



2018

Allegheny Synod

Compensation and Benefit

Manual

with guidelines approved by the June 2017
Allegheny Synod Assembly

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This manual is intended as a tool for congregations and the Ministers (*including Ministers of Word and Sacrament and Ministers of Word and Service*) to mutually plan and budget the Minister's compensation and benefits.

Predominately we think of ministry in terms of a Minister's efforts for members of the congregation on behalf of Jesus Christ. In the same way, the ministry of the laity includes the care of the Minister and of the Minister's family on behalf of Jesus Christ. This concern for one another in the congregation is the basis of what we believe and practice in the life of the church.

In many congregations a specific group, typically a *Church Administration Team*, is asked to have primary concern for this ministry to the Minister and for the Minister's family. One of the key tasks of such a Team is to discuss annually with the Minister a fair and equitable compensation package. Since the Minister depends on the congregation to make ample provision for his or her financial needs, the Minister should have an opportunity to discuss those needs in an open and supportive forum. This Team is in a position to provide such a forum. The Team can gather data from the Minister about his or her financial needs and subsequently make recommendations to the Finance Committee, Church Council, and/or Congregation for fair and equitable compensation.

There are reasons for the varieties of financial compensation packages within this synod and the Evangelical Lutheran Church in America. Some congregations have full-time pastors while others have less than full-time pastoral service. Some congregations have several pastors and associates in ministry/diaconal ministers on the staff. Parishes or cooperatives may have one pastor serving two or more congregations. It is the intention of the Allegheny Synod to affirm the reality of many congregational styles in terms of Minister-congregation relationships while at the same time ensuring adequate and fair compensation.

This document attempts to provide more flexibility in determining base salary by only specifying MINIMUM amounts, in negotiating housing arrangements, and in providing more components for some of the benefits. Primary in all that is suggested here is the need for the Minister and the Team members to discuss openly and honestly the subject of money and the Minister's needs.

PLEASE NOTE: At its September 21, 2013 meeting, the Allegheny Synod Council voted to offer Synod Staff Portico's Gold+ Benefits and recommends synod congregations also offer their Ministers Portico Gold+ Benefits.

Additional resources for congregational compensation planning can be found at porticobenefits.org or by contacting the Synod Office at 814-942-1042 or alleghenysynod.org, as well as the book *Pastor and People: Making Church Administration Work* (available through Augsburg Fortress).

A. ANNUAL BASE SALARY COMPENSATION

The beginning point of any compensation package is the base salary figure. Listed below are recommended MINIMUM guidelines for use in developing the compensation package for the Minister of Word and Sacrament or Minister of Word and Service. It is hoped that this will allow for consideration of the unique aspects in each congregation and will also encourage greater discussion between Ministers and lay persons in terms of goals, duties, and responsibilities. Adequate compensation is related but not limited to the expectations the congregation has of the Minister. Conversation about compensation then should include some consideration of what is expected of the Minister. See notes at the bottom of the page.

Year of Ordination	Salary for a Pastor	Salary if Parsonage is Provided		Year of Ordination	Salary for a Pastor	Salary if Parsonage is Provided
2018	\$48,385	\$34,385		1995	\$58,942	\$44,942
2017	\$48,844	\$34,844		1994	\$59,401	\$45,401
2016	\$49,303	\$35,303		1993	\$59,860	\$45,860
2015	\$49,762	\$35,762		1992	\$60,319	\$46,319
2014	\$50,221	\$36,221		1991	\$60,778	\$46,778
2013	\$50,680	\$36,680		1990	\$61,237	\$47,237
2012	\$51,139	\$37,139		1989	\$61,696	\$47,696
2011	\$51,598	\$37,598		1988	\$62,155	\$48,155
2010	\$52,057	\$38,057		1987	\$62,613	\$48,613
2009	\$52,516	\$38,516		1986	\$63,073	\$49,073
2008	\$52,975	\$38,975		1985	\$63,532	\$49,532
2007	\$53,434	\$39,434		1984	\$63,991	\$49,991
2006	\$53,893	\$39,893		1983	\$64,450	\$50,450
2005	\$54,352	\$40,352		1982	\$64,909	\$50,909
2004	\$54,811	\$40,811		1981	\$65,368	\$51,368
2003	\$55,270	\$41,270		1980	\$65,827	\$51,827
2002	\$55,729	\$41,729		1979	\$66,286	\$52,286
2001	\$56,188	\$42,188		1978	\$66,745	\$52,745
2000	\$56,647	\$42,647		1977	\$67,204	\$53,204
1999	\$57,106	\$43,106		1976	\$67,663	\$53,663
1998	\$57,565	\$43,565		1975	\$68,122	\$54,122
1997	\$58,024	\$44,024		1974	\$68,581	\$54,581
1996	\$58,483	\$44,483				

