _____          | \$ _____        |

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<sup>1</sup> Contact Portico Benefit Services at 1-800-352-2876 (Monday-Friday, 7:30 am-5:00 PM CST) or visit their website for compensation calculators at [www.elcabop.org](http://www.elcabop.org).

## **I. Reimbursements**

|                          |          |          |          |
|--------------------------|----------|----------|----------|
| A. Automobile            | \$ _____ | \$ _____ | \$ _____ |
| B. Business/Professional | \$ _____ | \$ _____ | \$ _____ |
| C. Continuing Education  | \$ _____ | \$ _____ | \$ _____ |
| E. Other _____           | \$ _____ | \$ _____ | \$ _____ |

|                                    |                 |                 |                 |
|------------------------------------|-----------------|-----------------|-----------------|
| <b>Total Value of Compensation</b> | <b>\$ _____</b> | <b>\$ _____</b> | <b>\$ _____</b> |
|------------------------------------|-----------------|-----------------|-----------------|

## **V. Agreements**

A. Vacation time of \_\_\_\_\_ weeks and \_\_\_\_\_ Sundays.

B. Continuing education time of \_\_\_\_\_

C. Other \_\_\_\_\_

\_\_\_\_\_