

AT-A-GLANCE MAINE AUTHORIZED MINISTERS' COMPENSATION GUIDELINES

Renewal Information for churches 2016–2017

INTRODUCTION

This document is designed to be an at-a-glance guide to basic principles for clergy compensation as well as a guide for churches as they attempt to update or renew an Authorized Minister's compensation package. For more information on salary, housing, or benefits, please see the latest [Clergy Compensation Guidelines](#) or contact the Maine Conference, UCC Office at 1.800.244.0937.

There should be an agreement between the church and the Authorized Minister that an annual review of salary and benefits will take place. Annual performance review is also recommended to encourage common understanding of the needs of the community and the church and to stimulate the ordained minister's growth and development.

I. SALARY GUIDELINES

- Authorized minister compensation is unique and is recognized so by the IRS. For more information, pastors and churches can refer to the Pension Boards of the United Church of Christ [Tax Resources for UCC Employees and Employers](#), especially the current year's Tax Guide for Ministers.
- Authorized minister Salary Basis includes cash salary and housing (either a parsonage or a housing allowance).
- Benefits are in addition to base salary and housing.
- We recommend an annual adjustment of salary basis based on experience, COLA, and merit, as well as any necessary housing adjustments.
- Those serving in associate, commissioned, and licensed ministries may use 85-90% of the base salary for their church size and experience as a base.

Suggested Minimum Salary with a Parsonage

Church Members	1-4 Years	5-8 Years	9-12 Years	13-16 Years
<100	\$33,916	\$36,461	\$39,006	\$41,549
100–150	\$35,557	\$39,462	\$43,366	\$47,273

151–250	\$38,519	\$42,489	\$46,458	\$50,429
251–400	\$41,485	\$48,488	\$55,489	\$62,492
401–500	\$44,473	\$52,245	\$60,019	\$67,791

Suggested Minimum Salary With Housing Allowance

Church Members	1-4 Years	5-8 Years	9-12 Years	13-16 Years
<100	\$44,090	\$47,399	\$50,707	\$54,011
100–150	\$46,223	\$51,300	\$56,376	\$61,454
151–250	\$50,075	\$55,236	\$60,397	\$65,556
251–400	\$53,930	\$63,034	\$72,135	\$81,239
401–500	\$57,815	\$67,918	\$78,023	\$88,128

For every 100 members over 500, an additional \$2500 should be added to the salary base.

1. Experience

Cash salary should be adjusted annually to account for years of experience:

Note: It is recommended that each minister would receive at least a \$400 per year increase based on experience beyond 16 years.

2. Cost of Living Adjustment (COLA)

We recommend a Salary Basis (cash + Housing Allowance) percentage increase based on the cost of living adjustment annual percentage (which can be found at [The Social Security Administration site.](#)) The salary bases noted on this sheet represent an estimated COLA increase of 1.7% for 2015.

3. Merit Increases

While we understand that congregations are not always able to increase their Authorized Minister's salaries as much as they would like, **we strongly encourage them to give their Authorized Minister's salary increases in addition to Cost of Living based on performance.**

4. Housing

If housing compensation changes (e.g. parsonage is bought or sold), then refer to Authorized Ministers Compensation Guidelines. If you have any questions, please call the Maine Conference, UCC office at 1.800.244.0937.

5. Part-Time Ministry

Part-time ministers should receive salaries proportional to the commitment of their work week. For example: A **1/2 time** pastor with **5–8 years of experience** serving a church with **<100 members** and receiving a **housing allowance** is recommended a cash basis salary minimum of **\$23,235**.

II. BENEFITS

Churches are encouraged to provide full benefits to Authorized Ministers: Pension Boards Annuity Fund, Life and Disability Insurance, Health (Dental and Vision) Insurance, and Professional Expenses. Some of these benefits are based on the Salary Basis. Information on these benefits can be found at [Pension Boards' website](#), or at 1.800.642.6543.

If there are significant changes to existing benefits or if benefits are being added, then please refer to Authorized Ministers Compensation Guidelines for more information. Further, churches should regularly review the following items:

1. Professional Expenses

Professional expenses (car or travel allowance, UCC and continuing education conferences, books, etc.) should be reviewed annually to determine whether budgeted compensation for professional expenses is adequate.

2. Continuing Education

Continual study is a necessity for effective ordained Christian ministry. Authorized Ministers need time for professional development. Periods of study leave of two weeks annually are important to the improvement of the quality of ministerial service and are a good investment by the congregation.

Some Authorized Ministers may choose to use this leave "a day at a time" in order to pursue an advanced degree, or may want to use this in conjunction with sabbatical time for the same reason. It's helpful if the Authorized Minister and the appropriate body in the church can negotiate the most effective way of using continuing education time.

3. Vacation/Leave

Authorized Ministers should receive at least four weeks of annual paid vacation (including four weekends). Churches should increase vacation one week for every 5 years served. Sick Leave: accrued sick days should be documented annually (recommendation is 10 sick days which, if not used, can be “banked” up to a maximum of 30 days).

4. Parental / Family Care / Bereavement Leave

Provisions should be made for clergy, male and female, at the birth or adoption of a child, for a minimum leave of six weeks at full salary and benefits. However, congregations are highly encouraged to grant up to 12 weeks of leave to allow for family bonding and the emotional wellbeing of the authorized minister. In all instances, flexibility should be allowed for up to six months during this important time of family adjustment and change. Leave should not be truncated for a part-time employees as the amount of bonding a child needs is not a function of whether the parent is a part- or full-time employee. In the event of a death in the authorized minister’s family, congregations are encouraged to offer as much time as would be compassionate.

5. Sabbatical Leave

Sabbatical leave and upcoming Sabbatical plans should be discussed annually. After a period of five years of service, a sabbatical leave of at least three months should be given for additional study.

CONCLUSION

The Spiritual Life Commission hopes these guides will prompt meaningful conversations between lay leaders and authorized ministers as we seek to minister with and to each other in honesty, justice, and compassion. We hope live into the faith and community we have received which has given us this guide for ministry and life together:

We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness. Let love be genuine; hate what is evil, hold fast to what is good; love one another with mutual affection; outdo one another in showing honor. Do not lag in zeal, be ardent in spirit, serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers. Bless those who persecute you; bless and do not curse them. Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another; do not be haughty, but associate with the lowly; do not claim to be wiser than you are. Do not repay anyone evil for evil, but take thought for what is noble in the sight of all. If it is possible, so far as it depends on you, live peaceably with all. - Romans 12:6–18

