

WISCONSIN CONFERENCE UNITED CHURCH OF CHRIST

Educational Ministries Compensation Guidelines

These guidelines are designed to help a local church adequately provide for a salaried Christian Educator to serve their teaching ministry.

**Full Time Educator
Part Time Educator
Youth Minister
Ordained Education Minister**

General Synod XIII Pronouncement

“Therefore be it resolved that the 13th General Synod calls upon the local churches to give equal consideration to the compensation of the teaching and preaching ministers in order to recognize the comparable value of both functions...”

Christian Education: The Teaching Ministry of the church is a central part of its life, as necessary, vital and important as all other ministries....”

BENEFITS TO INCLUDE

- Social Security Supplement
- UCC Pension for Lay Workers (Synod recommendation=14% of base salary)
- UCC Life Insurance and Disability Income (Recommended 12% of base salary)
- UCC Health/Dental Insurance for Lay Workers (available at 20+ hours/week)
- Paid Vacation (4 weeks per year)
- Sick Leave (accumulative at one day/month for up to thirty days/year)
- Continuing Education (in addition to vacation and compensation)
- Books, periodicals, other resource materials
- Program event expenses (mission trip fees, retreats, etc.)

JOB RELATED ALLOWANCES TO CONSIDER

- Auto/Travel Expenses at the IRS Allowable Rate
- Office Expenses (telephone, computer, copy, photo – if not provided)
- Sabbatical (2-3 months for every 5 years served for full time employment)
- Conferences
- Leave of absence
- Organizational Dues
- State and National Memberships
- State and National Conferences and/or Ecumenical Events
- Moving expenses if called to a full time position

ADDITIONAL RESOURCES

Useful information and samples for writing job descriptions, posting, recruiting, hiring, and evaluating a Christian Education position are available in ***The Professional Church Educator's Guide***, published by The United Church of Christ and The Association of United Church Educators (www.auce-educators.org). Copies are available for purchase (\$6.95 plus shipping) from United Church Resources at 800-537-3394. A portion of the publication can be downloaded at <http://www.ucc.org/education/seeking.pdf>

Clergy Compensation Guidebook 2007: Salary, Housing, Benefits and Expenses

Available from the Wisconsin Conference UCC, 1-608-846-7880 or download at

www.wcucc.org/Financial.htm

COMPENSATION GUIDELINES

Salaries should be adjusted for experience and education.

Category	Hourly Less than 20/hrs/wk	Part Time Min of 20/hrs/wk	Full Time Min of 35 hrs/wk
Church School Superintendent May or may not be paid – administrative capacity.			
Education Ministry Coordinator/Director/Leader Education and volunteer experience in Christian Education.	\$16/hour		
Commissioned Church Educator Granted by Association Church & Ministry One recognized and authorized for the spiritual gift of teaching. Possesses necessary level of preparation. Actively engaged in the teaching ministry. Bachelor's or Master's degree.		See Wisconsin Conference Clergy Guidelines	
Designated Church Educator Certification from United Church of Christ Three years employment, completion of a concentrated program of skill development in church education. High school education.		\$15-17/hour	
Accredited Church Educator Certification from United Church of Christ Two years of employment, completion of a graduate theological degree. Master's Degree.		\$16-18/hour	
Specialist Church Educator Certification from United Church of Christ One year of employment, completion of a graduate theological degree with substantial work in Christian Education. Master's Degree.		\$17-20/hour	
Ordained/Licensed Granted by United Church of Christ through Association of Church and Ministry One recognized and authorized as "called by God and Ordained to preach and teach the Gospel, to administer the sacraments and rites of the church, and to exercise pastoral care and leadership." M.Div. from a seminary or completion of alternative program.		See Wisconsin Conference Clergy Guidelines	

Steps to Consider in Hiring a Christian Educator

1. Form a Search Committee of trusted members.
2. Determine program needs and available resources.
3. Create a job description with specifics as to responsibilities, accountability, training, hours, salary and benefits if appropriate. (see below)
4. Post your position opening. Provide an application and deadline for applying.
5. Interview, check references and complete a background check.
6. Extend a call. Negotiate package if appropriate.
7. Introduce to the congregation and support their ministry.

Creating a Job Description

Examine the needs, priorities and resources for calling a Christian Educator. This will enable the committee to clarify the expectations of the church and help a candidate discern their qualifications. Here are some questions to consider.

- Do we need a person to initiate a vibrant educational program?
- Do we expect this person to implement a program that we envision?
- Do we need a person to help us envision the future and create a program to make it a reality?
- Do we expect this person to manage our existing program as well as help us envision how it will grow?
- Will this person administer our existing program, recruiting and training education staff for the program?
- Will this person have oversight over children? Youth? Adults? Confirmation? Intergenerational programming?
- What qualifications are expected? In what priority?
- What training do we anticipate them to have? That we can provide?
- When will the contract/covenant be reviewed for renewal? Who needs to be responsible for accountability?
- What support will we provide? (administrative, space and equipment, resources, support, continuing education)
- Will we establish a ministry support team for this position similar to a pastor/parish relations team?
- What will be the relationship of this staff person to other church staff?
- How many hours will be contracted for? Does the job description reflect this?
- Does our salary and benefit package reflect the level of expertise we expect?

Useful information and samples for writing job descriptions, posting, recruiting, hiring, and evaluating a Christian Education position are available in ***The Professional Church Educator's Guide***, published by The United Church of Christ and The Association of United Church Educators (www.auce-educators.org). Copies are available for purchase (\$6.95 plus shipping) from United Church Resources at 800-537-3394. A portion of the publication can be downloaded at <http://www.ucc.org/education/seeking.pdf>

