

# Recommended Salary Guidelines and Group Benefits Information for 2021 for Pastoral Leaders

## Canadian Baptists of Ontario & Quebec

Canadian Baptists of Ontario and Quebec recommends 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.

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 adjusted minimum salary, consideration may be given to other adjustments based on the specific context of the pastor and the church, adding 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 in formal ministry:	Level One Accreditation:	Level Two Accreditation:	Level Three Accreditation:
0 to 1st year	41,520	46,693	48,605
2nd year	43,410	48,700	50,825
3rd year	45,281	50,677	53,140
4th year	47,182	52,567	55,382
5th year or beyond	49,051	54,489	57,326

<b>Minimum starting salary: (from the above chart)</b>	\$
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**Length of Service Increment**

<b>Step 4</b>	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		

<b>With Length of service increment: (from Column E)</b>	\$
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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)

<b>Multiple staff increment:</b>	\$
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<b>Step 6</b> Urban location increment (see note “c” at left: \$7,000 for churches in GTA, Ottawa or Montreal)	\$
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<b>Step 7</b> Recommended adjusted minimum salary * (steps 4+5+6) :	\$
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## Additional Salary Considerations:

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### 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 2021 increment is based on the July 2020 COLA of 0%.

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### Pension Plan Payments

The Canadian Baptist Pension Plan is available to all employees of member churches who earn a minimum of \$19,565 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.

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### Group Insurance

Group Life, Health, Dental, Long-Term Disability and Employee Assistance Plan benefits are provided for employees working 20 hours or more a week in the Church, through 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.

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### 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 salary.

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### Sick Leave

It is recommended that a church 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."

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### Vacation

It is recommended that a church provide one-month 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.

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### Technology

- a) It is recommended that a church provide office telephone or work cell phone. If the office is in the home, then a telephone may be provided without income tax implications.
  - b) It is recommended that a church provide the Pastor with a computer & internet / e-mail access.
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## Professional Development - Continuing Education

It is recommended that a period be 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 \$550 for Continuing Education and book allowance, cumulative up to at least \$1,100 in two years.
  - In addition, consideration should be given for the Pastor and spouse to attend the CBOQ-endorsed training event and CBOQ Assembly.
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## Sabbatical Leave

It is recommended that the church put in place a policy for sabbatical leave for the Pastor. For example, a church might offer a three month sabbatical after 5-7 years of service. Other suggestions concerning the rationale and structure of sabbaticals are available through the Church Life and Leadership Team.

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## 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.

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## 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.

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## 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.

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