+The minimum entry guideline for a pastor ordained in 2018 increases by 2% from \$33,711 to \$34,385 (\$674).
(Our guidelines are comparable with those synods which surround us in Region 8.)

+The Housing Allowance remains \$14,000 which is included in the minimum salary no parsonage column.

+The rate for Sunday Supply remains \$125 for one service PLUS \$50 for each additional service on the same day PLUS mileage reimbursement per item 4.

+Mileage Reimbursement is currently at 53.5 cents per mile in accordance with IRS limits. The IRS may change this amount yet this year or in 2018. Congregations are encouraged to adjust reimbursements throughout the year accordingly.

Determine a fair rate of remuneration based on the unique demands of the congregation along with the proficiency of the Minister. Several suggestions in this regard are listed below.

- a. In the fall of 2017, the Minister and the Congregation Council/Church Administration Team should set mutually agreed upon goals and aims for the congregation's ministry for the coming year.
- b. The greater responsibility factor includes, but is not limited to:
 - i. the nature of the Minister's task
 - ii. the size of the congregation; and,
 - iii. staff or team ministry.
- c. The recognized ministry gifts of the Minister in relationship to mutual goals, including, but not limited to:
 - i. Performance of the Minister as preacher, pastor-leader, shepherd, teacher, counselor, administrator, and the like;
 - ii. Experience as an ordained pastor, associate in ministry, diaconal minister;
 - iii. Length of service with this congregation; and
 - iv. Continuing Education.

Base Compensation for 2018

A. \$ _____

B. HOUSING ALLOWANCE

When a pastor (& family) owns a home or arranges for the rental of a home, use section **B(1)**.
If the parish provides the pastor (& family) with a parsonage (owned or rented), use section **B(2)**.

B(1). Housing Allowance

The Housing Allowance amount should be sufficient to provide adequate housing as well as care for the related expenses of utilities and upkeep. The pastor may exclude the Housing Allowance from his/her taxable Income up to the "fair rental value" of a furnished home plus utilities, to the extent that the allowance is actually expended for housing. Expenses that qualify to be used for a Housing Allowance include payments on rent, principal and interest payments on mortgages, taxes, utilities, maintenance, insurance, furnishings, landscaping, and the like.

1. A MINIMUM housing allowance of **\$14,000** or an amount which more accurately reflects personal needs as well as local economic housing standard, should be established by the pastor, the Congregational Church Administration Team and the Council; or,
2. A cost of living variance for your area or parish location: or,
3. A rental allowance should be determined by the pastor, the Congregation Church Administration Team, and the Council according to the fair rental value of a furnished dwelling including the cost of utilities.

For more specific help in determining the Housing Allowance Expenses, see Form #1 on page 14 of this manual. A worksheet is also available from the Portico Benefit Services at porticobenefits.org. (Forms #2 and #3 on pages 15 and 16 of this manual can also assist the congregation and pastor in this process.)

Cash Housing Allowance for 2018

B1. \$ _____

Record on line-B of p.5

B(2). Furnishing Allowance (with Parsonage)

Pastors who live in a church owned or rented parsonage may receive a furnishing allowance for unreimbursed personal expenses associated with the pastor's furnishing of the parsonage. This amount is paid over and above the "use" of the parsonage as well as the maintenance and repair costs, which are paid for directly by the parish.

Furnishing Allowance for 2018

B2. \$ _____

Record on line-B of p.5

C. SOCIAL SECURITY ALLOWANCE

For Social Security purposes, pastors are taxed as if they are self-employed. The 2018 percentage is 15.3%. The percentage for 2018 can be obtained from your local Social Security Office or at socialsecurity.gov

The Synod policy is that the congregation assume at least 50% of the Social Security tax that the pastor is required to pay or an equivalent amount if the pastor had previously opted out of Social Security.

