

The Wisconsin Conference, United Church of Christ

2024 Authorized Ministry Compensation Guidelines

from the Commission on Church & Ministry

Thank you for reading the 2024 Compensation Guidelines for Authorized Ministers in the Wisconsin Conference, United Church of Christ! Readers of this document are encouraged to consider the importance of **fair, just, and appropriate compensation** for Authorized Ministers.

These Guidelines:

- Were **reviewed** by the Wisconsin Conference Commission on Church and Ministry and the Wisconsin Conference Staff.
- **Apply to anyone who is serving as an Authorized Minister in a Local Church** of the Wisconsin Conference, including: Full-time and part-time ministers, settled, interim, and designated term pastors, solo pastors, senior pastors, co-pastors, shared ministry pastors, and associate or assistant pastors.
- Are intended to be **minimum guidelines**. Churches that cannot afford to pay their pastor(s) at these minimum guidelines, including experience and church participation size, should speak with Wisconsin Conference Staff to consider what options and type of position (full-time, 3/4-time, 1/2-time, 1/4-time) should be advertised. **See Page 16 for Part-Time Compensation Guidelines.**
- Present **many changes** from the previous Wisconsin Conference Guidelines (See Page 2 "THE CHANGES" section).
- Focus on the **total cost** of funding the position of pastor. A pastor's salary is not the only number to be considered. These guidelines give recommendations on all areas of compensation.
- Will now be updated every year.



Wisconsin Conference
United Church of Christ

Wisconsin Conference, United Church of Christ 2024 Authorized Ministry Compensation Guidelines

The Reality Facing Local Churches and Authorized Ministers Today:

-There are more open ministry positions in the United Church of Christ today than there are ministers to fill them.

This creates competition and is a reminder for Local Churches that compensation must be adequate, just, and fair in order to attract ministers in search.

-Many ministers currently in search are engaged in a nationwide search, including churches in many Conferences across the UCC. This again leads to competition and the need for Local Churches to consider the level of compensation they can afford.

THE CHANGES

When comparing the 2024 Compensation Guidelines for Authorized Ministers with previous guidelines, the following changes were made:

1. A shift to providing a minimum compensation level, with formulas to add compensation for experience and church participation.
2. A shift to a Church Participation model.
3. A shift to a percentage increase for years of experience.
4. A shift to a specific amount increase for church participation.

Why Did We Make These Changes?

- **Increased simplicity** for local churches and pastors in determining compensation.
- Focused numbers for specific **experience levels** may be helpful.
- Alignment with **other Conferences' Guidelines**, especially those in the Great Lakes Region.
- **Level of participation** gives a better picture of the life and vitality of local churches than membership numbers do, especially post pandemic.

IMPORTANT: Compensation packages that go above and beyond these minimum guidelines should be celebrated. Many congregations in the Wisconsin Conference are generous in their compensation of their pastors. Please do not lower your current, settled pastor's salary to match these guidelines if you are already paying your pastor above these guidelines!

Important Facts

1. The Wisconsin Conference encourages **fair and just compensation** for Authorized Ministers, which means that wages will be reasonable, livable, and commensurate to similarly-educated professionals in the workplace.

2. **These compensation levels should make it possible for Authorized Ministers to live in the communities they serve.**

3. Pastoral compensation is tied to **stewardship**. The Wisconsin Conference has many stewardship resources for congregations that can assist in faithful and generous giving. Please reach out to Conference staff for guidance.

4. **Honest conversations** are needed regarding what a Local Church is able to pay their pastor(s). If a Local Church can no longer pay a full-time pastor, please contact Conference staff to explore the scope of ministry (See Page 4 for a definition of Scope of Ministry).

5. **Paying above** minimum guidelines should be celebrated! If a Local Church is able and chooses to pay their pastor generously, all related ministries will flourish.

6. **Arriving at a fair and just salary requires** open, thorough, gracious, and at times frank **conversations** with both the minister and congregational leadership to address the appropriate scope of ministry.

7. These guidelines take into account that it is impossible for any one formula to account for the many **different economic and geographical contexts** which make up the Wisconsin Conference. Each Local Church and Authorized Minister should determine the compensation that reflects their community fairly and justly.

8. It is **inappropriate and harmful** to assume that Authorized Ministers are “not in it for the money” or don’t care if they are paid well. Ministers have families to support, bills to pay, and many of the same financial pressures that all face. Pastors can and should care about their compensation levels, and it is unfair to believe they should not because of their chosen profession.

