

Proposed for Adoption by the NT-NL Synod Assembly on April 25, 2020

CARE & COMPENSATION 2021

Mutual Ministry Issues for Rostered Leaders in 2021

Northern Texas – Northern Louisiana Synod

Evangelical Lutheran Church in America

THE GOAL: A Healthy Relationship Between Rostered Leader and People

- *Means that there is a mutually shared vision of the congregation in its mission,*
- *Means that there is mutual respect for the gifts and responsibilities that each has,*
- *Means that good communication and collaboration are pursued, especially through a Mutual Ministry Committee,*
- *Means that there is a clearly defined set of goals for the congregation and rostered leader that have the solid support of the whole congregation,*
- *Means that the rostered leaders are enabled and encouraged to keep their energy, dedication, creativity, and spiritual vitality strong, and*
- *Means that compensation is designed to be fair, to acknowledge effort and gifts, and to show appreciation and*

HOW TO ACHIEVE THE GOAL

Items for the Congregation to Consider

We assume too much, and we talk too little, about the essential issues that determine the health and vitality of both the congregation and the rostered leader. If committee meetings are only about taking care of tasks and council meetings are only about handling the business affairs of the congregation, when will rostered leader and people talk heart-to-heart about what they are thankful for in the other? When will they share what they need from the other? When will they develop a shared vision of what they hope to become in their life together as a community?

Caring for the rostered leaders of the congregation is about their compensation ... and much more. It is about mutual affirmation, goal setting, communication, responsibility and accountability. When done well, this sense of *mutual ministry* can make all the difference in staff morale, attitude, longevity, creativity, and productivity. Assume less; talk about it more!

PLANNING MINISTRY TOGETHER

The Work of a Mutual Ministry Committee

The work of the Mutual Ministry Committee includes developing a process by which goals are established by the rostered leader and congregation that are born in a spirit of earnest desire for faithfulness to “the great commission.” It is vitally important that goals emerge out of a sharing, caring, collaborative process. The persons responsible for achieving a goal have to participate in its development.

Considerations when setting goals include:

- Goals should reflect the deep intent of the congregation's Mission Statement.
- Goals should build on the rostered leader's and congregation's strengths *but* should challenge both to new levels of effectiveness, especially in areas of identified deficiency.
- Goals faithful to God's will and direction in mission should challenge the rostered leader and congregation to growth, effectiveness, change, vision and stewardship.
- Goals should not be a "to do" list or a listing of normal activities of rostered leader and congregation. They should

identify those ministry tasks that should be central to the rostered leader's work in the coming year in order for the rostered leader and congregation to move forward toward their long-term mission goals.

- Rostered leaders should realistically write only four to six goals per year and then be responsible for their accomplishment.
- The rostered leader is accountable for his/her ministry to the Congregation Council via the Mutual Ministry Committee.
- The goals should be reviewed quarterly by the rostered leader and Mutual Ministry Committee. A final review of the stated goals and a re-negotiation of goals for the coming year are the central tasks of the annual pastoral review which is conducted in anticipation of the conversation about compensation for the coming year.
- The goals are recorded on page 2 of the “Definition of Compensation, Benefits, and Responsibilities of the Rostered Leader” document.

COMPENSATION FOR ROSTERED LEADERS

ESSENTIAL FACTORS Affecting Compensation

Determining a fair base salary begins with a calculation of the *minimum* recommended salary which is then adjusted for

- Level of responsibility
- Education and Expertise
- Initiative and Merit
- Local Cost of Living
- Fairness and Equity
- Growth and Leadership

COMPENSATION FOR DEACONS

Chart I – Deacons Compensation Comparison: 2018-2019	
Texas School District	Average Elem. Teacher’s Salary
Abilene	50,203
Amarillo	55,326
Clifton	44,617
Dallas	58,012
Denton	57,038
Fort Worth	58,418
Granbury	54,831
Longview	46,082
Lubbock	48,262
Midland	54,037
Rockwall	56,344
San Angelo	47,298
Temple	49,181
Waco	50,922
Wichita Falls	47,801
STATE AVERAGE	\$54,122
Salaries given are for school teachers on a 12-month teaching contract. Source: Texas Education Agency (TEA).	

DEACONS

Deacons are persons who have been rostered by the ELCA as persons of faith, skills, and training (at minimum a college degree with course work in theology as well as an area of specialization – and in some cases course work at the seminary level). Their compensation consists of three parts: a base salary, the pension and health benefits plan, and Social Security. Deacons receive reimbursement for professional expenses (including automobile use). They do not receive a housing allowance as the IRS allows for clergy.

