

North/West Lower Michigan Synod

2021 Compensation Guidelines for Ministers of Word and Sacrament (Pastors), Ministers of Word and Service (Deacons), Synodically Authorized Ministers, and Other Staff



**North/West Lower Michigan Synod
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Preface

The ELCA recognizes two categories for Rostered Ministers: Ministers of Word and Sacrament (Pastors) and Ministers of Word and Service (Deacons). Each rostered person has been fully approved by their Candidacy Committee and called to serve in their respective ministry fields.

- **Pastors** have received theological and practical training for the **ministry of Word and Sacrament** that is carried out in a variety of settings in congregations and institutions of the ELCA. They typically have a 4-year Master of Divinity degree and are ordained by the ELCA.
- **Deacons (formerly Associates in Ministry, Deaconesses, or Diaconal Ministers)** have received theological and practical training for the **ministry of Word and Service**. **Deacons** go through the candidacy process of the ELCA before they are ordained for **ministry of Word and Service**. They may be called by a congregation, a synod or the churchwide expression. They serve within congregations as well as outside of congregations in schools, agencies and institutions. They strive to be witnesses to this church and the world. They represent the church in settings and positions other than the traditional role of pastor.

Enclosed are the **2021 North/West Lower Michigan Synod Compensation Guidelines** for these rostered ministers (see Sections I-III). Also included are guidelines for Synodically Authorized Ministers and other congregation staff members (see Section IV). These guidelines are offered as input for congregation councils and other leadership teams to determine just and honorable salary, benefits, allowances, and reimbursements for those in ministry across our synod.

Congregations are expected to use the synod guidelines as a resource – a starting point in establishing compensation for pastors, deacons, and lay staff. However, these are only guidelines. They cannot possibly speak to all congregations with varying financial and personnel resources and expectations. They are also not intended to provide US federal tax advice. Employees and congregations are encouraged to consult with a tax expert as needed to ensure compliance with applicable Internal Revenue Service (IRS) rules and regulations. If there are any discrepancies in information between what is contained in these guidelines related to housing and social security allowance and what is provided by the IRS, information provided by the IRS is controlling and should be used. Further, if there are any discrepancies between what is contained in these guidelines related to pension and insurance benefits and what is provided by Portico Benefit Services, information provided by Portico Benefit Services and the applicable summary plan descriptions are controlling and should be used.

These annual guidelines include recommended increases to base salaries based on cost of living and other strategic inputs along with changes to general guidelines for reimbursements and time off to ensure consistency with other synods in our region. Merit based increases also continue to be encouraged where appropriate based on an individual congregation's overall compensation package and a pastor's role and responsibilities within his or her congregation.

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For 2021, these items should be noted:

- **2021 ELCA Pension and other Benefits:** To maintain the current level of benefits for rostered ministers and “at will” employees, we recommend that the congregations of the North/West Lower Michigan Synod continue to offer the ELCA **Gold+** Pension and other Benefits plan option in 2021 for their employees.
 - The Gold+ plan option most closely resembles the 2013 ELCA Primary health coverage (prior to the presentation of different levels). Having all congregations choose the Gold+ plan option will both continue to care for the health and well-being of all who serve under call or terms of employment and eliminate many of the variables facing congregations and employees in the midst of change.
 - The Portico benefit program is designed to align with the ELCA Philosophy of Benefits. As such, it is a bundled (“all or nothing”) benefit program that combines five benefit plans together to align with ELCA values and affirm the importance of benefits for the health and wellness of this church.
 - ELCA congregations and other eligible sponsoring employers can participate in the ELCA Pension and Other Benefits Program, which includes:
 1. ELCA Health Benefits Plan — Health benefits including medical and mental health, dental, prescription drugs, support services, and wellness programs.
 2. ELCA Flexible Benefits Plan — Health flexible spending accounts (FSA), dependent (day) care flexible spending accounts (FSA), health savings accounts (HSA), limited-purpose flexible spending accounts (FSA), and personal wellness accounts, which can be used to pay for eligible expenses.
 3. ELCA Retirement Plan — Sponsoring employers and eligible plan members contribute to save money for plan members’ retirement.
 4. ELCA Disability Benefits Plan — Provides eligible disabled plan members a monthly income, health benefits, life insurance, and retirement account contributions.
 5. ELCA Survivor Benefits Plan — Life insurance to help plan members’ beneficiaries with financial obligations in the event of a death.
- **Increases to Base Salaries for Pastors, Deacons, and Other Staff:** Based on salaries offered by other synods in our region (ELCA Region 6), the current economic climate, and economic indicators such as the U.S. Department of Labor Consumer Price Index and Social Security Administration’s Cost of Living Adjustment (COLA), an increase of **1.6 percent has been added to the 2020 starting base salary models** to set the recommendations for 2021. In addition, each year a staff person has an additional year of experience that adds value to the shared ministry. This added experience needs to be considered in providing fair compensation for employees.

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- **Bringing Compensation up to Guidelines:** If your congregation's pastor or other employees have compensation packages that are below guidelines in terms of applicable base salary, housing, benefits, etc., a strong, good-faith effort should be made to increase their compensation to meet synod guidelines. The bishop is available for consultation as a plan to achieve a fair and competitive compensation package is developed.

These synod guidelines are maintained and updated annually by the Executive Committee of Synod Council. Changes to the guidelines are forwarded by Synod Council for approval at Synod Assembly and the final document is publicized on the synod website (www.mittensynod.org) for on-going reference.

The following references are provided for additional consideration:

- General link to IRS On-Line Publications [<http://www.irs.gov/publications/>]
- IRS Topic 417 – Earnings for Clergy [<http://www.irs.gov/taxtopics/tc417.html>]
- IRS Publication 517 - Social Security and Other Information for Members of the Clergy and Religious Workers [<http://www.irs.gov/publications/p517/>]
- With regard to Cost of Living Allowance (COLA), visit the Social Security website at www.ssa.gov (see Frequently Asked Questions) or contact your local Chamber of Commerce. These are very helpful in finding the actual cost of living variances in your specific county.
- Since there are many factors in figuring health benefits rates, contact the Portico Benefit Services by phone (800-352-2876) or e-mail (mail@porticobenefits.org) for assistance. Additional information, including on-line calculators and forms are also available:
 - Portico Benefit Services Employer Page: <https://employerlink.porticobenefits.org>
 - Portico Benefits Cost Calculator Tool:
<https://employerlink.porticobenefits.org/Resources/Calculators/BenefitsCostCalculator.aspx>
- The ELCA website (www.elca.org) also contains further compensatory information.
- “[The Need for Clergy Renewal](https://alban.org/archive/the-need-for-clergy-renewal/)”, posted in December 2006 by Alban at Duke Divinity School (<https://alban.org/archive/the-need-for-clergy-renewal/>)
- [Clergy Renewal: The Alban Guide to Sabbatical Planning](#) by A. Richard Bullock and Richard J. Bruesehoff (available at www.rowman.com or www.amazon.com)
- [Journeying toward Renewal: A Spiritual Companion for Pastoral Sabbaticals](#) by Melissa Bane Sevier (available at www.rowman.com or www.amazon.com)
- A [Compensation Handbook for Church Staff](#) is available at www.churchlawtoday.com. Click “store” and look for [The 2018 Compensation Handbook for Church Staff \(or a more recent version if available\)](#).
- [Pastor and People: Making Mutual Ministry Work](#) (www.augsburgfortress.org)
- [Our Staff: Building Our Human Resources](#) (available from www.augsburgfortress.org)

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- Synodically Authorized Ministry Guidelines: see the following [www.elca.org](https://download.elca.org/ELCA%20Resource%20Repository/Guidelines_Synodically_Authorized_Ministries.pdf?_ga=2.169978976.1543437135.1591019415-850960564.1568489365) link: https://download.elca.org/ELCA%20Resource%20Repository/Guidelines_Synodically_Authorized_Ministries.pdf?_ga=2.169978976.1543437135.1591019415-850960564.1568489365

I. Compensation for Full-Time and Part-Time Ministers of Word and Sacrament (Pastors) under Call

These guidelines are applicable to ministers of Word and Sacrament (pastors), who are in positions designated as full-time and part-time (benefit eligible) under Letter of Call. The ELCA defines a part-time (benefit eligible) call as less than full time but not less than, on average, 15 hours per week. Work that is less than 15 hours a week (on average) is not benefit eligible and is arranged by contract rather than via a Letter of Call. Guidelines for pastors in contracted, supply, or part time interim positions are provided in Section II.

