



Canadian Association of Lutheran Congregations

GUIDELINES FOR NEGOTIATING THE CALL OF A PARISH PASTOR

The following GUIDELINES are provided to assist congregations in calling a pastor.

COMPENSATION GUIDELINES FOR ROSTERED PASTORS FOR 2020

The following GUIDELINES are provided to assist congregations in planning the remuneration for rostered ministers for 2020

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Start Rate	28,475	29,475	30,475	31,475	32,275	33,100	33,900
Year 1	29,300	30,300	31,300	32,300	33,125	33,950	34,775
Year 2	30,200	31,200	32,200	33,200	34,050	34,925	35,775
Year 3	31,075	32,075	33,075	34,075	34,925	35,825	36,700
Year 4	31,950	32,950	33,950	34,950	35,825	36,725	37,650
Year 5	32,900	33,900	34,900	35,900	36,825	37,775	38,675
Year 6	33,925	34,925	35,925	36,925	37,850	38,800	39,750

*Level 1: Basic theological training. Not finished stage one of the Pastoral Ministry Certificate (PMC) program

*Level 2: Finished stage one of PMC program

*Level 3: Finished PMC program or equivalent training.

*Level 4: Bachelor of Theology (B.Th.)

*Level 5: Master of Divinity (M.Div.)

*Level 6: Master of Sacred Theology (S.T.M.) or Doctor of Ministry (D.Min.)

*Level 7: Doctor of Theology (Th.D.) or Doctor of Philosophy (Ph.D.)

Calculating Compensation for Service beyond the 6th Year: For rostered ministers with service beyond the 6th year the increment for 2020 should be \$500/year for each additional year of service under call after the 6th year.

Assumptions underlying compensation:

- There is one pastor in the congregation.
- The pastor is called to a fulltime call (40 hours per week).
- the average attendance on a Sunday rounded to the nearest 10th is 100.
- In addition to the basic salary the congregation provide a housing allowance or a parsonage and a vehicle allowance, allowance for pension plan and health benefits for the pastors family.
- When attendance is over 130 persons the congregation should consider a second Pastor and when attendance is under 50 persons, the congregation should consider if they can afford a fulltime Pastor.

Adjustments to the base salary in each grid.

- For those congregations where the attendance is greater than 100, the amount of \$500 per 10 people should be added to the base salary.
- For those congregations where the attendance is less than 100, the amount of \$500 per 10 people should be deducted from the base salary.

Car Allowance/Kilometrage:

Congregations can compensate their pastor for use of their vehicle aby either offering a monthly allowance or reimbursement at the rate calculated by the Canadian Revenue Agency (CRA). The rate for 2019 was 58¢ per kilometer for

the first 5,000 kilometers driven and 52¢ per kilometer driven after that. Consult CRA website for applicable per kilometer rate.

Pension:

CALC does not have a pension fund for pastors, diaconal ministers or other church workers. Congregations are free to offer a pension to pastors or otherwise contribute to a pastor's retirement. The congregation may offer to:

1. Make a contribution (based either on a percentage of the Pastor's income or some other amount agreed to by the pastor) to a Registered Retirement Savings Plan (RRSP) established for the pastor by the congregation or to a pastor's existing RRSP.
2. Enroll the pastor in a Registered Pension Plan (RPP) which is generally known as a money purchase pension plan ("defined contribution"), which has been designed to accumulate employer (5% of compensation) and employee contributions (5% of compensation). Accounts in the RPP are generally credited with the full rate of return on the fund, less any related investment management and administration charges.

Employee Benefits.

CALC does not have an employee benefits program for pastors, diaconal ministers or other church workers. Congregations are free to offer an employee benefits package through a private group benefits provider. The employee benefits packages typically include: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Short Term & Long Term Disability; Extended Healthcare; and Employee Assistance Program (EAP).

Pension and Employee Benefits Through: The Canadian Council of Christian Charities (CCCC).

The CCCC offers and employee benefits packages which include a pension through a Registered Pension Plan and offers a full range of other employee benefits. Their Basic Plan includes: Employee Life Insurance; Accidental Death & Dismemberment (AD&D); Dependent Life Insurance; Long Term Disability; Early Assistance and Reintegration Service (EARS); Extended Healthcare; and Employee Assistance Program (EAP). Additional coverage options include: Short-Term Disability; Voluntary Life Insurance; Voluntary Accidental Death & Dismemberment; and Dental Care.