The **Base Salary** for a Deacon should compare favorably to others in your community of similar responsibility, training, and activity – such as local school teachers as reflected in Chart I. It is recommended that in the NT-NL Synod, an Associate in Ministry not be paid less than **\$44,450 in 2021**

(the recommended *minimum salary* or *entry level* salary) and that at least \$700 per year of experience be added to this minimum amount to recognize years of service.

Note: Deacons are ordained and considered clergy however there has been some discussion about if they are eligible for a housing allowance. There is no clear legal opinion on this topic, however historically housing allowance has been reserved for ministers of Word and Sacrament.

COMPENSATION FOR ORDAINED MINISTERS OF WORD AND SACRAMENT

Pastors are persons – rostered by the ELCA as leaders with faith, skills, and training – who are gifted by God for Word and Sacrament ministry. They have both a four-year college and four-year seminary education. Their compensation consists of “defined compensation” (cash salary, housing, Social Security allowance) and benefits (pension, medical). Professional expenses (auto use, continuing education and assembly expenses, books and professional supplies) are not part of compensation, but a part of the congregation’s administrative costs. The IRS prefers that clergy income be reported on a W2 rather than a 1099 form. Housing Allowance is not reported in Box 1, but in Box 14 (“Other”) of the W2 form.

Chart II – Ordained Ministers Compensation Comparison: 2018-2019		
School District	Average for Counselors	Average for Principals
Abilene	58,902	86,230
Amarillo	64,448	95,923
Clifton	56,035	86,986
Dallas	66,252	101,060
Denton	66,706	100,907
Fort Worth	70,443	98,846
Granbury	65,231	94,370
Longview	65,057	87,263
Lubbock	59,788	95,625
Midland	66,370	91,349
Rockwall	64,255	94,405
San Angelo	55,788	77,610
Temple	59,796	83,527
Waco	59,649	89,585
Wichita Falls	54,547	80,246
STATE AVERAGE	\$64,844	\$91,293
<i>Salaries given are for counselors and principals of schools on a 12-month contract. Source: the Texas Education Agency (TEA).</i>		

I.a. BASE SALARY

The **Base Salary** for a pastor should compare favorably to others in your community of similar responsibility, training, and activity – such as local school counselors and principals as described in Chart II. The salaries of other masters-level professionals within the congregation might be identified as yet another valuable point of reference in determining fair compensation. It is recommended that in the NT-NL Synod, an Ordained Minister not be paid less than

\$41,660 in 2021

(the recommended *minimum salary* or *entry level salary*) and that at least \$700 per year of experience be added to this minimum amount to recognize years of service.

The IRS allows for clergy to be provided a parsonage (with all bills paid, including utilities, repairs, improvements, insurance) **or** to be paid a housing allowance *in addition* to salary. Housing Allowance is described in greater detail below. It is recommended that in the NT-NL Synod, an Ordained Minister receive between

\$18,000 - \$28,000 Housing Allowance

depending on local costs for a typical three bedroom home with utilities and furnishings. ***The sum of the pastor’s base salary, housing allowance, and Social Security Allowance should compare favorably with the salaries shown in Chart II.*** More specifically, the salary of a newly ordained pastor should compare

favorably to the average salary of a local school counselor. The salary of a pastor with 25 years experience should compare favorably to the average salary of a local school principal. Pastors with more than 25 years experience should have increases proportionately greater than the average school principal.

Some congregations, because of their smaller membership and/or financial constraints, may be unable to provide an adequate compensation package for full-time service. A congregation should not expect a pastor to work full-time for part-time compensation. Ask the Synod Office for help in identifying creative options, such as calling a part-time, bi-vocational pastor or sharing a pastor with another congregation.

I.b. SOCIAL SECURITY ALLOWANCE

Regardless of whether the congregation pays the minister as an “employee” in **IRS** terms, **Social Security** always *considers an ordained minister “self-employed.”* That means the congregation does not and **cannot pay FICA** [7.65%]. It also means that the minister **must pay self-employment SECA** [15.3%]. It is recommended that the congregation provide the minister with a 7.65% allowance in lieu of paying Social Security. The allowance is considered taxable income. The minister uses this money toward the paying of this 15.3% self-employment tax. Salary, housing (allowance *or* parsonage) and this SS allowance are used in determining SECA tax.