A pastor assumes many responsibilities – they are preachers, evangelists, administrators, teachers, counselors and leaders. The ELCA requires eight years of study (including a Bachelor and Master of Divinity degrees) as a part of the preparation for ordained ministry. Compensation for pastors should be comparable to professional positions of equal responsibility, education, and time commitment.

Adequate compensation enables a pastor to fulfill responsibilities and obligations, encourages vocational satisfaction, and encourages a pastor's best efforts and gifts. Congregations and our synod have an obligation to review compensation plans annually. We also expect pastors to take initiatives in seeking annual reviews of compensation.

Inadequate compensation may result in discouragement and dissatisfaction. This sometimes occurs as a pastor's family cannot maintain financial stability, as negative attitudes toward the congregation and church begin, or as an inability to participate in continuing education programs. Inadequate compensation means low contributions to retirement plans, which leads to inadequate retirement income. All of these realities increase the occurrence of resignations from ordained ministry, make it more challenging to recruit able candidates to our synod, and can create a poor image of the church in our communities.

Our synod recognizes there are pastors and congregations who, for a variety of reasons, move forward with salaries that are below the synod's recommended minimum guidelines. As an example, the healthcare costs through Portico are expected to increase approximately 3.5% for 2021. These increasing costs may make it difficult for congregations to maintain health coverage for their rostered minister and family AND offer an increase in base salary. We caution these pastors and congregations, however, that they are doing disservice to the congregation, other pastors, and pastoral successors by allowing the compensation package to remain below recommended minimum guidelines for an extended period. In such situations, the congregation, pastor, and bishop's office should work together to develop a short-term (2-3 year) plan to move

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toward minimum guidelines and implement other ways to compensate and care for the pastor in the interim period. Ideas include:

- An extra week of vacation per year.
- An extra week of continuing education or study time.
- A monthly study day, during which the pastor would be unavailable and would use that time to pray, read scripture, explore a topic that would benefit ministry, etc. This would NOT be a vacation day, but it would be a valuable time of renewal for the pastor.
- Ask your pastor what would be most helpful in her/his ministry and how the congregation can help.

A Statement of Compensation, Benefits and Responsibilities form (Appendix A) should be completed and submitted to the bishop's office annually. Links to information from the IRS and Portico Benefits Services are provided in the Preface section of this document for reference.

A. Base Compensation

Base Salary (Appendix A, Section A-1)

The base salary for ministers of Word and Sacrament (clergy) is determined using the following considerations:

- The 2021 Yearly Suggested Base Salary Grid for Pastors or Cost of Living Increase based on their current base salary, whichever is greater
- Performance evaluation to include amount of duties performed during the year, scope of responsibility, any expanded ministries, meeting the objectives of the individual church, etc.
 - Pastor and People: Making Mutual Ministry Work (available from www.augsburgfortress.org) has a section on Performance Reviews that may be helpful.
- Other factors to be considered include items such as:
 - education (either advanced or specialized)
 - educational debt
 - prior experience of second career candidates
 - length of time in the call
 - breadth and complexity of responsibilities
 - salaries of similar professionals in the current job market/local area
 - financial ability of the congregation
 - other factors identified by the congregation/pastor
 - housing allowance (changes up or down can impact base salary; see below)
- Base salary does not include:
 - Housing, utilities, car allowance, or other such items
 - continuing education allowance
 - pension and insurance benefits
 - fees received for weddings, funerals, and outside speaking engagements
- Income received by a spouse is not a consideration when establishing base salary

Changes to Recommended Base Salaries for Pastors:

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- A **1.6% increase to starting base salaries in 2021** is recommended based on the following:
 - **Cost of Living Allowance (COLA):** The most recent COLA increases were **1.6%** (2020) and **2.8%** (2019) (see <http://www.socialsecurity.gov/news/cola/> (keyword COLA)).
 - **ELCA Region 6 Assessment:** An assessment of 2020 Compensation Guidelines across all synods in Region 6 was conducted. For 2021, most synods in Region 6 have verified that they are planning a 1.6% increase to their base salary models based on the most recent COLA increase.
 - For 2021, a 1.6% increase to the base salary models is recommended to ensure continued consistency and competitiveness between our synod's base salaries and those of other synods in our region to ensure fair compensation for rostered leaders and to support congregations in attracting new and/or keeping experienced rostered leaders to our synod within competitive Call processes.
- It is recognized that some congregations may not be able to fully include this strategic increase in their pastor's compensation package in a single calendar year. If this is the case, it is recommended that congregations develop a multi-year plan (in consultation with the bishop as needed) to gradually bring a pastor's compensation package in line with the minimum base salary recommendations.
- All changes are applied to the recommended base salary for 0-1 years of service which is the starting point for all other "Years of Service" recommendations. For pastors, "Years of Service" equals "Years of Experience" as a minister of Word and Sacrament.

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2021 Yearly Suggested Base Salary Grid for Ministers of Word and Sacrament (Pastors)

These figures are minimum base salaries based on a full-time call and assume the pastor will receive a housing allowance or parsonage in addition to the base salary. Salaries for part-time calls should be based on a corresponding percentage of these guidelines. A full-time call is based on 50 hours/week (on average). Congregations cannot change a pastor's call more than 10% without consulting the bishop and issuing a new Letter of Call.

| Years of Service | Recommended Base Salary (\$) |
|------------------|------------------------------|
| 0-1 | 39,625* |
| 2 | 40,125 |
| 3 | 40,625 |
| 4 | 41,125 |
| 5 | 41,625 |
| 6 | 42,125 |
| 7 | 42,625 |
| 8 | 43,125 |
| 9 | 43,625 |
| 10 | 44,125 |
| 11 | 44,625 |
| 12 | 45,125 |
| 13 | 45,625 |
| 14 | 46,125 |
| 15 | 46,625 |
| 16+ | 47,125** |

*A 1.6% increase was applied to the starting base salary (0-1 Years of Service). For up to and including 16 yrs of service, a minimum of \$500 is added for each additional year of service.

**For 17 yrs of service and higher, a minimum of \$700 is added for each additional year of service.

Merit Based Raise (Appendix A, Section A-2)

In consideration of pastors whose work meets or exceed expectations and the congregation's goals for ministry, congregations are encouraged to consider appropriate merit increases (typically 1-3%) in addition to the base salary increase each year.

Housing (Appendix A, Section A-3)

Housing provided for a Minister of Word & Service (Pastor) should be comparable to at least the average home in the congregation and community. The congregation should provide either a suitable parsonage or a housing allowance.

- Parsonage
 - A pastor may prefer to live in a parsonage rather than owning a home. If a parsonage is provided, the congregation should assume all costs for maintenance and utilities (except for personal long-distance phone charges).

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- It is important that parsonages be sufficiently maintained. An annual walk-through of the parsonage by the council or delegate team is advised to note the general condition of the home and plan for regular maintenance or other improvements.
- Equity Allowance Plan (Housing Equity Allowance)
 - This plan is intended to provide for the needs of pastors who live in parsonages and therefore cannot build equity in a home. Pastors in this situation often come to retirement with limited savings and have difficulty providing housing for themselves and their spouses on limited retirement income once a parsonage is no longer available.
 - When a pastor lives in a parsonage provided by the congregation, the congregation should increase its contribution to the pastor's pension plan by at least **an additional 3%** of the base salary.
- Housing Allowance
 - If a parsonage is not provided or a pastor prefers to own their own home, he or she may request that a portion of his or her total annual compensation be designated as a housing allowance, in accordance with Internal Revenue Service (IRS) regulations (see [IRS Publication 517](#), "Social Security and Other Information for Members of the Clergy and Religious Workers"). The employee assumes full responsibility for compliance with IRS definitions of "costs to provide a home".
 - The housing allowance is recommended to be equivalent to **at least 30%** of the minimum base salary to cover "costs to provide a home" including mortgage payments (interest and principal) or rental payments, related taxes, fire and home liability insurance premiums, utility costs, repairs, and other expenses directly relating to providing a home. The only expenses specifically excluded by the regulations are those for food and cleaning service. The housing allowance is not part of the base salary – the base salary plus the housing allowance are two separate parts of the overall Base Compensation (see Appendix A, Section A).
 - Once the Base Salary and Housing Allowance are set, pastors can choose to adjust (increase or decrease) the Housing Allowance with accompanying increase or decrease to the Base Salary. The total sum of Base Salary + Housing Allowance should remain constant if adjustment to the Housing Allowance is made. It is suggested that congregations keep detailed documentation of any adjustments made to ensure future increases or changes are made with knowledge of the actual Base Salary amount.
 - Payments officially designated as a housing allowance must be used in the year received.
 - When a housing allowance is requested by the pastor, the congregation council (or equivalent leadership team) must designate it (approve it) prior to January 1 of the year it is to be received. There must be written documentation and it must be provided in the congregation council (or equivalent) minutes.