Determine what portion (at least 50%) the congregation will pay the pastor as a Social Security Allowance. **(C1)** _____%

Calculate the compensation on which Social Security will be paid next year by adding the amounts of Annual Base Salary, Housing Allowance (or Fair Rental Value of the Parsonage including utilities paid by the Congregation), Furnishings Allowance, and any other allowances paid directly to the pastor (not including reimbursements for expenses).

a. Annual Base Salary	(from A)	\$ _____
b. Rental Value of Parsonage and Utilities		\$ _____
c. Housing Allowance	(from B1)	\$ _____
d. Furnishing Allowance	(from B2)	\$ _____
e. Other Allowances		\$ _____

Compensation subject to Social Security Tax (add lines a-e) **(C2) \$** _____

Compute the Defined Compensation. (Used by Portico Benefit Services for all benefit contributions - *To calculate on-line, see proticobenefits.org*) If you provide a parsonage, compute the pension contribution salary by increasing the base salary + Social Security Allowance by 30%, the value that Portico gives to a parsonage for computing the pension contribution.

1. Cash Salary		
a. Annual Base Salary	from A p.2	\$ _____ (1a)
b. Social Security Allowance	from C p.5	\$ _____ (1b)
2. Total of (1a) + (1b)		\$ _____ (2)
3. Housing Allowance		
<input type="checkbox"/> Cash Housing Allowance (from B1 p. 4) or <input type="checkbox"/> 30% of Line 2, if parsonage or other housing provided	from B1 p.4 or calculate	\$ _____ (3)
4. Household Furnishings and Utilities Allowance	from B2 p.4	\$ _____ (4)
Defined Compensation:	total of (2) + (3) + (4)	D2. \$ _____

Multiply the amount on Line D2 by the percentage from line D1 to determine the pension contribution.

Pension Contribution for 2018 **D. \$ _____**

E. PORTICO-ELCA BENEFITS CONTRIBUTION

PLEASE NOTE: At its September 21, 2013 meeting, the Allegheny Synod Council voted to offer Synod Staff Portico’s Gold(+) Benefits and voted to recommend synod congregations also offer their Ministers Portico’s Gold(+) Benefits.

For 2018, Portico Benefit Services will continue to offer a choice of four different-priced options, and congregations (sponsoring employers) will pay different health contribution rates based on the age of their members.

Sponsoring employers can explore the options, compare costs and project their 2018 contribution amounts online by visiting EmployerLink.PorticoBenefits.org and generating their *Custom Health Benefit Comparison Report*.

Coverage continuation members (Ministers) can explore the options, compare costs and estimate their 2018 benefit costs online by visiting myPortico.PorticoBenefits.org/2018rates.

For questions about 2018 rates and services contact Portico at **800.352.2876**.
Congregations and leaders should also commit completing the Portico-Mayo Clinic Health Assessment to obtain a discount in the health care premium. This Health Care discount may change from year to year.

1. Plan Choice	_____ (+)
2. Cost of plan	_____

Record on line E at the bottom of the page.

Portico Benefits for 2018

E. \$ _____

F. HOUSING EQUITY ALLOWANCE *(Parsonage Only)*.

When a parsonage is furnished rent-free as a part of the pastor's compensation, it should be remembered that the pastor does not have the opportunity to build equity as do homeowners. Some parishes choose to compensate for such lack of equity with a Housing Equity Allowance.

The following contractual provisions are recommended in support of a Housing Equity Allowance for pastors residing in a parsonage provided by the congregation.

1. The Housing Equity Allowance is an amount equal to 3% of the defined compensation for the pastor.
2. The congregation pays this amount in monthly installments to a depository agreed to by the congregation and the pastor.
3. Use of the funds be limited to the provision of housing whenever it is needed, specifically at the time of retirement, disability, or death, or when a congregation disposes of its parsonage.
4. Provision be made for changes of depository when required by relocation of the pastor provided that the original contractual limitations for the use of the funds be maintained

a. Defined Compensation	from D2 p.6	\$ _____
b. Housing Equity Rate	%	_____ x 3%
c. Housing Equity Allowance	(a x b)	\$ _____

Record on line F at the bottom of the page

Housing Equity Allowance for 2018

F. \$ _____

Professional Expenses

The Internal Revenue Service has made it difficult to itemize and deduct professional expenses (books, other published resources, business entertainment expenses, professional organization dues, vestments, etc.). Therefore, it is recommended that, the congregation adopt the principle that professional expenses incurred by leaders be reimbursed in full. Adequate allowances, in addition to salaries, should be provided in the church budget to cover anticipated costs. Finally, the Congregation Council should frequently review the allowances and their use to be certain that the leaders are submitting reimbursement requests on a timely basis and are being fully reimbursed.