I.c. HOUSING ALLOWANCE

The housing component of compensation is a complicated matter because of variations in the cost of housing, IRS rules and because some congregations own a parsonage while most do not. For an ordained minister the cost of housing is *compensation exempt of income tax* according to IRS rules. Associates in ministry and other lay employees do not qualify for this tax benefit.

For the ordained minister who *owns a house*, the limit of tax exemption is based on actual *housing expenses* recorded for the year by the minister – up to a maximum of the amount that was designated as “housing allowance” by the Congregation Council at the start of the year. The minister tracks and claims all justifiable expenses and then pays tax on the remaining “allowance” that is not actually used for housing.

For the minister *in a parsonage*, utilities, repairs, insurance, lawn, maintenance and remodeling are paid by the church, done in a timely manner and, of course, not taxed. The congregation can designate additional “furnishings allowance” for deductible household expenses that are paid by the minister. Some congregations with a parsonage also give an “equity allowance” so the pastor can build a modest housing equity for a future down payment on a house for retirement.

Every December the pastor should notify the Congregation Council that a specific amount of his/her compensation for the coming year be designated as housing allowance. The Council acknowledges this request by a motion and vote that is entered into the meeting minutes. It needs to be understood that dividing housing allowance and salary is for income tax purposes, and the division can appear unusual. The Council may choose to use this format within the minutes of its meeting (source: *Clergy Financial Services, Inc.*):

A motion was duly made, seconded, and approved that the ministry compensation paid to Rev. _____ during the year 20__ include a designated housing allowance in the amount of \$ _____. This amount shall remain in effect annually until amended or rescinded.

II. BENEFITS FOR ALL ROSTERED LEADERS

II.a. PENSION AND MEDICAL PROGRAM

Full participation in the ELCA pension and benefit plans is expected for the rostered leader and family. The cost is determined as a percentage of “Defined Compensation” (base salary, plus housing or furnishings

allowance, plus Social Security allowance). The pension contribution is a minimum of 10% of Defined Compensation. The premium for the medical plan (medical and dental insurance, disability insurance, and death benefits) varies according to a schedule. Portico Benefit Services (the ELCA's pension and medical program provider) offers a rate calculator at <https://employerlink.porticobenefits.org/Home/Resources/Calculators.aspx>.

With the advent of the *Affordable Healthcare Act*, Portico will be offering four levels of medical coverage from which a congregation may select. The third level ("Gold") is roughly equivalent to the coverage that rostered leaders have historically received. To offer less may add financial stress to your rostered leader and jeopardize the attractiveness of your call to any prospective rostered leaders.

Sick leave is assumed, with the congregation paying pulpit supply as necessary. **It is becoming standard that a new parent be granted up to six weeks family leave to care for a newborn.** Reasonable leave is usually granted by the Congregation Council to take care of family emergencies. In the case of disability, the minister continues to receive up to two months of salary with full benefits from the congregation.

II.b. VACATION AND DAYS OFF

Because of the intense and emotional nature of the work done by a minister, it is important and recommended that the leader be granted four full weeks vacation time per year in order to tend to family responsibilities and emotional and spiritual refreshment. Vacation is not a reward, but recognition that a person needs time for renewal to be most effective in ministry. It is not necessary that vacation time be taken all at one time. The congregation needs to understand that the equivalent of two days off each week for family time and renewal is important. Of necessity, it is recognized that the minister is still "on call" during these days. The congregation needs to be trained not to encroach on days off except in emergency.

II.c. OTHER

Congregations often adopt policies or procedures that are intended to benefit the rostered leader as they grow and "stay fresh" amid their duties and tasks. Such items might include:

- A policy governing compensation during times of illness and hospitalization.
- A policy about unused vacation time.
- A parental-leave policy to allow time away upon the birth or adoption of a child.
- A sabbatical-leave policy for a period of extended study.
- A policy to reimburse certain dues and memberships deemed essential to that ministry context.
- A membership in a health or fitness club.
- Participation in the ELCA's Flexible Spending Account
- Life insurance coverage.
- Supplemental pension or tax sheltered annuity contributions.

III. PROFESSIONAL EXPENSES

Clergy receive reimbursement for professional expenses (including automobile use) but this is a matter of reimbursement, not compensation. Professional expenses therefore belong under "administrative" or "operating" expenses in the budget and not under "staff salaries."

The IRS recommends that rostered leaders be placed on an Expense Reimbursement plan in which business related expenses are paid to the minister upon submission of an invoice or signed and itemized business expense form. This is in contrast to a system in which the minister is given a flat monthly allowance for expenses (which is reported as income) and then deducts business related expenses.