9. **When a Local Church cannot pay an Authorized Minister according to these guidelines**, the scope of ministry should be adjusted accordingly.

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Important Definitions

Cash Salary:

1. Without a parsonage, the salary amount before the Housing Allowance is added.
2. With a parsonage, the salary amount offered.

Church Participation:

The average number of people (adults and children of all ages) who engage in church activities and/or ministries each week. This includes in-person and virtual worship attendance and the number of people who attend other activities in-person or virtually during the week, such as faith/spiritual formation, community service, and mission and justice work.

Compensation Package:

The total monetary amount of the Salary Basis, General Benefits, and Professional Benefits.

Salary Basis:

1. Without a parsonage, the Cash Salary amount plus the Housing Allowance (Cash Salary + Housing Allowance).
2. With a parsonage, the Cash Salary multiplied by 130% (Cash Salary x 1.3).

Scope of Ministry:

The range of pastoral duties and hours of work. Full-time positions average 40-50 hours weekly. Three-quarter-time positions average 30-35 hours weekly. Half-time positions average 20-25 hours weekly. Quarter-time positions average 10-13 hours weekly. (Contact the Wisconsin Conference office for a copy of the UCC Call Agreement Workbook, Pages 4-8, which provides ministry templates for quarter-time, full-time, etc.).

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How to Determine Compensation for Full-Time Authorized Ministry Positions (without Parsonage)

Use the Step-by-Step Guide Below.



Step 1:

Determine Minimum Salary Basis (without Parsonage)

The 2024 Compensation Guidelines set the minimum guidelines for a full-time minister (without Parsonage) in the Wisconsin Conference as the following (See Page 4 for Salary Basis definition):

Minimum Salary Basis (without Parsonage): \$49,000

The Salary Basis (without Parsonage) includes the both the Cash Salary and the Housing Allowance (See "Housing Benefits" section, Page 9, for instructions on how to figure the Housing the Allowance).

WRITE THE MINIMUM SALARY BASIS WITHOUT PARSONAGE: \$49,000

Step 2:

Increase the Minimum Salary Basis (without Parsonage) by 1% per year of experience with no maximum range.

For 1 year of experience, multiply \$49,000 by .01, for 2 years of experience multiply by .02, etc.

[See Page 19 for special considerations for experience, including education level and other skills.]

ADD NUMBER IN STEP 1 TO NUMBER FOUND IN STEP 2:

STEP 1 AMOUNT \$ _____
+ STEP 2 AMOUNT \$ _____
TOTAL = \$ _____

Step 3:

Add recommended amount of compensation for Church Participation Category.

(See Page 4 for the Church Participation definition.)

The recommended amounts of compensation for Church Participation Categories are as follows:

<u>Church Participation</u>	
<u>Weekly Average</u>	
50 and Under	Minimum
51-80	Add \$2,000
81-120	Add \$5,000
121-200	Add \$10,000
200+	Add \$15,000

TOTAL FROM STEP 2 \$ _____
+ STEP 3 AMOUNT \$ _____
FINAL TOTAL
SALARY BASIS = \$ _____

How to Determine Compensation for Full-Time Authorized Ministry Positions (with Parsonage)

Use the Step-by-Step Guide Below (4 Steps).



Step 1:

Determine Minimum Cash Salary (with Parsonage)

The 2024 Compensation Guidelines set the minimum guidelines for a full-time minister in the Wisconsin Conference as the following (See Page 4 for Cash Salary definition):

Minimum Cash Salary (with Parsonage): \$38,000

WRITE THE MINIMUM CASH SALARY WITH PARSONAGE HERE: \$38,000

Step 2:

Increase the Minimum Cash Salary (with Parsonage) by 1% per year of experience with no maximum range.

For 1 year of experience, multiply \$49,000 by .01, for 2 years of experience multiply by .02, etc.

[See Page 19 for special considerations for experience, including education level and other skills.]

ADD NUMBER IN STEP 1 TO NUMBER FOUND IN STEP 2:

STEP 1 AMOUNT \$ _____
+ STEP 2 AMOUNT \$ _____
TOTAL = \$ _____

Why Use \$49,000 Instead of \$38,000 for Calculating Experience for Ministers with a Parsonage?

Fairness. Ministers with a parsonage should not receive less for experience than ministers without a parsonage.

Step 3:

Add recommended amount of compensation for Church Participation Category.

(See Page 4 for the Church Participation definition.)