Four of the most frequent professional expenses are:

- G. Assembly and Conference Expenses
- H. Automobile Expenses
- I. Continuing Education, Book, Periodical and Digital Resource Expenses
- J. Appropriate Church Related Business and Attire Expenses

There may be additional Professional Expenses in your unique parish situation. This matter should be discussed with your leader.

G. ASSEMBLY AND CONFERENCE EXPENSES

Because all Ministers are expected to attend the official Synodical Assembly and Bishop's Convocation, the congregation or agency is expected to pay registration, lodging, and meals for the Minister while attending these events. Further, attendance at other local conferences is also expected and these too should be supported by the congregation or agency with regard to payment of registration fees and other expenses as necessary. Discussion with the Minister is necessary to determine the anticipated expenses in connection with Synod Assembly, Bishop's Convocation, and conferences in the coming year.

Typical expenses for Synod Assembly are approximately \$300.00 and Bishop's Convocation is approximately \$300.00.

For Ministers in their first call after graduation from Seminary, an additional \$200/year for 3 years needs to be budgeted for First Call Theological Education (FCTE).

Assembly and Conference Expenses for 2018

G. \$ _____

H. AUTOMOBILE EXPENSES

The largest single church-related expense for the Minister is the cost of transportation, which includes fuel, repairs, insurance, tolls, etc. The Internal Revenue Service (IRS) allows deductions of a specific amount per mile when a car is used for business purposes. (Leaders or parishes may want to contact the local IRS office or an accountant to verify this figure.)

The American Automobile Association (AAA), Hertz Rental Cars, and the Department of Transportation have studies, which indicate that the cost of operating automobiles is greater than the mileage amount the IRS allows. Check with the local office of AAA for current costs in your area. The travel allowance should be adequate to cover all transportation costs to the leader including automobile expenses. The following is the recommendation of the Allegheny Synod of the Evangelical Lutheran Church in America:

Congregations should pay the full cost of car expenses incurred in the fulfillment of leader duties. To that end, there are three possible arrangements in order of preference:

- a. A congregation owned or leased car. This option involves the congregation buying or leasing a car for the leader to use in the course of their duties. The congregation pays costs for fuel and repairs.
- b. Reimbursement to the leader for actual miles driven. Here the congregation simply pays the leader for the use of their car based on an agreed amount per mile. The rate for 2018 is 54 cents per mile. This may change in 2018.
- c. Pay the leader a flat rate for transportation. Having budgeted an amount for leader travel, the congregation pays the leader a regular amount, regardless of the miles driven by the leader. This option means the leader must consider the amount paid for travel as income and therefore pay taxes on the amount received. An additional 15%-20% should be added to the allowance to account for the additional tax obligation of the leader.

Automobile Expenses for 2018

H. \$ _____

I. CONTINUING EDUCATION, BOOK, PERIODICAL AND DIGITAL RESOURCE EXPENSES

In order to update the skills and thereby strengthen the leader's ministry, it is a synod expectation that the leaders participate in Continuing Education (Life-Long Learning/Professional Development). Such activities improve the overall ministry of the leader and the congregation and are not to be viewed as vacations. Further, the ELCA expects leaders to participate in at least 50 contact hours annually. To encourage the leader's continuing growth, the congregation should provide time and money, which make these learning opportunities possible.

Along with continuing educational experiences, it is important that leaders keep abreast of developments in the areas of church, theology, ministry, and the like. Hence book, periodical and digital resources as well as subscription expense should be understood in the context of Continuing Education.