III.a. AUTOMOBILE EXPENSES

Use of the rostered leader's automobile for business activity is a congregational expense and should properly be listed under congregational administrative expenses in the budget rather than under compensation. Reimbursement to the rostered leader on a per-mile basis using an Expense Reimbursement plan is recommended. The IRS rate for business use of an automobile in 2020 is 57.5 cents per mile. Alternately, the congregation could consider providing the minister with a church-owned or leased vehicle.

III.b. CONTINUING EDUCATION

Continuing education is essential for rostered leaders and other staff to bring fresh insights and resources to the congregation and for professional growth. Continuing education is a means by which the congregation's leader(s) builds upon and extends knowledge, acquires new skills and grows into more effective ministry. Indeed, failure to maintain a regular discipline of continuing education should be regarded negatively in the annual performance and compensation review.

- The congregation and rostered leader should complete an annual learning covenant for the year ahead. The Mutual Ministry Committee is the group that represents the congregation in making this covenant.
- Two weeks (50 contact hours) are allowed and taken for continuing education each year.
- A minimum of \$700 should be designated in the congregation's annual budget for continuing education. The rostered leader participates by contributing a minimum of \$300 annually.

The minister reports to the Council on the use of money, time and, of course, the learning that has occurred. By mutual agreement, continuing education time can accumulate up to three years for a major project. Funds contributed by the congregation and the rostered leader each year are held in a separate account and forwarded to the leader's next congregation should he/she receive and accept a new call.

Extended leave (sabbatical) of one to three months every five years in the present call is recommended for a rostered leader. Planning extended leave needs to begin early, with the Congregation Council approving the idea at least six months in advance.

Extended leave is understood to be a time of release from normal duties in order that a person may devote extended time to study and renewal. Ministers and congregations have found without exception that an occasional planned extended leave pays rich dividends in the quality and effectiveness of ministry the minister and the congregation share together. Information about such planning is available from the Synod Office or at <http://www.elca.org/Growing-In-Faith/Vocation/Rostered-Leadership/Leadership-Support/Sabbatical.aspx>.

III.c. BOOKS, FEES, AND OTHER EXPENSES

Reimbursing the rostered leader for expenses incurred in the course of doing the ministry of the congregation *is not compensation*. But the cost of reimbursement has to be planned. The congregation should adopt a policy to reimburse the minister for costs such as:

- Books, periodicals and professional dues directly related to his/her current ministry.
- Program costs, hospitality costs, charity costs and other out-of-pocket expenses.
- Annual Synod Assembly, Leadership Convocation and theological conferences fees. All rostered leaders are required, by constitution, to attend the assembly and are expected by the bishop to attend the convocation and annual theological conference.

Other staff-related expenses should be budgeted, such as pulpit supply during vacation, worker's compensation, discretionary fund, long distance telephone charges, etc.

Endorsed by the NT-NL Synod Council:
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2021 Worksheet for Rostered Leader's Compensation

NAME _____	2020 AMOUNT	CLERGY COMPARISONS	2021 PROPOSED
I. SALARY a. Base salary excluding housing Adjusted for experience, merit, size of congregation, responsibility and education. _____ _____ b. Social Security allowance _____ c. Housing Allowance or Furnishings & Equity Allowances (if applicable) _____ TOTAL "DEFINED COMPENSATION"	_____ _____ _____ \$ _____	*ISD _____ *NTNL minimum + \$700 x yrs. _____ 7.65% of base plus housing \$18,000 - \$28,000 depending on local costs	_____ _____ _____ \$ _____
II. BENEFITS a. Pension, medical, disability, death benefits (percentage of "Defined Compensation") _____ _____ weeks b. Vacation _____ c. Other benefits: _____ TOTAL BENEFITS	_____ _____ weeks _____ \$ _____	10% Pension, % for Medical varies four weeks _____	_____ _____ weeks _____ \$ _____
III. PROFESSIONAL EXPENSES a. Automobile expense reimbursement _____ b. Time for continuing education _____ weeks c. Continuing education allowance _____ d. Books, magazines, and registration fees _____ e. Other reimbursable expenses _____ TOTAL PROFESSIONAL EXPENSES	_____ _____ weeks _____ _____ \$ _____	\$ 0.57.5 per mile in 2020 two weeks \$ 700.00 _____ _____	_____ _____ weeks _____ _____ \$ _____
TOTAL FOR PASTOR'S MINISTRY <i>Salary, benefits, and reimbursed professional expenses as minister of this church.</i>	\$ _____		\$ _____