Parsonage vs. Housing Allowance

Many parishes have defined housing provisions for the pastor. However, some might encounter a change from parsonage to housing allowance, which enables a pastor to purchase his or her own home. Congregations may also have a pastor who prefers living

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in a parsonage to owning a home. There are advantages in either decision, only a few of which are listed here:

- Parsonage
 - The pastor could be more mobile and would not have to give thought to the direct responsibilities of personal home ownership (e.g., mortgage payments, maintenance, taxes, insurances, etc.)
 - The congregation will have housing available immediately for a new pastor and will have the advantage of equity.
- Home Ownership
 - Allows the pastor to select a location and build equity, providing a hedge against inflation.
 - The congregation does not have the responsibility of maintenance, taxes, insurance, etc.

Social Security Allowance (Appendix A, Section A-4)

Currently, Social Security tax and Medicare is 7.65% (6.2% SS and 1.45% Medicare) for employer and 7.65% for the employee. That means employees pay one half of the total Social Security assessed tax, and the employer pays the other half. Pastors are in a unique situation in that according to the Internal Revenue Service, ordained professionals are classified not as 'employees', but as 'self-employed' meaning clergy are expected to pay the entire 15.3% Social Security tax.

Under current law, congregations are prohibited from directly paying social security tax for their pastors. For this reason, throughout the ELCA, synods strongly recommend that all congregations pay the additional 7.65% as a **Social Security offset/allowance**. This offset/allowance is calculated based on the total of the Base Salary + Housing Allowance. The allowance must be considered as salary (i.e., part of the defined compensation) in reporting to the IRS, and is also considered income when computing pension plan contributions.

Minimum Defined Base Compensation

Minimum defined base compensation is equal to the Base Salary + Housing or Housing Allowance + Social Security Allowance.

Example: For a First Call Pastor with 0-1 years of experience as an ordained pastor, the minimum defined base compensation targeted based on the guidelines would be \$39,625 (targeted base salary for a first call pastor) + \$11,888 (targeted housing at 30% base salary) + \$3,941 (Social Security Allowance at 7.65% of base salary + housing) totaling (=) \$55,454.

As stated previously in the Housing Allowance section, once the Total Base Compensation (Base Salary + Housing + Social Security Reimbursement) is determined, the amount of this total that is designated as Housing Allowance can be adjusted to meet the needs of the pastor as long as the Total Base Compensation remains the same. In other words, the pay designated as salary on the W2 can decrease (or increase) as the part designated as Housing Allowance can increase (or

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decrease). The overall Total Base Compensation should remain the same. Again, it is suggested that congregations keep detailed documentation of any adjustments made to ensure future increases or changes are made with knowledge of the actual Base Salary amount.

B. Pension and Insurance Benefits

Pension (Appendix A, Section B-1)

The Pension and Other Benefits Plan of the Portico Benefit Services, includes the pastor's pension, personal and family health-dental insurance, disability and survivor benefits, and a small administrative cost. The cost to the congregation is based on the age of the pastor **as of December 31, 1987**, and the pastor's salary, housing, and Social Security Allowance. In addition, the cost varies if Medical/Dental coverage is for member, member and spouse, member and children or member, spouse and children.

Beginning in 1995, members who have medical/dental insurance through another employer-provided plan (i.e., spouse, or former employer) may waive the medical and dental portion of the Portico plan. However, the congregation would still be responsible for Disability and Retiree Support.

Portico Benefit Services Pension Plan

Upon election of participation in the program offered by the Portico Benefit Services, each congregation's contribution to the program is based on the percentages defined below.

Predecessor church (ALC, LCA, AELC) plan members with continuous participation since 1987:

| | |
|----------------------------------|-----|
| Age on December 31, 1987: | |
| 65 yrs or older: | 12% |
| 55-64 yrs: | 11% |
| All other members: | 10% |

Note: Congregations may choose to remit contributions at a higher level by making additional pension contributions for members.

Pretax Contribution Agreement (Optional Pension Payments)

The pastor and the congregation may elect to enter into an agreement whereby additional contributions are made to the pastor's pension plan. The Internal Revenue Service sets annual limits for retirement plan contributions. Contact the Portico Benefit Service Center for more details [(800) 352-2876].

Medical and Dental Insurance (Appendix A, Section B-2)

Medical and Dental insurance is provided through Portico Benefit Services. The sponsored member's employer furnishes the required monthly contributions for the member's coverage to Portico Benefits Services.

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The Affordable Healthcare Act that was adopted by Congress took effect in 2014. Each year, the congregation and employee will be required to select the level of health care coverage for the following year. This selection must happen even if the employee waives the Portico coverage. Portico follows the national standards and has identified the different levels of cost sharing as platinum, gold, silver and bronze. Both the employer and the insured will need to choose the same level of coverage in order to make certain that healthcare coverage continues to be provided or is provided for the first time.

This new coverage is different than the former coverage offered by Portico in a number of ways, but much remains the same. Differences include:

- The choice of the level of coverage (platinum, gold, silver, or bronze)
- Factoring in the age of the insured
- The obligation to offer healthcare benefits to all full-time employees (pastors, deacons, and other employees)

What remains the same:

- ELCA guidelines for historical insurance coverage most closely match the “Gold+” level in the new Portico plan. Since the “Gold+” level most closely matches previous years’ standard insurance, congregations are strongly encouraged to maintain this level of insurance.
 - NOTE: If you are concerned about the congregation’s ability to provide coverage at the Gold+ level, please notify the Bishop’s office as soon as possible.
- Coverage is “portable” that is, it travels with the insured from call to call and state to state without beginning from zero in the new place.
- It is still possible to opt out of Portico Health Coverage, provided there is other employer-sponsored healthcare available with the congregation determining appropriate adjustments to the base compensation or other benefits (i.e., pension).
- Rates are based on the member’s coverage level. There are four coverage levels and each level has an established minimum and maximum contribution: Member Only; Member and Spouse; Member and Children; Member, Spouse, and Children
- All Portico plans are “bundled” which means coverage is required on an “all or nothing” basis (i.e., a member cannot “opt” out of disability coverage, dental coverage, etc.).

Contribution rates are aligned to individual synods and geographical areas within synods because medical and dental expenses vary according to area. Contact Portico for your area’s rate (<https://www.porticobenefits.org/>).

Sponsored Couples

If both spouses are sponsored in the Portico Benefits Services, contact Portico for more information and guidance.

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Portico Benefit Services

Contact Portico Benefits Services for information about Pension and Insurance. There are forms available online. To report new contact information, change of salary, or end of call, contact a Portico representative directly at <https://porticobenefits.org/>.

Disability

Disability benefits are included in the Portico Gold+ In the event of a pastor's disability, it is recommended that the congregation continue to pay the full salary for the first sixty (60) days of disability, until the disability benefits of the ELCA Pension Plan take effect.

- This plan pays 2/3 percent (66.6%) of "Monthly Defined Compensation" beginning with the third month of disability.
- It is recommended that the congregation continue to provide housing or housing allowance during temporary disability or until termination of Call.
- If the disability continues for six (6) months, the congregation council in consultation with the bishop shall recommend a course of action to the congregation and the pastor.

C. Expenses

Automobile (Appendix A, Section C-1)

Congregations should provide an adequate car allowance in one of the following ways:

- Reimburse the pastor for actual miles driven in service of the congregation (up to an annual designated amount set by the congregation).
 - This can be done on a cents per mile basis. Such reimbursement should be consistent with the current IRS rate (i.e., 57.5 cents/mile in 2020; www.irs.gov)
- Pay the pastor a fixed amount in equal monthly installments for the year.
 - This is generally the least complicated way to handle the matter, but not the most favorable way when dealing with taxes.
 - If used, income per month needs to be added to salary at year-end.
- A congregation may also buy or lease a vehicle and assume the total cost of operation. Experience indicates that unless the vehicle is driven more than 30,000 miles annually, ownership is not the most cost-efficient option.