Like the Housing Equity Allowance, an account with a depository agreed to by the leader and the congregation should be established. It is recommended that regular contributions be made to that account with the congregation contributing at least **\$700** and the leader contributing at least **\$300** each year. Use of these funds ought to be supervised by the Congregation Council. Two weeks study leave, or its equivalent, is also to be provided over and above vacation. A guide for extended study is

also provided by the ELCA. For more information, please contact the Synod Office or go to the website at allegheynsynod.org

Continuing Education, Book, Periodical and Digital Resource I. \$_____
Expenses for 2018

J. APPROPRIATE CHURCH RELATED BUSINESS AND ATTIRE EXPENSES

The Internal Revenue Service tax code has made it difficult to itemize and deduct professional expenses. Therefore the Allegheny Synod recommends that the congregation adopt the principle that incurred professional expenses be reimbursed in full. Professional expenses for leaders should be considered to include, but are not limited to, professional attire such as vestments and clerics, reimbursement for the church use of the leaders personal technical resources (i.e. cell phone, computer), professional organization dues, and business entertainment expenses.

Appropriate Church Related Business and Attire Expenses J. \$_____
for 2018

RELATED ITEMS

VACATION

The synod recommends a minimum of *one month or four weeks* vacation annually including *four Sundays*. The need for an annual vacation is self-evident. Leaders are frequently under much stress in fulfilling their duties and need time away. The congregation can consider granting additional vacation time based on the length of service in the ministry. The length of vacation time, the number of Sundays, and when vacation time is to be taken are all matters that need to be discussed openly with the leader and should be considered important aspects of compensation. Further, a MINIMUM of one day off each week is a necessity.

After discussion of vacation time with the leader, note the agreement in the space below.

The Vacation Agreement with our leader is as follows:

Vacation of _____ weeks per (4 weeks are recommended)
year

Including _____ Sundays (4 Sundays are recommended)

PARENTAL LEAVE – *The Synod is developing a guideline for congregational use. The 2018 Synod Assembly will consider the adoption of the guideline.*

SABBATICAL LEAVE – **PLEASE SEE SEPARATE SYNOD POLICY GUIDE ON THE SYNOD WEBSITE.**

DISABILITY

Coverage for a disability is provided by Portico Benefit Services beginning with the third month the leader is disabled, contingent upon a determination by Portico. During the first two months of a disability, the congregation or employer is expected to pay all monthly contributions to the Portico-ELCA Medical and Dental Benefits Plan and the Survivor Benefits Plan. Portico also expects that the congregation would continue to pay the leader's full salary and other benefits during that two-month period. The congregation or employer may choose to purchase additional disability coverage for their leader.

In the event of a long-term disability (*beyond the two-month waiting period*), the congregation and leader need to consider the other details of the Portico-ELCA Disability Benefits Plan as well as Social Security Benefits.

In most cases, a pregnancy ought not to be considered a disability except in extenuating circumstance.

LEAVES OF ABSENCE

A Leave of Absence can be beneficial in a variety of ways and ought to be considered as part of the leader's compensation. Such leaves could be for extended study, such as a sabbatical, or for specific needs unique to the leader. The expectation of a Parental Leave of Absence and/or a Maternity Leave of Absence due to the birth/adoption of a child is to be honored in accordance with the standard ELCA Letter of Call. The details of such an arrangement need to be developed in conversations between the leader and congregation leadership.

HOLIDAYS

Time away from the congregation to observe recognized holidays must also be considered for the leader. How many days and when they are to be observed must be mutually designated in advance to accommodate the needs of both the congregation and the leader.

SICK LEAVE

The leader should be compensated for days of work missed because of illness as mutually determined in advance.

PRE-TAX CONTRIBUTION

Contributions up to the amount permissible by the Internal Revenue Service may be made to Portico-Benefit Services and/or other approved depositories. The leader should contact to Portico at 800 Marquette Ave, Suite 1050 Minneapolis, MN 55402-2892 (1-800-352-2876 or porticobenefits.org) for details on the IRS annual limits for retirement plan contributions.

K. \$ _____

INDIVIDUAL RETIREMENT ACCOUNT *(IRA's, Roth IRA's and other variations)*

Depending on one's financial situation contributions may be exempt from Federal Income Tax and may be made in addition to pension contributions. These contributions are restricted depending on the adjusted gross income of leader and spouse. Consultation with a knowledgeable tax advisor is helpful when setting up these accounts.