To participate in the benefits offered by CCCC your congregation must join the CCCC as an Affiliate Member. The annual membership fee for a congregation with annual income under \$300,000.00 is \$270.00.

Contact Information for CCCC:

Canadian Council of Christian Charities
1-43 Howard Avenue
Elmira, ON, N3B 2C9
Telephone: 519.669.5137
Website: <https://www.cccc.org/>
Email: Contact page on website

Paid Vacation.

Pastor with 1 to 3 years of service as a pastor: Two weeks per calendar year.
Pastor with 4 to 7 years of service as a pastor: Three weeks per calendar year.
Pastor with 8 to 14 years of service as a pastor: Four weeks per calendar year.
Pastor with 15 to 20 years of service as a pastor: Five weeks per calendar year.
Pastor with 21 and more years of service as a pastor: Six weeks per calendar year.

Vacation time is based on the calendar year (i.e. January to December). Vacation pay should generally not be accumulated or paid out unless it is approved in writing by the council prior to the year end of the year that the vacation was not taken. Unused vacation credits accumulated within the final year of employment should be paid out on termination of employment. Vacation entitlement as per the table includes Sundays. Vacation time for service for a partial calendar year is prorated on this basis: The annual days of vacation for a calendar year are multiplied by a fraction: the numerator of which is the days of the partial calendar year served by the pastor and the denominator is 365 days or one year.

Sick Leave:

Paid sick days are provided when an employee is ill or injured, needs to attend to a close personal relation/family member or for time off for necessary or routine health care.

Under federal guidelines: a full-time employee with a work week of 37.5 hours, earns sick leave at the rate of 9.375 hours each month for which the employee earns 75 hours pay. Sick leave is prorated if you are a part-time employee.

Under federal guidelines full-time employees are entitled to 14 sick days each year (pro-rated for employees joining part way through the year). Part-time employees earn sick days on a pro-rated basis related to their regular hours of work.

Sick days are paid to a maximum of two weeks (10 working days, which include working Sundays) per event at which time a claim must be made to the short term disability plan.

If the employee is not a member of the short term disability plan, sick days continue to be paid to the maximum accrued, subject to medical verification as determined by the employer/congregation.

Federal Statutory Holidays: The Federal Government lists the following as Statutory Holidays: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day. Provincial Statutory Holidays are provided below.

Provincial Statutory Holidays:

Alberta: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

British Columbia: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; BC Day; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Manitoba: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Ontario: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; and Boxing Day.

Saskatchewan: New Year's Day; Family Day; Good Friday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; and Christmas Day.

Bereavement:

In each calendar year a pastor is entitled to paid leave for bereavement. Bereavement and compassionate care leave is generally provided with pay for: (1) death or critical illness of a pastor's spouse or child (typically two weeks per calendar year); (2) death or critical illness of a pastor's (or pastor's spouse's) parent, grandparent, sibling, or grandchild (typically one week per year); (3) death of another relative (typically 3 days per calendar year). Council may allow additional days with pay.

The following information is provided as a guidelines for supply pastors.

- Supply preachers, should receive an honorarium based on the congregation's custom for compensating supply pastors. If a congregation has no custom for compensating supply preachers, the honorarium could be calculated as follows: (1) one worship service: \$150.00 plus mileage; (2) two worship services: \$200.00 plus mileage. Mileage is calculated at the rate set by the Canada Revenue Agency. Rate for 2019 was 58¢ per kilometre for the first 5,000 kilometres driven and 52¢ per kilometre driven after that. Consult CRA website for applicable mileage.
- If a pastor provides supply pastoral visitation/care or meets with a family or individual prior to a baptism, the congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. The hourly rate would commence from the time they leave their home.
- If the congregation has a set rate and developed a program for pre-marital classes, a supply pastor providing pre-marital classes should follow the program and receive the set rate as compensation. If the congregation has no set rate, the compensation for pre-marital counseling and classes should be determined by the couple and the supply pastor and paid directly by the couple to the supply pastor.
- If a supply pastor provides Christian education, congregation should consider compensating him/her at the rate of between \$25.00-\$35.00 per hour. Compensation for providing Christian Education should include 1.0 hour of preparation time for each hour of teaching.
- If the congregation has a set rate for their pastor's officiation at wedding services and/or funeral services, the supply pastor should receive that rate plus mileage (as set forth above). If the congregation does not have a rate set for their pastor's officiation at wedding services and/or funeral services, the rate for supply preaching, single service above should be used.