

Recommended Salary Guidelines and Group Benefits Information for 2017 for Pastoral Leaders

Canadian Baptists of Ontario & Quebec

It is the policy of the Canadian Baptists of Ontario and Quebec that pastors be fairly compensated for their service based on position, scope of responsibility, education, and experience. The Recommended Salary Guidelines are intended to assist churches to determine what is fair and equitable. We recommend that our member churches not only try to meet these minimum standards but seek to exceed them where possible.

How Do We Calculate Minimum Salary?

It is recommended that the minimum salary for pastors at different accreditation levels (which take educational credentials into account) should be based on:

- a) Years of service in formal ministry (full-time equivalent)
- b) Multiple staff supervision
- c) Location—urban increment (churches in GTA, Ottawa and Montreal are considered as urban locations). The suggested amount is \$7,000.

For merit increases, an annual evaluation process should be set up, which will allow clear articulation of expectations and goals for both the congregation and the Pastor. For suggestions, please contact the CBOQ office.

This calculation represents employment earnings. It is the Pastor’s responsibility to identify how much is to be allocated for housing (clergy Residence Deduction based on the CRA rules).

If the church provides a parsonage, then the gross is reduced by the fair rental value of the parsonage.

*Having calculated the recommended salary, consideration may be given to other increments warranted by the congregation’s and the pastor’s situation, such as a merit increase, adding this to the total.

Step 1 Accreditation Level of the Pastor: Level _____

Step 2 Years of service in formal ministry (Full Time Equiv.) : _____ years

Step 3 Minimum salary chart

Years of service :	Level One Accreditation:	Level Two Accreditation:	Level Three Accreditation:
0 to 1st year	39,090	43,960	45,790
2nd year	40,870	45,850	47,850
3rd year	42,630	47,710	50,030
4th year	44,420	49,490	52,140
5th year or beyond	46,180	51,300	53,970

Minimum starting salary: (from the above chart)	\$
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Length of Service Increment

Step 4

Column A: Total years of formal ministry service (full-time equivalent , from step 2)	Column B Insert minimum salary from Step 3 on appropriate line	Column C Multiply by %	Column D Equals	Column E: Length of Service Increment Total Add Column B and D
6 through 9		5		
10 through 14		10		
15 through 19		15		
20 through 24		20		
25 or more		30		

With Length of service increment: (from Column E)	\$
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Step 5 Multiple staff increment: an increment should be added on the basis of number of full time equivalent staff members supervised by the minister. A suggested guideline is as follows:
 1-3 staff members supervised : 3%
 4 - 6 staff members supervised : 6%
 7 or more staff members supervised : 9%
 (Calculation: Step 4 total multiplied by .03, .06, .09, as appropriate)

Multiple staff increment:	\$
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Step 6 Urban location increment (see note “c” at left: \$7,000 for churches in GTA, Ottawa or Montreal)

	\$
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Step 7 Recommended adjusted minimum salary * (steps 4+5+6) :

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Additional Salary considerations:

Cost of Living Increment

The CBOQ Ministerial Resources Committee annually adjusts the Minimum Salary Chart (on page 2) based on cost of living adjustment (COLA) according to the Consumer Price Index and the guidelines of other comparable employers. The 2017 increment is based on a COLA of 1.5% over 2016; each figure in the chart in step 3 has been adjusted by \$800 over the 2016 Guideline grid.

Pension Plan Payments

The Canadian Baptist Pension Plan is available to all employees of member churches who earn a minimum of \$19,355 annually or work 700 hours per year. It is a defined contribution plan administered by Sun Life Financial. This is to be calculated as 6% of salary to be contributed by the church and 6% deducted from the Pastor's salary for a total remittance of 12%. By law, these funds must be remitted to Sun Life monthly. The church is obligated to offer this Plan to its employees but participation may be waived at the employee's request. A waiver form can be obtained from the Accounting Manager. The signed waiver must be submitted to the CBOQ Office and Sun Life. The Church is also required by law to pay its share of the Canada Pension Plan or Quebec Pension Plan and Employment Insurance.

Group Insurance

Group Life, Health, Dental, Long-Term Disability and Employee Assistance Plan benefits are provided for all employees working 20 hours or more a week in the Church, through the CBOQ's Group Plan. Should the employee decline any of the group benefits, a signed Waiver should be retained by the Church and a copy provided to J&D Benefits. Further details and application forms are available through J&D Benefits. If the employee selects the Optional Life Insurance coverage this is an employee paid premium.

Part-time pastoral job positions: If a pastor is considered part-time, the salary guidelines may be used simply by pro-rating the amount of a full-time pastoral salary. If the pastor is half-time, for example, calculate what the full-time suggestion is, and divide in half to determine a recommended

Sick Leave: The Church should adopt a sick leave policy for their Pastor. The following is offered as a guideline: "An employee shall receive credit for 15 days paid sick leave per year. Unused sick leave credit will be allowed to accumulate from year to year to a maximum of 85 days. Accumulated sick leave is forfeited at termination."

Vacation: The Church should provide one-month's vacation each year, pro-rated for the first year. Outstanding vacation pay is due upon termination. Consideration should be given to additional weeks of vacation for number of years served.

Communication assistance

- a) An office telephone or work cell phone shall be provided. If the office is in the home, then a telephone may be provided without income tax implications.
 - b) Consideration should be given to provide the Pastor with a computer & internet / e-mail access.
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Professional Development - Continuing Education

There shall be a period set aside annually for the Pastor's Continuing Education.

- This should be up to ten days duration, which should include at least one Sunday.
- The Church should insist on at least one such study leave in any two-year period.
- The time set aside for study may be cumulative to 20 days in two years.
- The Church should make available, annually, at least \$500 for Continuing Education and book allowance, cumulative up to at least \$1,000 in two years.
- In addition, consideration should be given for the Pastor and spouse to attend the Reignite Pastors' Conference or a CBOQ -endorsed youth training event.

Sabbatical Leave

It is recommended that the church put in place a policy for sabbatical leave for the Pastor. For example, a church might put in place a three month sabbatical after 5-7 years of service. Other suggestions concerning the rationale and structure of sabbaticals are available through the Office of Leadership Development, or on the CBOQ website <http://www.baptist.ca> following the link from "church leaders" to "resources", scroll down to "Human Resources," then to "Sabbatical Leave Policy".

Hospitality Reimbursement

Many Churches are recognizing the increased cost to a Pastor for entertaining guests of the Church, (e.g. in home or restaurants) and we suggest the Church attempt to offset these costs for the Pastor. This cannot be paid as an allowance and must be reimbursed on the basis of actual expense.

Insurance

It is recommended that pastors check with the relevant insurance agent to ensure that any personal library of books and computer equipment is adequately covered, whether it be situated in the pastor's residence or on the church property. Standard clauses in most insurance policies do not adequately cover the value of these items.

Transportation costs

50¢/km for actual business driving, excluding travel between Church and home. There are no income tax implications when this is reimbursed for actual kilometres travelled. A detailed log must be maintained by the Pastor. (This is the current CBOQ staff rate. The Government of Canada reimbursement rate is 53.5¢/km in Ontario and 49¢/km in Quebec.)