L. \$ _____

FLEXIBLE SPENDING ACCOUNT/MEDICAL EXPENSE REIMBURSEMENT

(The premiums for Medical and Dental Benefits are not to be included here. *See p.7*)

Health flexible spending account (FSA) — If you have Platinum+ or Gold+ a leader can set aside up to \$2500 pretax to pay for eligible out-of-pocket health care expenses. The leader has access to the full amount of the health care FSA election starting Jan. 1, even though contributions will be withheld from each paycheck throughout the plan year.

Health savings account (HAS) – If you have Silver+ or Bronze+ a leader can set aside pretax money to pay for eligible out-of-pocket expenses. You and your employer can contribute and any wellness dollars you earn are deposited here. An HAS accepts up to \$3000 per member or \$6550 per family in 2018, plus an additional \$1000 if you're age 55 or older.

Dependent (day) care flexible spending account — allows the leader to set aside up to \$5000 per household, pretax, to pay for day care expenses incurred for the care of the leader's child or other eligible dependent to enable the leader to work.

A Flexible Spending Account can be set up thorough Portico Benefit Services (porticobenefits.org).

Medical Expense Reimbursement — allows the leader to be reimbursed for copays or medical expenses not otherwise covered by insurance.

M. \$ _____

SAMPLE FORMS

Of the following forms, the first three may be utilized in developing a Housing Allowance Program for the Minister. The final one can be used to summarize Minister Compensation.

Form #1	(p.14)	<i>Form for presentation of estimated expenses qualifying under the Housing Allowance.</i>
Form #2	(p.15)	<i>Language for action on a Housing Allowance by the Congregation Council.</i>
Form #3	(p.16)	<i>Notice to the pastor by the Congregation of approved Housing Allowance.</i>
Form #4	(p.17)	<i>Worksheet for 2014 Congregation Budget for Minister ministry.</i>

PASTOR'S ESTIMATE OF HOUSEHOLD EXPENSES

TO: *Name of the Congregation*

FROM: *Name of the Pastor*

DATE:

SUBJECT: Housing Allowance for year extending from _____, 201__ to
_____, 201__

The amounts set forth below are the amounts I expect to spend during the period (as above) to rent or otherwise provide a home for my family and me.

- A. Rent or leased property or payments on purchases of a home (including down payment acquisition costs, mortgage payments of principal) \$ _____
 - B. Garage rental (if not included above) \$ _____
 - C. Utilities (gas, electricity, water, sewer, oil, telephone, refuse removal, firewood, TV cable) \$ _____
 - D. Insurance (homeowner's, fire, extended coverage, liability, contents, flood) \$ _____
 - E. Repairs and maintenance \$ _____
 - F. Furnishings and improvements \$ _____
 - G. Interest and taxes (may want to itemize these separately) \$ _____
 - H. Other housing expenses (list in detail) \$ _____
- TOTAL** \$ _____

Pastor's Signature

**LANGUAGE FOR CONGREGATION COUNCIL ACTION
ON HOUSING ALLOWANCE**

The _____ Committee Advised the Council that under the tax laws an ordained minister of the Gospel is not subject to Federal Income Tax with respect "to the rental allowance paid as part of compensation to the pastor: used to rent or provide a home." Where the pastor owns a home, this amount of the Allowance will be an amount equal to the fair rental value of the home, including furnishings and appliances such as a garage, plus cost of utilities.

The Council, after considering the statement of the Rev. _____ setting forth estimates of the amount expected to be spent to rent or otherwise provide a home during the period _____, 201__ to _____, _____ and in light of the Federal Income Tax law and of the established salary level, on motion duly made and seconded, adopted the following resolution:

Resolved that the Rev. _____ receive a Salary of \$ _____ for the year _____ and a Housing Allowance of \$ _____ for the year _____, the Housing Allowance to be so designated in the official records.

Respectfully submitted,

Secretary's Signature

NOTIFICATION OF HOUSING ALLOWANCE BY CONGREGATION

Dear Rev. _____

This is to advise you that at a meeting of the Congregation Council held on _____, your housing allowance for the year _____ was officially designated and fixed in the amount: of \$_____. Accordingly, \$_____ of the total compensation payable to you during the year will constitute housing allowance and the balance will constitute "salary" (as interpreted by the Income Tax Law).

