

## Suggested Compensation Guidelines for Establishing an Educator's Salary

The following worksheet will assist in determining an appropriate salary range for a church educator. The committee may find it helpful to work through this form before the search using the minimum requirements for the minimum range and the maximum the church can pay for the maximum of the range. When the committee has decided whom it wishes to call, this may be helpful in determining the salary offered. It may also be used during the annual salary reviews to take into account any new factors, years of experience, or progress toward certification.

The salary should be determined on the basis of the duties performed and the skills of the person called to accomplish them. In keeping with the *Churchwide Compensation Guidelines*, it is also appropriate to study the salary in relation other staff and clergy compensation packets. For that reason this format is based on the figure determined locally by the presbytery to be a minimum compensation for clergy. The committee's presbytery office can supply the most recent minimum salary figures. If the presbytery breaks the minimum figures into cash salary and housing allowance, add these two together to find the base figure for an educator.

**Presbytery minimum salary (cash and housing) \$ \_\_\_\_\_**

Now proceed by circling the letter of the qualification that applies to the position being considered in grouping 1 through 4 below. Then multiply the presbytery minimum above by the appropriate percentage. Last, do the addition or subtraction to or from the base figure.

### 1. Academic Qualifications (only one of the following applies)

- a. If educator has not earned a BA/BS (undergraduate degree)  
Subtract 15% (.15 minimum) Subtract \$ \_\_\_\_\_
- b. If educator has BA but has not earned a MA in Christian Education (MACE) or MA in a related field  
Subtract 5% (.05 x minimum) Subtract \$ \_\_\_\_\_
- c. If educator has ME or MA (above) add nothing
- d. If educator has earned doctorate in related field  
Add 20% (.20 x minimum) Add \$ \_\_\_\_\_

### 2. Certification (only one status applies)

- a. If educator is Enrolled Educational Assistant  
Add 5% Add \$ \_\_\_\_\_
- b. If educator is Certified Associate  
Add 10% Add \$ \_\_\_\_\_

c. If educator is Certified Christian Educator  
Add 15% Add \$ \_\_\_\_\_

d. If educator is not in the certification process, add nothing

### 3. Complexity

Various characteristics of a position make it more complex and thus worth more to the church. Typical salary factoring includes such ingredients. It is recommended that the base salary be increased by 1% for each of the following that apply to the position.

- Staff responsibility for more than one session committee
- Supervise day care or weekday program in addition to education program
- Congregation is bi-lingual, multi-racial
- Church is under Administrative Commission or other conflict situation

Count the number above that apply and multiply by 1% of base salary  
(.01x number of factors above x minimum) Add \$ \_\_\_\_\_

### 4. Experience

Add 1% per year of full-time experience as a church educator  
(.01 x number of years x minimum) Add \$ \_\_\_\_\_

#### ***Calculate Salary***

Presbytery minimum salary \$ \_\_\_\_\_  
Add/subtract for academic qualifications \$ \_\_\_\_\_  
Add/subtract for certification level \$ \_\_\_\_\_  
Add for factors of complexity \$ \_\_\_\_\_  
Add for years of experience \$ \_\_\_\_\_  
  
Total salary \$ \_\_\_\_\_

---

Other Compensation (benefits and payments to which an educator is entitled) include:

Social Security (FICA): Unlike clergy, educators are not self-employed and therefore must receive Social Security.

Health care insurance: Educators may be enrolled in the Presbyterian Church (USA) Board of Pensions health plan. For eligibility and guidance, call the Board of Pensions for their brochure on lay employees.

Retirement plan: See note about health care above.

Vacation and sick leave: Four weeks of vacation, including at least two weekends, is recommended; and ten days of sick leave.

Continuing education time and expenses: It is recommended that two weeks be paid for continuing education.

Other professional expenses: These expenses may be reimbursed by voucher; including such items as mileage, books, professional magazine subscriptions, memberships in professional organizations.

Your Salary Package should include the following:

Cash Salary  
FICA  
Annuity  
Major Medical

Your Total Package should also include the following annual expenses:

Car Allowance  
Book Allowance  
Continuing Education Allowance

Your Total Package should also include the following as needed funds:

Activity Fee Allowance  
Petty Cash Account

---

## Statement on Compensation

According to the Presbyterian Church (U.S.A.) Churchwide Compensation Policy Guidelines, 1988, compensation includes all payments received, directly or indirectly, in cash or in kind, from the employer for services performed in meeting the duties of the position.

The following items of compensation, which are the basis for the computation of contributions to the Presbyterian Church (USA) Pension Plan, are referred to in these principles as salaries; these are for salary ranges where referred to in these guidelines.

- cash salary
- non-forfeitable annuity payments
- fair rental value or housing allowance.

Also included as compensation are various benefits including:

- pension dues
- health insurance premiums
- life insurance and other insurance premiums
- paid holidays
- vacation and leaves
- employer contributions to FICA and other employment taxes
- employee continuing education benefits
- designated book allowance
- car and furniture allowances

These items are not normally included for computation of contributions to the Presbyterian Church (U.S.A.) Pension Plan and are not included as salary as defined above.

All compensation is for the benefit of the person being compensated, i.e., book allowance is for purchasing personal books used in performing duties of the position and not to be returned to the employing body.