Continuing Education (Appendix A, Sections C-2; D-2; D-3)

It is recommended that each congregation annually budget a **minimum of \$1000** and **two weeks per year** for a pastor's continuing education. This should include a maximum of two Sundays if required for travel or conference time.

- Accumulation of time and funds to permit flexibility may be negotiated between the pastor and congregation council. Accumulation over a 2-year or 3-year period is suggested.
- Further information about continuing education is provided in Section D (Paid Time Off)

Professional Expenses (Appendix A, Section C-3)

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The congregation and the pastor should share professional expenses such as theological books, periodicals, program materials, and other educational materials. Coverage of expenses for official meetings of the synod is required.

Computer and Cell Phone (Appendix A, Section C-4)

It is recommended that the congregation provide the pastor with a computer (laptop and/or desktop with monitor, keyboard, etc.) and a cell phone to facilitate ministry. Items to note:

Computers

- A computer system provided by the congregation for the pastor's use remains the property of the congregation (including all information stored on the computer) and is to be treated as a business expense that is not taxable to the pastor.
- A computer system purchased by the pastor is NOT a deductible business expense, even when used for business purposes.

Cell Phones

- A cell phone provided by the congregation for the pastor's use remains the property of the congregation and is a non-taxable business expense if the council minutes state it is primarily provided for non-compensatory business reasons (such as the need to be accessible at all time for work-related emergencies).
- The pastor may be provided with a non-taxable cell phone reimbursement if council minutes state that the pastor is required to maintain a personal cell phone for non-compensatory business reasons and the reimbursement amount does not exceed reasonable business needs (i.e., reimbursement covers the basic monthly plan, not the family plan for extra minutes).

Moving Expenses (Appendix A, Section C-5)

- Moving expenses normally are paid in full by the calling congregation. This one-time cost can be significant - recent experience indicates that costs can range from \$8,000 to \$15,000. Some congregations work to set aside a sufficient amount in anticipation of an upcoming pastoral transition. Others have had a special offering to assist with this expense.
- It is recommended that the pastor submit two to three estimates to the congregation.

D. Paid Time Off

Weekly Time Off

- Pastors are responsible for setting their schedules to meet the needs and expectations of their call. Pastors, like anyone else, need time off from work to replenish and re-energize. Congregations should ensure that each pastor has the equivalent of **two full days off** per week. The pastor's weekly schedule (days/hours) may be negotiated as necessary.
- For the well-being of the pastor and health of the congregation, it is suggested that his or her schedule generally **not exceed 50 hours** in a work week. If longer work weeks are more the

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“norm” rather than the exception, congregation councils (or equivalent) are encouraged to partner with the pastor to assess alternate resource options, including items such as:

- determining if sufficient need and capacity (financial and otherwise) is in place to warrant calling another rostered leader – clergy or deacon - to serve the congregation
- identifying possible opportunities for appropriate delegation of responsibility to staff members or lay leaders
- ensuring effective time management strategies are being utilized
- identifying responsibilities that are lower priority and could be done at a reduced frequency or discontinued
- review, prioritization, and possible adjustment to expectations set forth within the call (done in consultation with the synodical bishop)

Vacation (Appendix A, Section D-1)

- Vacation time is **four weeks** (based on the typical work schedule; including four Sundays)
- Attendance at official Synod or Churchwide assemblies, conferences, and continuing education are not considered vacation time.
- Additional discussion and clarification should be made regarding days off, provision for national holidays, other small blocks of “off” time, whether unused time is carried over to the next year, and whether unused time is paid out at the end of the call.

Continuing Education (Appendix A, Sections C-2; D-2; D-3)

In order to update skills and thereby strengthen ministries, pastors are encouraged to enroll in courses of advanced study as such activities improve and build ministry. The ELCA expects a minimum of 50 contact hours annually in continuing education. A contact hour is defined as a typical 50-minute classroom instructional session or equivalent. These experiences are to be taken with colleagues and under responsible sponsorship, capable directors, and qualified instructors, and should be pre-approved by the congregation council or equivalent.

- Pastors are encouraged to work with their congregation council annually in planning, reviewing and recording continuing education activities and hours. These continuing education endeavors are also to be reported annually to the Synodical Bishop.
- It is recommended that each congregation annually budget **a minimum of \$1000 and two weeks per year** for a pastor’s continuing education (this applies to both full- and part-time rostered ministers). This should include a maximum of two Sundays if required for travel or conference time.
 - Accumulation of time and funds to permit flexibility may be negotiated between the pastor and congregation council. Accumulation over a 2-year or 3-year period is suggested.
 - The scheduling of continuing education should be determined by the pastor in consultation with the congregation council. As appropriate, the synodical bishop can also be consulted.
 - Official meetings of the synod such as Synod Assembly, Churchwide Assembly, conference meetings, or other leadership events are not included as continuing education.

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- **First Call Pastors** are required to participate in First Call Theological Education (FCTE) for the first three years of ministry. FCTE includes but is not limited to a Fall Retreat (2-3 days) and a Spring Retreat (2-3 days).
 - Congregations should work with first call pastors to determine other continuing education experiences for the growth of the pastor and the congregation.
 - A First Call Theological Education Covenant shall be discussed and completed by the Pastor, Council President, and Assistant to the Bishop.

Churchwide / Synodical Commitments

- There are times when a rostered minister is called upon to serve in ways that take her/him beyond the congregation. Examples may include church-related activities such as serving as chaplain at a church camp; serving on a synodical or ELCA council, committee or task force; or filling a short-term teaching commitment at a college or seminary. Serving beyond one's home congregation in these or other ways is an integral part of public ministry. This "extended ministry" is encouraged at appropriate levels and should be considered in consultation with the rostered leader's Congregation Council or equivalent leadership body. This type of ministry beyond the congregation should not be considered as vacation time for the rostered minister.
- As required by the synod constitution and based on the Letter of Call, all rostered ministers are required to attend the Synod Assembly as voting members. It is the responsibility of the congregation or sponsoring organization to provide the financial support necessary for the rostered minister to attend the Synod Assembly each year.

Sick Leave (Appendix A, Section D-4)

- Sick Leave for the employee should be provided for **up to six weeks per year** (based on the typical work schedule) with full salary, housing, and benefits.
 - Pay continuation when an employee is ill is a privilege and not a right or entitlement. Consequently, all employees are expected to work except when actually ill or when their absence is specifically approved for some other valid reason.
 - This time off is not accumulated (i.e., it is to be used within each calendar year) and should not be abused.
 - Employees are not paid for unused sick leave upon termination of employment.
 - Provision may be made for further unpaid time for disability recovery as agreed upon by the Congregation Council or equivalent leadership body.

Maternity Leave (Appendix A, Section D-5)

- Provisions for maternity leave shall include **up to six consecutive weeks** (including Sundays) with full salary, housing and benefits.
- If a longer leave is sought by the pastor but not medically required, additional time may be negotiated by the pastor with the congregation council and provisions should be made for appropriate adjustment in salary and other compensation.
- If a longer leave is medically required, it should be handled as any other disability.

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Paternity Leave/Adoptive Parental Leave (Appendix A, Section D-5)

- Provisions for paternity leave and adoptive parental leave shall include **up to six consecutive weeks** (including Sundays) with full salary, housing and benefits.
- If there are special needs, additional time may be negotiated by the pastor with the congregation council and provisions made for appropriate adjustment in salary and other compensation, with appropriate documentation and approval by the congregation council.

Parenting Leave (Appendix A, Section D-6)

- Parenting leave is directed towards providing care for a member of the employee's immediate family who is ill or injured.
 - Immediate family members are the employee's spouse, partner, children, parents and parents-in-law, siblings, grandparents, grandchildren, and minors for whom the employee is the legal guardian. The employee's children include not only the employee's biological, adopted, or foster children, but also, legal wards, and children and stepchildren for whom the employee provides care and financial support on a daily basis.
- Such leave should include **up to six weeks** (based on a typical work week; including Sundays) full salary, housing, and benefits with appropriate documentation and approval by the congregation council (or equivalent leadership body).
- If there are special needs, additional time may be negotiated by the pastor with the congregation council and provisions made for appropriate adjustment in salary and other compensation, with appropriate documentation and approval by the congregation council.

Leave of Absence

- Congregations and pastors are encouraged to formulate a contingency plan in advance for possible leave of absence. If desired, this may be made with synod staff consultation.