The recommended amounts of compensation for Church Participation Categories are as follows:

<u>Church Participation</u>	
<u>Weekly Average</u>	
50 and Under	Minimum
51-80	Add \$2,000
81-120	Add \$5,000
121-200	Add \$10,000
200+	Add \$15,000

ADD TOTAL FROM STEP 2 TO NUMBER FOUND IN STEP 3:

TOTAL FROM STEP 2 \$ _____

+ STEP 3 AMOUNT \$ _____

FINAL CASH SALARY

TOTAL = \$ _____

How to Determine Compensation for Full-Time Authorized Ministry Positions (with Parsonage)

CONTINUED



Step 4:

Determine the Salary Basis (with Parsonage).

The Salary Basis is determined differently for Authorized Ministers (with Parsonage) than Authorized Ministers (without Parsonage). If the Local Church provides a parsonage for the Authorized Minister, the Salary Basis should be 130% of the Cash Salary (For example, if the minimum Cash Salary is used [\$38,000], the Salary Basis would be \$49,400 [$\$38,000 \times 1.3 = \$49,400$]). The Salary Basis will be used to calculate certain benefits.

The Salary Basis for Authorized Ministers (with Parsonage) should be calculated by multiplying the Final Cash Salary Total in Step 3 by 130% (or 1.3).

MULTIPLY THE FINAL CASH SALARY TOTAL FROM STEP 3 \$ _____
x 130% (1.3)
TOTAL SALARY BASIS = \$ _____

Why is the Cash Salary of an Authorized Minister (with Parsonage) multiplied by 130%?

Authorized Ministers who live in parsonages often receive less in Cash Salary than Authorized Ministers who are not provided a parsonage. The parsonage, while provided to the Authorized Minister, is still considered part of the Minister's income (but is not taxed). This equitable and fair approach does not penalize the amounts of benefits provided to Authorized Minister living in a parsonage that are calculated using the Salary Basis.

The Following Pages (9-15) Present Benefits that Should Be Included in a Full-Time Authorized Minister's Compensation Package

HOUSING BENEFITS FOR AUTHORIZED MINISTERS
(WITHOUT PARSONAGE)

THE HOUSING ALLOWANCE:

Clergy who rent or own their own home should receive a Housing Allowance. It is important that this decision is recorded in official minutes of a leadership meeting each year. The Housing Allowance amount should not be taxed. Before the beginning of the calendar year, the church and pastor designate a percentage of the pastor's cash salary as a housing allowance. To satisfy IRS requirements, the salary and housing allowance should also be listed in separate line items in the church's annual budget.

When deciding the amount of the Housing Allowance, the Authorized Minister and Local Church leadership shall set the amount by determining the lesser of:

1. the minister's reasonable compensation,
2. the fair rental value of the home, or
3. the actual expenses directly relating to providing the home.

(See <https://www.irs.gov/taxtopics/tc417>)

If the Local Church is not providing a parsonage, the Salary Basis [the number arrived at after following Steps 1-3 on Page 6] should include the Housing Allowance. For example, if the minimum Salary Basis is used (\$49,000), and the Housing Allowance is \$20,000, the Cash Salary is \$29,000. The Salary Basis still is \$49,000.

WRITE THE HOUSING ALLOWANCE AMOUNT HERE \$ _____

Benefits that Should Be Included in a Full-Time Authorized Minister's Compensation Package

HOUSING BENEFITS FOR AUTHORIZED MINISTERS (WITH PARSONAGE)

THE PARSONAGE ALLOWANCE:

A parsonage provided by a church for its Authorized Ministers is part of the total compensation package. The parsonage should be in good condition and regularly maintained, with repairs completed in a timely manner and regular improvements. The church typically pays for all repairs, improvements, and utilities.

Authorized Ministers living in a parsonage are advised to designate a portion of their Cash Salary as a “Parsonage Allowance.” To the extent that it is used to pay for parsonage related expenses, this allowance is not subject to income taxes.

It is important that this decision is recorded in official minutes of a leadership meeting. The Parsonage Allowance amount should not be taxed. Before the beginning of the calendar year, the church and pastor designate a percentage of the pastor’s cash salary as a parsonage allowance. To satisfy IRS requirements, the salary and parsonage allowance should also be listed in separate line items in the church’s annual budget.

WRITE THE PARSONAGE ALLOWANCE AMOUNT HERE \$ _____

EQUITY DEVELOPMENT PLAN (FOR CONSIDERATION)

It is recommended that an Equity Development Plan be provided to pastors living in a parsonage/church-owned home. The recommended amount is 3%-5% of the minister’s Salary Basis (130% of Cash Salary) each year to be invested for the minister’s benefit in one of the following ways:

- An additional contribution to the UCC annuity fund.
- An IRA or TSA.
- Another agreed upon investment.