Secretary's Signature

CONGREGATION BUDGET FOR PASTORAL MINISTRY

The Annual Base Salary	A. _____
The Cash Housing Allowance <i>(no parsonage provided)</i>	B. _____
Social Security Tax Allowance	C. _____
TOTAL COMPENSATION	_____

BENEFITS

Pension Contribution	D. _____
Other Portico Benefits <i>(Medical and Dental, Disability, Retiree Support and Survivor Benefits)</i>	E. _____
Housing Equity Allowance	F. _____

EXPENSES

Assembly and Convocation	G. _____
Automobile	H. _____
Continuing Education, Book, Periodical and Digital Resource Expenses	I. _____
Appropriate Church Related Business and Attire Expense	J. _____
Pre-tax Contribution	K. _____
IRA	L. _____
Flexible Spending Account/Medical Expense Reimbursement	M. _____
TOTAL	_____

Total Budget for Rostered Ministry \$ _____

2018 COMPENSATION QUICK WORKSHEET

A. Annual Base Salary	<i>from p.4</i>	_____
B. Housing Allowance – <i>from p.4</i>		
(1) Housing allowance	(1) <i>without parsonage</i>	(1) \$14,000 (minimum)
(2) Furnishing & utilities allowance	(2) <i>with parsonage</i>	(2) \$ _____
C. Social Security Allowance - <i>from p.5</i>		
(1) Congregational allowance	(1) <i>at least, 50%</i>	(1) _____%
a) Annual base salary	a) <i>from p.3</i>	(a) \$ _____
b) If parsonage, fair rental value of parsonage & utilities	b) calculate fair rental	(b) \$ _____
c) Housing or furnishing allowance	c) <i>From B (above). Housing allowance</i>	(c) \$ _____
d) Other allowances	d) <i>Other</i>	(d) \$ _____
		Total above: _____
Social Security allowance = (Total x 15.3%) x 50% =		\$ _____
<i>Calculate Defined Compensation</i>		
	(1) Cash Salary- <i>from p.6</i>	(1)
	a) Annual base salary	a) \$ _____
	b) Social Security Allowance	b) \$ _____
	(2) <i>Total a) + b)</i>	(2) Total: \$ _____
	(3) <i>Housing allowance</i>	(3)
	a) <i>Housing allowance – B. (1)</i>	a) \$ _____
	b) <i>30% of line 2, with parsonage</i>	b) \$ _____
	(4) <i>Furnishing & Utilities Allowance</i>	(4) \$ _____
DEFINED COMPENSATION	<i>Total = 2) + 3) + 4)</i>	\$ _____
To calculate, see porticobenefits.org/calculators		
D. Pension Contribution - <i>Synod recommendation = 12%</i>	<i>Defined Compensation x _____%</i>	\$ _____

E. TOTAL Portico - ELCA Benefits Contribution	<i>Plan Choice</i> _____ (+)	_____
F. Housing Equity Allowance (<i>parsonage only</i>)-from p.8 (2) <i>Synod recommendation</i> = 3%	<i>(1) Defined Compensation</i>	_____
	<i>(2) Contribution percentage</i>	_____ %
	<i>Amount of equity allowance (1) X (2) =</i>	_____
G. Assembly and Conference Expenses – from p.9	• <i>approximately \$300 for Assembly, \$300 for Bishop’s Convocation and \$200 for FCTE</i>	\$ _____
H. Automobile Expenses – from p.10	a) <i>Parish owned or leased care</i> b) <i>IRS rate for 2018 = 54 cents/mile</i> c) <i>Flat rate</i>	\$ _____
I. Continuing Education, Book, Periodical and Digital Resources	• <i>from pages 10-11</i>	\$ _____
J. Church Related Business and Attire Expenses	• <i>from p.11</i>	\$ _____
K. Pre-tax Contribution	• <i>from p.12</i>	\$ _____
L. Individual Retirement Account (IRA)	• <i>from p.12</i>	\$ _____
M. Flexible Spending Account/Health Savings Account/Medical Expense Reimbursement	• <i>from p.13</i>	\$ _____
TOTAL BUDGET FOR ROSTERED MINISTRY	<i>Total of A. through M.</i>	\$ _____