Study/Sabbatical Leave (Appendix A, Section D-7)

- A sabbatical leave offers an extended block of time for study, personal growth, and reflection apart from usual congregational responsibilities.
- A sabbatical is encouraged for full-time pastors who have been in their present setting five years or more. It is up to the Congregation Council (or equivalent leadership body) to set the schedule for sabbatical leaves across their organization - includes determining if staffing adjustments are needed to cover the absence to ensure the needs of the organization are met.
- See Appendix C ("Sabbatical Policy - North/West Lower Michigan Synod") for more details.

II. Compensation for Contracted and/or Supply Ministers of Word and Sacrament (Pastors) and Ministers of Word and Service (Deacons)

Ministers of Word and Sacrament (Pastors) in part-time calls should refer to Section I for compensation guidelines. Ministers of Word and Service (Deacons) in part-time calls should refer to Section III for compensation guidelines.

Pastors or Deacons Under Contract

In those instances where a congregation contracts for services of a rostered minister on a daily (8 hr/day) basis, the recommended compensation is:

- \$200 per day plus expenses
 - Meals and mileage at the current IRS rate (i.e., 57.5 cents/mile in 2020).
- If a full day is not required, a congregation may contract based on an hourly rate of \$25 per hour, with minimum pay of two hours or \$50.

Supply Pastors and Deacons

Compensation for supply preaching (including sermon preparation, travel time, fellowship and worship time) should be as follows:

- \$200 for one worship service
- \$50 for each additional worship service
- Mileage at the current IRS rate (i.e., 57.5 cents/mile in 2020)
- When an additional worship service is scheduled for Saturday or Sunday evening, the congregation is also responsible for supplying overnight lodging upon the request of the supply rostered minister.
- The congregation may also compensate the supply rostered minister for meals while in town.
- When services are not held on consecutive days, the supply rostered minister will be compensated each day as a separate event.

- **Base Compensation**

- Whenever possible, the Base Salary will conform to the 2021 Yearly Suggested Base Salary Grid for Pastors (Section I) or Deacons (Section III), according to the rostered minister's years of service.
- For Ministers of Word and Sacrament (Pastors): A Housing Allowance equal to 30% of the Base Salary or as agreed upon with the pastor will be provided (the pastor may allocate some salary to housing). Alternatively, housing may be provided by the congregation as negotiated with the interim pastor.
- A self-employed Social Security payment allowance will be provided.

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- **Pension and Insurance Benefits**
 - The congregation will sponsor the rostered minister in the Pension and Other Benefits Program of the ELCA, including health, retirement, disability, and retiree support (see Section I or III).
 - The rostered minister may choose to waive health coverage if he or she has coverage from another source.

- **Expenses**
 - If the rostered minister will be commuting more than forty miles (one way), the congregation is encouraged to provide additional salary to offset the additional expense of a lengthy commute. Mileage from home to office is not a reimbursable business expense.
 - The congregation will reimburse the rostered minister for miles driven in service to the congregation in accordance with IRS guidelines (i.e., 57.5 cents/mile in 2020; www.irs.gov) up to an established maximum number of miles.
 - The congregation will pay for the rostered minister's attendance at official synod meetings.
 - A continuing education allowance shall accrue at the rate of \$83.33 per month for ministers of Word and Sacrament (pastors) or \$58.34 per month for ministers of Word and Service (deacons). The rostered minister shall also accrue one day per month paid leave of absence to attend continuing education. Any unused time and funds will move with the rostered minister to the next appointment.
 - If the rostered minister will be lodging overnight in the community served, the congregation will provide for suitable lodging.

- **Paid Time Off**
 - Vacation with pay shall accumulate at the rate of one week (based on a typical work week; including one Sunday) for every 3 months of service. Some or all of the earned vacation may be taken at the conclusion of the pastor's term of service.
 - Sick leave with pay shall accumulate at the rate of one day for every month served, cumulative to 30 days of sick leave. Unused accumulated sick leave will not be compensated at the end of service.
 - Short-term or long-term disability concerns shall be handled according to Portico guidelines.

III. Compensation for Full-Time and Part-Time Ministers of Word and Service (Deacons) under Call

These guidelines are applicable to ministers of Word and Service (deacons), who are in positions designated as full-time and part-time (benefit eligible) under Letter of Call. Deacons come to our synod and congregations with varied skills and experiences and as a result, may assume many different responsibilities. Job descriptions vary and are developed by the congregation. The ELCA requires specialized training for certification as deacon. The ELCA defines a part-time (benefit eligible) call as less than full time but not less than, on average, 15 hours per week. Work that is less than 15 hours a week (on average) is not benefit eligible and is arranged by contract rather than via a Letter of Call.

Compensation for deacons should be comparable to professional positions of equal responsibility and training within a congregation's region or within the synod. Adequate compensation enables deacons to fulfill responsibilities and obligations, encourages vocational satisfaction, and encourages a deacon's best effort. Congregations and our synod have an obligation to review compensation plans annually. We also expect deacons to take initiatives in seeking an annual review of compensation.

Inadequate compensation may result in discouragement and dissatisfaction. This sometimes occurs as a deacon's family cannot maintain financial stability, as negative attitudes toward the congregation and church begin, or as an inability to participate in continuing education programs. Inadequate compensation means low contributions to retirement plans, which leads to inadequate retirement income. All of these realities increase the occurrence of resignations from ministry, make it more challenging to recruit able candidates to our synod, and can create a poor image of the church in our communities.

Our synod recognizes there are deacons and congregations who, for a variety of reasons, choose to be content with salaries that are below the synod's recommended minimum guidelines. We caution these deacons and congregations, however, that they are doing disservice to the congregation, other deacons, and successors by allowing the compensation package to remain below recommended minimum guidelines. In such situations, the congregation, deacon, and bishop's office should work together to develop a short-term (2-3 year) plan to move toward minimum guidelines and implement other ways to compensate and care for the deacon in the interim period. Ideas include:

- An extra week of vacation per year.
- An extra week of continuing education or study time.
- A monthly study day, during which the deacon would be unavailable and would use that time to pray, read scripture, explore a topic that would benefit ministry, etc. This would NOT be a vacation day, but it would be a valuable time of renewal for the deacon.
- Ask your deacon what would be most helpful in her/his ministry and how the congregation can help.

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A Statement of Compensation, Benefits and Responsibilities form for Deacons (Appendix B) should be completed and submitted to the bishop's office annually. Letters and numbers in this document correspond to that form. Links to information from the IRS and Portico Benefits Services are provided in the Preface section of this document for reference.

A. Base Compensation

Base Salary (Appendix B, Section A-1)

In establishing the salary package for the deacon, the following criteria are to be considered:

- The 2021 Yearly Suggested Base Salary Grid for Deacons or Cost of Living Increase based on their current base salary, whichever is greater
- Performance evaluation to include amount of duties performed during the year, scope of responsibility, any expanded ministries, meeting the objectives of the individual church, etc.
 - Our Staff: Building Our Human Resources (available from www.augsburgfortress.org) has a section on Performance Reviews that may be helpful.
- Education (degree or non-degree)
- Length & breadth of experience*
- Full-time/Part-time status
- Certification by ELCA or predecessor church bodies
- Quality of performance
- Job description / complexity of responsibilities
- Involvement in continuing education
- Cost of living in a particular geographical area
- Educational debt
- Compensation for comparable level positions in the community or geographical area

*Appropriate credit should be given for prior employment experience, volunteer ministry experience, ministry experience in non-Lutheran settings, church agency employment or volunteer work, and non-ministry experience, particularly of second career candidates.

Changes to the Recommended Base Salaries for Deacons:

- A **1.6% increase to starting base salaries in 2021** is recommended based on the following:
 - **Cost of Living Allowance (COLA):** The most recent COLA increases were **1.6%** (2020) and **2.8%** (2019) (see <http://www.socialsecurity.gov/news/cola/> (keyword COLA)).
 - **ELCA Region 6 Assessment:** Most synods in Region 6 have verified that they are planning a 1.6% increase in compensation guidelines for 2021 based on the most recent COLA increase.
 - The increase is recommended to ensure continued consistency and competitiveness between our synod's base salaries and those of other synods in our region to ensure fair compensation for deacons across our synod.
- It is recognized that some congregations may not be able to fully include this strategic increase in their deacon's compensation package in a single calendar year. If this is the case,

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it is recommended that congregations develop a multi-year plan (in consultation with the bishop as needed) to bring compensation packages for full-time or part-time deacons in line with the minimum base salary recommendations.