WRITE THE EQUITY DEVELOPMENT PLAN AMOUNT HERE:

\$ _____

Why an Equity Development Plan?

Many Authorized Ministers, who lived in church-owned housing for all or most of their careers, retire with no equity and struggle to purchase or even rent a home after retirement. With an EDP, Local Churches who provide parsonages have the opportunity to generously provide equity for their pastor's retirement.

Benefits for Full-Time Authorized Ministers Continued

GENERAL BENEFITS

ANNUITY

The Annuity Plan is provided by the UCC Pension Boards (www.pbucc.org), and should be paid at 14% of Salary Basis (See the definition of the Salary Basis on Page 4. For Authorized Ministers without a parsonage, see the Total Amount found in Step 3, and for Authorized Ministers with a parsonage, see the Total Amount found in Step 4, Page 8).

Multiply .14 by the Salary Basis to find this number.

WRITE THE ANNUITY AMOUNT HERE \$ _____

LIFE INSURANCE/DISABILITY INCOME PLAN

The Life Insurance and Disability Income Plan is provided by the UCC Pension Boards (www.pbucc.org). Local Churches should pay the full annual premium, which is calculated at 1.5% of the Salary Basis (Multiply .015 by the Salary Basis).

WRITE THE LIFE INSURANCE/DISABILITY INCOME PLAN
AMOUNT HERE \$ _____

SOCIAL SECURITY OFFSET

Authorized Ministers are considered self-employed by the IRS for purposes of Social Security and Medicare (though not for purpose of federal income tax), which requires that ministers pay 15.3% of their income. Local Churches should pay the minister the employer portion of this annual tax of 7.65% of the Salary Basis.

Multiply .0765 by the Salary Basis to find this number.

WRITE THE SOCIAL SECURITY OFFSET AMOUNT HERE \$ _____

Why Should Local Churches Pay a 14% Annuity and the Full Cost of Insurance Premiums?

Authorized Ministers are often paid less than members of other professions that have similar experience and education. As a justice issue, it is helpful for churches to release their ministers from the stress of these costs, which can be high.

Local Churches that cannot or choose not to pay a 14% Annuity and/or the full cost of insurance premiums when calling a pastor should consider adjusting the pastor's service to the church, and/or possibly shifting to a part-time position.

Benefits for Full-Time Authorized Ministers Continued

GENERAL BENEFITS CONTINUED

GROUP HEALTH INSURANCE

Group Health Insurance is provided by the UCC Pension Boards. Local Churches should pay the full annual premium for family coverage for all insurance. The Rate Locator and Plan Options for Group Health Insurance can be found on the Pension Boards website: www.pbucc.org. Information required is minister's age, the Zip Code of the Local Church, and Conference.

WRITE THE GROUP HEALTH INSURANCE AMOUNT HERE \$ _____

DENTAL INSURANCE

Dental Insurance is provided by the UCC Pension Boards. Local Churches should pay the full annual premium for family coverage for all insurance. The rates can be found on the Pension Boards website: www.pbucc.org.

WRITE THE GROUP HEALTH INSURANCE AMOUNT HERE \$ _____

OPTIONAL VISION INSURANCE

Optional Vision Insurance is provided by the UCC Pension Boards. The rates can be found on the Pension Boards website: www.pbucc.org.

WRITE THE OPTIONAL VISION INSURANCE AMOUNT HERE \$ _____

WORKERS COMPENSATION

Local Churches are required by law to provide worker's compensation insurance coverage for all employees, including ministers.

MALPRACTICE INSURANCE

Local Churches are encouraged to purchase malpractice insurance if this is not already included in their current insurance policy. This is purchased by the Local Church, not the Authorized Minister.



Benefits for Full-Time Authorized Ministers Continued

PROFESSIONAL BENEFITS

CONTINUING EDUCATION FINANCIAL SUPPORT

Continuing education financial support should cover tuition, travel, housing, books, and meals. A minimum of \$750 a year is recommended.

WRITE THE CONTINUING EDUCATION AMOUNT HERE \$ _____

PROFESSIONAL EXPENSES

Professional expenses should reimburse any business expenses such as professional organization dues, the cost of professional books, journals, and magazines, the cost of ministry-specific attire, etc.

WRITE THE PROFESSIONAL EXPENSES AMOUNT HERE \$ _____

COMMUNITY OF PRACTICE

The Wisconsin Conference offers Communities of Practice groups (COP) for all Authorized Ministers. It is expected that the Local Church pay the \$250 yearly fee.

