

**Appendix G
Clergy Compensation**

Effective January 1, 2024

This schedule shall be the basis for all new and existing calls in the Classis Schenectady.

I. COMPENSATION

Salary adjustments for ministers in Classis shall be based upon three criteria:

- Changes in the actual cost of living, based on the August to August change in the Consumer Price Index published by the Federal Bureau of Labor Statistics.
- The results of an annual performance review.
- The value of experience.

The basic salary for each minister must be at least equal to the minimum salary for the category in which the minister is working. If a church cannot pay the minimum salary, it shall present a statement of need to the Executive Committee. The Executive Committee will then evaluate the need and recommend action to the Classis.

The classis will annually determine at its October meeting the level of any cost-of-living adjustments for the succeeding year based on the recommendations of the Executive Committee.

A. PERFORMANCE REVIEW

Each church shall prepare and conduct an annual review of the performance of their minister(s). The Executive Committee is available to consult with consistories on various models and procedures that may be used to conduct this review. The church is encouraged to report to the Executive Committee the completion of that review by October 15 of each year. Based on the performance review, a church may increase the minister's salary above the cost-of-living increase for reasons of merit.

B. COMPENSATION FOR EXPERIENCE AND CHURCH SIZE

Since salaries must be practical and fair, the following salary scale is to be considered a minimum only. A salary should assure sufficient support so that financial problems do not interfere with a minister's best work. Not only should day-to-day living expenses be met, but also expenses involved for educating children, providing for emergencies and preparing for retirement.

II. BENEFITS

A. HOUSING

Each church shall determine through negotiation with their minister(s) if a rent-free parsonage shall be provided for the minister(s), or if a larger salary shall be paid to enable the minister(s) to secure their own housing.

- The rent-free use of a church-owned parsonage shall include all utilities. Reimbursement of work-related use of personal cell phone may be negotiated with the congregation.
- Churches that enable their minister(s) to secure their own housing shall annually designate a portion of their minister(s) salary as a housing allowance in accordance with the Internal Revenue Service regulations.

B. DENOMINATIONAL REQUIREMENTS

All churches in the Classis shall adhere to all denominational requirements with respect to payments into annuity funds and professional development that apply to ministers in Reformed churches. The Clerk shall annually provide churches with information on the current requirements in these areas.

C. INSURANCE

The church shall comply with the RCA's requirements regarding the purchase of health insurance for its minister(s) and family. The church will also pay the stipulated premiums to the Reformed Benefits Association or the RCA Board of Benefits Services for:

- Group life insurance for the minister
- Long-term disability insurance for the minister

D. VACATION

Ministers shall be provided not less than three weeks of vacation if it has been less than three years since their ordinations, not less than four weeks if it has been more than three years since their ordinations but less than ten years, and not less than five weeks if it has been more than ten years since their ordinations.

E. SOCIAL SECURITY

The Minister shall receive additional compensation equal to not less than one-half the cost of his or her self-employment tax. The Minister is responsible for the actual payment of the tax to the Internal Revenue Service.

F. FAMILY MEDICAL LEAVE

Ministers shall be provided not less than eight weeks time off and salary* in the event of the birth or adoption of a child. Additional time off may be negotiated on a case-by-case basis at the discretion of the consistory.

Family Medical Leave in the event of care for a close relative (spouse, child, or parent) with a serious health condition or for assisting loved one when a family member is deployed abroad on active military service shall be provided for up to 12 weeks as negotiated with the consistory.

*While Paid Family Leave coverage is not required by New York State for clergy, congregations may voluntarily make contributions on behalf of their minister. More information about signing up for coverage can be found at : <https://paidfamilyleave.ny.gov/employers>.

III. BUSINESS EXPENSES

A. GENERAL REIMBURSEMENTS

The church shall reimburse the minister for reasonable business expenses incurred in the performance of regular ministerial duties.

B. MILEAGE

Automobile expenses shall be covered either by providing a car for the Minister's use or by compensation for actual mileage incurred in performance of ministerial duties. The rate of compensation shall not be less than the concurrent rate allowed by the Internal Revenue Service.

C. FULLY ACCOUNTABLE REIMBURSEMENT POLICY

The classis strongly urges each church to adopt a fully accountable reimbursement policy for its minister in order to avoid inadvertently making reimbursements for mileage and other ministry

expenses taxable income to the minister. Churches may contact the Executive Committee for assistance.

IV. PART-TIME MINISTRY

Churches that cannot afford the recommended full-time salary package may wish to consider offering their minister a part-time salary package, which is based on the minister's time commitments in terms of "units." Transparency and good communication is key to this package, because without those a church might easily develop unrealistic time expectations of its part-time minister.

One approach to negotiating a transparent part-time minister compensation package is to look at each morning, afternoon, or evening as constituting one unit of work (e.g. 3-4 hours). For example, a minister who spent a morning on worship preparation, an afternoon on hospital visitation and administrative work and an evening at a church meeting would have worked 3 units that day.

- A full-time pastoral position would average 12-13 units/week over the course of a year.
- A three-quarter time position would average 9 units/week over the course of a year and the minimum salary should be calculated at 75% of a full-time ministry salary and benefits shall comply with *RCA requirements for ministers serving over 30 hours per week.
- A half-time position would average 6 units/week over the course of a year and the minimum salary should be calculated at 50% of a full-time ministry package and benefits shall comply with *RCA requirements for ministers serving at least 17.5 hours, but not more than 29 hours per week.

*Please refer to the *Board of Benefits Services of the Reformed Church in America: Annual Insurance and Retirement Benefits Information* for calendar year 2023 for these requirements.

V. MINIMUM SALARY SCHEDULES FOR FULL-TIME MINISTRY

A. SENIOR PASTORS WHO ARE PROVIDED A RENT-FREE PARSONAGE

Years Since Ordination	Less Than 170 Members	170 to 249 Members	250 Members or More
1	\$38,606	\$41,821	\$45,037
2	\$39,482	\$42,698	\$45,914
3	\$40,357	\$43,579	\$46,795
4	\$41,234	\$44,454	\$47,669
5	\$42,115	\$45,331	\$48,546
6	\$42,991	\$46,209	\$49,421
7	\$43,866	\$47,087	\$50,303
8	\$44,744	\$47,963	\$51,179
9	\$45,626	\$48,841	\$52,055
10	\$46,501	\$49,716	\$52,931
11	\$47,377	\$50,597	\$53,812
12	\$48,257	\$51,473	\$54,690

B. SENIOR PASTORS WHO PROVIDE THEIR OWN HOME

Years Since Ordination	Less Than 170 Members	170 to 249 Members	250 Members or More
1	\$54,047	\$58,548	\$63,053
2	\$55,273	\$59,779	\$64,279
3	\$56,501	\$61,009	\$65,512

4	\$57,730	\$62,234	\$66,739
5	\$58,961	\$63,462	\$67,965
6	\$60,187	\$64,693	\$69,190
7	\$61,414	\$65,920	\$70,426
8	\$62,642	\$67,148	\$71,652
9	\$63,874	\$68,376	\$72,879
10	\$65,101	\$69,604	\$74,103
11	\$66,328	\$70,834	\$75,336
12	\$67,562	\$72,061	\$76,566

C. ASSOCIATE PASTORS WHO ARE PROVIDED A RENT-FREE PARSONAGE

Years Since Ordination	
1	\$38,606
2	\$39,482
3	\$40,357
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5	\$42,115
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