- All changes are applied to the recommended base salary for 0-5 years of service which is the starting point for all other “Years of Service” recommendations. For deacons, “Years of Service” equals “Years of Experience” as a minister of Word and Service (with appropriate credit given for prior employment experience as noted above).

2021 Base Salary Chart for Deacons

The salaries below are the minimum recommended annual salaries based on a full-time position. Salaries for less-than-full-time (includes long term part-time) positions should be based on a corresponding percentage of these guidelines. A full-time call is based on 50 hours/week (on average). Congregations cannot change a deacon’s call more than 10% without consulting the bishop and issuing a new Letter of Call.

| Years of Service | Recommended Base Salary (\$) |
|------------------|------------------------------|
| 0-1 | 36,630* |
| 2 | 37,070 |
| 3 | 37,510 |
| 4 | 37,950 |
| 5 | 38,390 |
| 6 | 38,830 |
| 7 | 39,270 |
| 8 | 39,710 |
| 9 | 40,150 |
| 10 | 40,590 |
| 11 | 41,030 |
| 12 | 41,470 |
| 13 | 41,910 |
| 14 | 42,350 |
| 15 | 42,790 |
| 16 | 43,230 |
| 17 | 43,670 |
| 18 | 44,110 |
| 19 | 44,550 |
| 20+ | 44,990 |

*A 1.6% increase was applied to the starting base salary (0-1 Years of Service). An increase of \$440 is recommended to be added for each additional year of service.

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Merit Based Raise (A-2)

In consideration of deacons whose work meets or exceed expectations and the congregation's goals for ministry, congregations are encouraged to consider appropriate merit increases (typically 1-3%) in addition to the base salary increase each year.

Social Security

Federal Tax Code requires congregations to pay for the employer's portion of the Social Security for deacons.

Housing

Federal Tax Code does not permit a tax-deductible housing allowance for ministers of Word and Service (deacons).

B. Pension and Insurance Benefits

Pension and Health Insurance (Appendix B, Sections B-1; B-2)

Pension and insurance plans are to be provided for all deacons employed by congregations who are regularly scheduled to work at least 20 hours per week or for at least 6 months per year.

Medical and Dental insurance is provided through Portico Benefit Services. The sponsored member's employer furnishes the required monthly contributions for the member's coverage to Portico Benefits Services.

The Affordable Healthcare Act that was adopted by Congress took effect in 2014. Each year, the congregation and deacon will be required to select the level of health care coverage for the following year. This selection must happen even if the deacon waives the Portico coverage. Portico follows the national standards and has identified the different levels of cost sharing as platinum, gold, silver and bronze. Both the employer and the insured will need to choose the same level of coverage in order to make certain that healthcare coverage continues to be provided or is provided for the first time.

This new coverage is different than the former coverage offered by Portico in a number of ways, but much remains the same. Differences include:

- The choice of the level of coverage (platinum, gold, silver, or bronze)
- Factoring in the age of the insured
- The obligation to offer healthcare benefits to all full-time employees (clergy, deacons, and other employees)

What remains the same:

- ELCA guidelines for historical insurance coverage most closely match the "Gold+" level in the new Portico plan. Since the "Gold+" level most closely matches previous years' standard insurance, congregations are strongly encouraged to maintain this level of insurance.

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- NOTE: If there is concern about the congregation's ability to provide coverage at the Gold+ level, please notify the Bishop's office as soon as possible.
- Coverage is "portable;" that is, it travels with the insured from call to call, job to job (within the ELCA), and state to state without beginning from zero in the new place.
- It is still possible to opt out of Portico Health Coverage, provided there is other employer-sponsored healthcare available with the congregation determining appropriate adjustments to the base compensation or other benefits (i.e., pension).
- Rates are based on the member's coverage level. There are four coverage levels and each level has an established minimum and maximum contribution: Member Only; Member and Spouse; Member and Children; Member, Spouse, and Children
- All Portico plans are "bundled" which means coverage is required on an "all or nothing" basis (i.e., a member cannot "opt" out of disability coverage, dental coverage, etc.).

Contact Portico Benefits Services for information about Pension and Insurance. There are forms available online at <https://porticobenefits.org/>. To report new contact information, change of salary, or end of call, contact Portico directly.

C. Expenses

Automobile and Travel (Appendix B, Section C-1)

It is recommended that the congregation reimburse deacons for miles driven in service of the congregation.

- This can be done on a cents per mile basis. Such reimbursement should be consistent with the current IRS rate (i.e., 57.5 cents/mile in 2020; www.irs.gov).
- This can also be done on the basis of specific reimbursement costs. In order to claim the IRS rate the employee must own his or her automobile.

Continuing Education (Appendix B, Sections C-2; D-2; D-3)

It is recommended that each congregation annually budget a **minimum of \$700** for deacons along with two weeks per year (including Sundays) for travel and/or conference time.

- Accumulation of time and funds to permit flexibility may be negotiated between the pastor and congregation council. Accumulation over a 2-year or 3-year period is suggested.
- Further information about continuing education is provided in Section D (Paid Time Off)

Professional Expenses (Appendix B, Section C-3)

The congregation and the deacon should share professional expenses such as theological books, periodicals, program materials, and other educational materials. Coverage of expenses for official meetings of the synod is required.

Computer and Cell Phone (Appendix B, Section C-4)

It is recommended that the congregation provide the deacon with a computer (laptop and/or desktop with monitor, keyboard, etc.) and a cell phone (as appropriate) to facilitate ministry. Items to note:

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Computer

- A computer system provided by the congregation for the deacon's use remains the property of the congregation (including all information stored on the computer) and is to be treated as a business expense that is not taxable to the deacon.
- A computer system purchased by the deacon is NOT a deductible business expense, even when used for business purposes.

Cell Phone

- A cell phone provided by the congregation for the deacon's use remains the property of the congregation and is a non-taxable business expense if the council minutes state it is primarily provided for non-compensatory business reasons (such as the need to be accessible at all time for work-related emergencies).
- The deacon may be provided with a non-taxable cell phone reimbursement if council minutes state that the deacon is required to maintain a personal cell phone for non-compensatory business reasons and the reimbursement amount does not exceed reasonable business needs (i.e., reimbursement covers the basic monthly plan, not the family plan for extra minutes).

Moving Expenses (Appendix B, Section C-5)

- Moving expenses normally are paid in full by the calling congregation. This one-time cost can be significant - recent experience indicates that costs can range from \$8,000 to \$15,000. Some congregations work to set aside a sufficient amount in anticipation of a staffing transition. Others have had a special offering to assist with this expense.
- It is recommended that the employee submit two to three estimates to the congregation.

D. Paid Time Off

Weekly Time Off

- Deacons are responsible for setting their schedules to meet the needs and expectations of their position. They, like anyone else, need time off from work to replenish and re-energize. Congregations should ensure that each deacon has the equivalent of **two full days off** per week. The deacon's weekly schedule (days/hours) may be negotiated as necessary.
- For the well-being of the deacon and health of the congregation, it is suggested that his or her schedule generally **not exceed 50 hours** in a work week. If longer work weeks are more the "norm" rather than the exception, congregation councils (or equivalent) are encouraged to partner with the deacon to assess alternate resource options, including items such as:
 - determining if sufficient need and capacity (financial and otherwise) is in place to warrant additional staffing
 - identifying possible opportunities for appropriate delegation of responsibility to other staff members or congregational lay leaders
 - ensuring effective time management strategies are being utilized

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- identifying responsibilities that are lower priority and could be done at a reduced frequency or discontinued
- review, prioritization, and possible adjustment to expectations set forth within the job description (done in consultation with the senior pastor)

Vacation (Appendix B, Section D-1)

- Vacation time is **four weeks** (based on a typical work schedule; including four Sundays)
- Attendance at official Synod or Churchwide assemblies, conferences, and continuing education are not considered vacation time.
- Additional discussion and clarification should be made regarding days off, provision for national holidays, other small blocks of “off” time, whether unused time is carried over to the next year, etc.

Continuing Education (Appendix B, Sections C-2; D-2; D-3)

In order to update skills and thereby strengthen ministries, full-time deacons are encouraged to enroll in courses of advanced study. Such activities improve and build ministry. The ELCA expects a minimum of 50 contact hours annually in continuing education. A contact hour is defined as a typical 50-minute classroom instructional session or the equivalent. These experiences are to be taken with colleagues and under responsible sponsorship, capable directors, and qualified instructors, and should be pre-approved by the congregation council.

- Deacons are encouraged to work annually with their congregation council in planning, reviewing and recording their continuing education activities and hours. These continuing education endeavors are also to be reported annually to the synodical bishop.
- It is also recommended that each congregation annually budget a **minimum of \$700** for deacons along with two weeks per year (including Sundays) for travel and/or conference time.
- Accumulation of time and funds to permit flexibility may be negotiated between the deacon, the pastor, and congregation council. Accumulation over a 2- or 3-year period is suggested.
- Official meetings of the synod such as Synod Assembly, Churchwide Assembly, conference meetings, or other leadership events are not included as continuing education.
- **First Call Deacons** are required to participate in First Call Theological Education (FCTE) for the first three years of ministry. FCTE includes but is not limited to a Fall Retreat (2-3 days) and a Spring Retreat (2-3 days).
 - Congregations should work with first call deacons to determine other continuing education experiences for the growth of the deacon and the congregation.
 - A First Call Theological Education Covenant shall be discussed and completed by the Deacon, Council President, and Assistant to the Bishop.

Churchwide / Synodical Commitments

- There are times when a deacon is called upon to serve in ways that take her/him beyond the congregation. Examples may include church-related activities such as serving as chaplain at a church camp; serving on a synodical or ELCA council, committee or task force; or filling a

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short-term teaching commitment at a college or seminary. Serving beyond one's home congregation in these or other ways is an integral part of public ministry. This "extended ministry" is encouraged at appropriate levels and should be considered in consultation with the rostered leader's Congregation Council or equivalent leadership body. This type of ministry beyond the congregation should not be considered as vacation time for the deacon.

- As required by the synod constitution and based on the Letter of Call, all rostered ministers are required to attend the Synod Assembly as voting members. It is the responsibility of the congregation or sponsoring organization to provide the financial support necessary for the rostered minister to attend the Synod Assembly each year.

Sick Leave (Appendix B, Section D-4)

- Sick Leave for the employee should be provided for **up to six weeks per year** with full salary and benefits.
 - Pay continuation when an employee is ill is a privilege and not a right or entitlement. Consequently, all employees are expected to work except when actually ill or when their absence is specifically approved for some other valid reason.
 - This time off is not accumulated (i.e., it is to be used within each calendar year) and should not be abused.
 - Employees are not paid for unused sick leave upon termination of employment.
 - Provision may be made for further unpaid time for disability recovery as agreed upon by the Congregation Council or equivalent leadership body.

Maternity Leave (Appendix B, Section D-5)

- Provisions for maternity leave shall include up to six consecutive weeks (including Sundays) with full salary, housing and benefits.
- If a longer leave is sought by the pastor but not medically required, additional time may be negotiated by the deacon with the pastor and congregation council and provisions should be made for appropriate adjustment in salary and other compensation.
- If a longer leave is medically required, it should be handled as any other disability.

Paternity Leave/Adoptive Parental Leave (Appendix B, Section D-5)

- Provisions for paternity leave and adoptive parental leave shall include up to six consecutive weeks (including Sundays) with full salary, housing and benefits.
- If there are special needs, additional time may be negotiated by the deacon with the pastor and congregation council and provisions should be made for appropriate adjustment in salary and other compensation, with appropriate documentation and approval by the council.

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Parenting Leave (Appendix B, Section D-6)

- Parenting leave is directed towards providing care for a member of the employee's immediate family who is ill or injured.
 - Immediate family members are the employee's spouse, partner, children, parents and parents-in-law, siblings, grandparents, grandchildren, and minors for whom the employee is the legal guardian. The employee's children include not only the employee's biological, adopted, or foster children, but also, legal wards, and children and stepchildren for whom the employee provides care and financial support on a daily basis.
- Such leave should include **up to six weeks** (based on a typical work week; including Sundays) full salary, housing, and benefits with appropriate documentation and approval by the congregation council (or equivalent leadership body).
- If there are special needs, additional time may be negotiated by the pastor with the congregation council and provisions made for appropriate adjustment in salary and other compensation, with appropriate documentation and approval by the congregation council.

Leave of Absence

- Congregations and deacons are encouraged to formulate a contingency plan in advance for possible leave of absence. If desired, this may be made with synod staff consultation.

Study/Sabbatical Leave (Appendix B, Section D-7)

- A sabbatical leave offers an extended block of time for study, personal growth, and reflection apart from usual congregational responsibilities.
- A sabbatical is encouraged for full-time deacons who have been in their present setting five years or more. It is up to the Congregation Council (or equivalent leadership body) to set the schedule for sabbatical leaves across their organization - includes determining if staffing adjustments are needed to cover the absence to ensure the needs of the organization are met.
- See Appendix C ("Sabbatical Policy - North/West Lower Michigan Synod") for more details.

IV. Compensation for Synodically Authorized Ministers and Other Non-Rostered “At Will” Employees

Synodically Authorized Ministers

Synodically Authorized Ministers are non-rostered lay leaders who have successfully completed the synod’s SAM training program.

- From a salary perspective, it is recommended that Synodically Authorized Ministers be compensated using the supply pastor (one-time or short-term assignment), deacon guidelines (longer term assignment) or other equivalent employee guidelines used by a congregation.
- Consideration should be given to education, degree, life and/or parish experience, and the distance between the SAM’s home and the congregational site(s).
- Note: Any questions on compensation of a Synodically Authorized Minister should be directed to the office of the Synod Bishop. Synodically Authorized Ministers do not receive a Definition of Compensation. If contracted to serve, a sample contract may be provided by the Bishop’s office.
- See Synodically Authorized Ministry Guidelines (available at www.elca.org using the following link:
https://download.elca.org/ELCA%20Resource%20Repository/Guidelines_Synodically_Authorized_Ministries.pdf?_ga=2.169978976.1543437135.1591019415-850960564.1568489365)

Other Non-Rostered (“At Will”) Employees

- Employee guidelines (including compensation, benefits, time off, etc.) should be established by the congregation for their non-rostered “at-will” employees. Compensation for these employees will be based on many factors, including:
 - Job responsibilities
 - Employee status (full time; part time)
 - Compensation for comparable jobs in the local area
 - The minimum hourly wage as set by the State of Michigan for 2020 is \$9.65/hr.
- Specific recommendations for compensation of non-rostered “at will” employees are beyond the scope of this document. Congregations having questions regarding appropriate remuneration for youth leaders, Christian education leaders, choir directors, administrative staff, financial administrators, musicians, custodians, etc., can consult relevant resources such as:
 - American Guild of Organists (AGO)
 - Association of Lutheran Church Musicians (ALCM)
 - International Association of Administrative Professionals (IAAP)
 - Human resources professionals in local congregations or community organizations
 - Our Staff: Building Our Human Resources (available from www.augsburgfortress.org)

Appendix A.

Statement of Compensation, Benefits, and Responsibilities – Pastors

North/West Lower Michigan Synod

Prepared by _____

For the Reverend _____

For the period: _____ to _____

A. Base Compensation

The congregation will provide the following annual compensation:

- 1. Base Salary \$ _____
- 2. Merit based increase \$ _____
- 3. Housing (complete a or b)
 - a. Parsonage or other housing:
 - i. Utilities allowance \$ _____
 - ii. Furnishings allowance \$ _____
 - iii. Housing equity allowance \$ _____
 - b. Housing Allowance \$ _____
- 4. Social Security Allowance \$ _____

B. Pension and Insurance Benefits

The congregation will sponsor the pastor in the Pension and Other Benefits Program of the ELCA, which provides retirement, disability, survivor, and medical-dental coverage.

- 1. Portico Pension at _____% of defined compensation
- 2. Portico Medical and Dental Insurance:
 - Plan Level: _____ (Note: The Gold+ Plan is recommended)
 - Plan Member Coverage (select one)
 - Member Only
 - Member, Spouse, and Children
 - Member and Spouse
 - Coverage Waived
 - Member and Children
- 3. Other insurance or benefits:
 - _____ \$ _____
 - _____ \$ _____

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C. Expenses

The congregation will provide for the following expenses related to this pastor's ministry:

- 1. Automobile and Travel Allowance \$ _____
- 2. Continuing Education Expenses \$ _____
- 3. Professional Expenses \$ _____
- 4. Computer & Cell Phone \$ _____
- 5. Moving Expenses \$ _____
- 6. Other (_____) \$ _____

D. Paid Time Off

- 1. Vacation time of _____ weeks per year, including _____ Sundays
- 2. Continuing education time of _____ weeks per year
- 3. Participation in a First-Call Theological Education Program, where applicable
- 4. Sick leave of up to ___ weeks with full salary, housing, and benefits.
- 5. Where applicable, maternity/paternity/adoptive parental leave up to _____ weeks with full salary, housing, and benefits.
- 6. Where applicable, parenting leave up to _____ weeks with full salary, housing, and benefits.
- 7. An extended study/sabbatical period of up to _____ months with full salary, housing, and benefits (after being in ordained ministry for 7 yrs and serving in the present setting 5+ yrs).

E. Other Provisions

Special emphases of the pastor and special encouragement by the congregation:

- 1. During this time period, the pastor will give special attention in ministry to the following:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

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2. The congregation will encourage this pastor’s ministry in the following ways:
- a. Ongoing care through a Mutual Ministry Committee or alternate upon request
 - b. _____
 - c. _____
 - d. _____
 - e. _____

F. Other Matters

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details)

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

Congregation President

Council Secretary

Date: _____

Date: _____

I certify that I accept the above statement:

The Reverend _____

Date: _____

Note: Retain original in records of congregation. Make a copy for the pastor. As a matter of information, send a copy to the synodical office.

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Appendix B.

Statement of Compensation, Benefits, and Responsibilities - Deacons

North/West Lower Michigan Synod

Prepared by _____

For _____

For the period: _____ to _____

A. Base Compensation

The congregation will provide the following annual compensation:

- 1. Base Compensation: \$ _____
- 2. Merit based increase: \$ _____

B. Pension and Insurance Benefits

The congregation will sponsor the deacon in the ELCA "Pension and Other Benefits" program, which provides retirement, disability, survivor, and medical-dental coverage.

1. Portico Pension at _____% of defined compensation

2. Portico Medical and Dental Insurance:

- Plan Level: _____ (Note: The Gold+ Plan is recommended)
- Plan Member Coverage (select one)

- Member Only
- Member, Spouse, and Children
- Member and Spouse
- Coverage Waived
- Member and Children

3. Other insurance or benefits:

_____ \$ _____
_____ \$ _____

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C. Expenses

The congregation will provide for the following expenses related to this position:

- 1. Automobile and Travel Allowance \$ _____
- 2. Continuing Education Expenses \$ _____
- 3. Professional Expenses \$ _____
- 4. Computer & Cell Phone \$ _____
- 5. Moving Expenses \$ _____
- 6. Other (_____) \$ _____

D. Paid Time Off

- 1. Vacation time of _____ weeks per year, including _____ Sundays
- 2. Continuing education time of _____ weeks per year
- 3. Participation in a First-Call Theological Education Program, where applicable
- 4. Sick leave of up to ___ weeks with full salary, housing, and benefits.
- 5. Where applicable, maternity/paternity/adoptive parental leave up to _____ weeks with full salary and benefits.
- 6. Where applicable, parenting leave up to ___ weeks with full salary and benefits.
- 7. An extended study/sabbatical period of up to _____ months with full salary and benefits (after serving in present setting seven years or more).

E. Other Provisions

Special emphases of the deacon and special encouragement by the congregation will include:

- 1. During this time period, the deacon will give special attention in ministry to the following:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

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2. The congregation will encourage the deacon in the following ways:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

F. Other Matters

(Such as accountabilities, service on synodical or churchwide boards and committees, work in church-camp programs, or other such details)

We, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted for the provisions set forth above.

Congregation President

Council Secretary

Date: _____

Date: _____

I certify that I accept the above statement:

Deacon _____

Date: _____

Note: Retain original in records of congregation. Make a copy for the deacon. As a matter of information, send a copy to the synodical office.

Appendix C.

Sabbatical Policy - North/West Lower Michigan Synod

Introduction

It is important for congregations (or synod organizations), clergy, and deacons to realize the importance of life-long continuing education through workshops, seminary courses and personal study to maintain/enhance their skills. From time to time, it is also beneficial to the pastor or deacon, as well as the congregation or synod organization, to have an extended period of time, a sabbatical, for planned study (via a formal academic program) and/or personal growth and renewal (self-directed or using a spiritual director) without the demands of daily responsibilities. Experience has shown that a congregation or synod organization directly benefits from such study, growth, and renewal as the ministry of the rostered leader is revitalized (see references on page 5 of this document).

Biblical Basis for a Sabbatical Leave

- **EZEKIEL 20:12:** “Moreover I gave them my Sabbaths, as a sign between me and them, so that they might know that I the Lord sanctify them.” (NRSV)
- **LEVITICUS 25:1-7:** “The Lord said to Moses on Mount Sinai, saying: Speak to the people of Israel and say to them: When you enter the land that I am giving you, the land shall observe a Sabbath for the Lord. Six years you shall sow your field, and six years you shall prune your vineyard, and gather in their yield; but in the seventh year there shall be a sabbath of complete rest for the land, a sabbath for the Lord: you shall not sow your field or prune your vineyard. You shall not reap the aftergrowth of your harvest or gather the grapes of your unpruned vine: it shall be a year of complete rest for the land. You may eat what the land yields during its sabbath – you, your male and female slaves, your hired and your beloved laborers also, and for the wild animals in your land all its yield shall be for food.” (NRSV)

Recommendation

- A sabbatical leave is recommended to provide an opportunity for a full-time pastor or full-time deacon to take an extended period of time on sabbatical for renewal, enrichment, study, spiritual growth, travel, skill development and/or research.
- A full-time pastor or deacon shall be eligible for a sabbatical once he or she has been in ordained ministry for five (5) years and has completed five (5) years in the current call. He or she is eligible for a sabbatical every five (5) years after that (within the same call). If a rostered minister changes call, a sabbatical should be provided once five (5) years in the new call is completed.

Duration

- A sabbatical should be planned for up to three months or 12 weeks (including the two continuing education weeks granted the year of the sabbatical).
- Vacation is not to be included as sabbatical time.

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- As appropriate, the sabbatical leave may be continuous or split into multiple blocks of time. If split, all blocks of time should be taken within a 12-month period.

Cost to the Congregation or Synod Organization

- The congregation or synod organization will continue to pay full salary and benefits (includes housing for pastors; excludes car allowances) during the sabbatical period.
- Accrued continuing education dollars can be used for the educational costs of the sabbatical – suggest limiting to an accrual of three years maximum.
- The congregation or synod organization is responsible for providing additional ministry leadership support and service during the sabbatical time. This includes Sunday worship, teaching, leading the liturgy, confirmation camp, new member classes, visitation, funerals, weddings, etc., as applicable.
- The congregation or synod organization is not responsible to fund the sabbatical in any other way. However, the congregation or synod organization may consider gifting as a means of providing additional financial assistance.

Planning

- There are several objectives to be considered by the pastor or deacon and the congregation or synod organization during planning of a sabbatical:
 - Will this be a time of renewal that will help “recharge” spiritually and professionally so that he/she will return with new energy for ministry?
 - What learnings can be shared upon return from sabbatical? How will this time away benefit the congregation?
 - How will this help the rostered leader grow as a person and as a professional? How will it enhance her/his ministry skills?
- Planning should begin the calendar year before the sabbatical so the congregation or synod organization and pastors / deacons can plan for financial and ministry adjustments.
- It is up to the Congregation Council (or equivalent leadership body) to set the schedule for sabbatical leaves across their organization - includes determining if staffing adjustments are needed to cover the absence to ensure the needs of the organization are met.
- The sabbatical leave plan is to be developed in cooperation with the congregation council or equivalent leadership body. The parties shall seek the counsel of the bishop before finalizing an agreement.

Commitments Following the Sabbatical

- Within six weeks of completion of the sabbatical leave, the rostered minister shall present the congregation or synod organization with a written reflection on the experience including implications for the organization’s ministry and beyond, as applicable.
- A copy of this written reflection shall be added to rostered minister’s file in the bishop’s office.
- Unless otherwise agreed, the pastor or deacon is expected to remain at least one additional year within their position in the congregation or synod organization following the sabbatical.
- The congregation council or equivalent leadership body is responsible for evaluating the benefits and costs of the sabbatical as a basis for approving and planning future sabbaticals.