TRAVEL/MILEAGE

Local Churches are expected to cover all mileage costs related to ministry. The IRS mileage rate in 2023 was 65.5 cents per mile. Churches are encouraged to budget an amount that covers all mileage for the year.

WRITE THE TRAVEL/MILEAGE AMOUNT HERE \$ _____

CRIMINAL BACKGROUND CHECK

All UCC Authorized Ministers must submit a Criminal Background Check in order to circulate their Ministerial Profile for Search and Call. Local Churches should reimburse their newly called minister for this expense.

PROFESSIONAL BENEFITS

VACATION & LEAVE-TAKING

VACATION

Authorized Ministers should receive a **minimum of 4 weeks of vacation**, including Sundays. Local Churches are encouraged to increase vacation time based on the number of years the minister has served the location and/or experience.

HOLIDAYS AND DAYS OFF

Authorized Ministers should have all government holidays off with a provision for compensatory time when a government holiday falls on a Sunday or a day requiring pastoral work. It is also expected that Authorized Ministers receive the equivalent of 2 days off per week.

CONTINUING EDUCATION STUDY LEAVE

Local Churches are encouraged to provide Authorized Ministers with 2 weeks of Continuing Education Study Leave per year, including weekends.

SICK LEAVE

Local Churches are encouraged to create a Sick Leave Policy. Sick Leave typically accrues at the rate of one day per month, and may be used for personal illness or accident, or for the care of a person in the minister's immediate family (spouse, partner, child, or parent). It may also be used for medical and dental appointments.

DISABILITY LEAVE

In the case of a leave of up to 30 days due to illness or accident, the Local Church is expected to continue the minister's salary and all benefits without interruption. When a leave extends beyond 30, the Conference office and the UCC Pension Boards should be notified for application for disability benefits.

PARENTAL LEAVE

For the period prior to and/or immediately following the birth or adoption of a child, a Parental Leave of up to 6 weeks at full compensation is encouraged.

COMPASSIONATE LEAVE

Compassionate Leave is typically provided in the case of an illness, death, or personal emergency within the minister's immediate family (spouse, partner, child, parent, in-laws, grandparents, grandchildren, and siblings). 5 days paid Compassionate Leave is expected.

CIVIC SERVICES LEAVE

Full-time or part-time ministers who are members of the US Military Reserve or National Guard should be excused from work when called for military duty, and ministers should be granted leave for jury duty.

PROFESSIONAL BENEFITS

VACATION & LEAVE TAKING CONTINUED

SABBATICAL LEAVE

Local Churches should offer a Sabbatical of 3 months with full compensation and benefits after every 5 years of service. Following a Sabbatical Leave, it is expected that ministers remain in service at their ministry setting for at least 1 full year. Ministry Settings are encouraged to set aside funds in their annual budget each year to cover costs of providing pastoral services during the Sabbatical Leave (Please contact the Conference office for a copy of the UCC resource, "A Sure Foundation", Pages 35-42, for more information on Sabbatical Leave).

Why Are Sabbaticals Important?

The concept of Sabbatical is rooted in scripture and offers a time of sustained study, travel, and personal and professional renewal, enabling ministers to be of greater service within their ministry over time.

Many ministers serve for years without a Sabbatical. Local Churches should encourage their pastors to take a Sabbatical. Sabbaticals give rest, renewal, and a break for pastors who are often on call 24/7.

Please speak with Conference staff about Sabbatical resources.

OTHER PROFESSIONAL BENEFITS

WIDER CHURCH INVOLVEMENT

Authorized Ministers are expected to participate in the full life of the Wisconsin Conference and the wider United Church of Christ, by serving on Conference and/or Association Committees and Teams, and/or at UCCI Camps Daycholah, Moon Beach, and Cedar Valley. Local Churches are encouraged not to consider such service as time off or vacation.

MINISTER'S DEATH

In the event of a minister's death, the Local Church is encouraged to provide the minister's spouse or partner and/or dependents with, at minimum, the minister's full salary for the current month of service and any vacation time unused. The Ministry Setting should also provide the minister's family in the case of a parsonage free of charge for up to 90 days, or a housing allowance when there is no parsonage provided. The Local Churches and/or the family should contact Conference staff for assistance with provision of insurance and other benefits in the immediate.

EVALUATIONS

All Local Churches and Authorized Ministers are strongly encouraged to participate in an annual evaluation (Contact the Conference office for a copy of the resource "A Sure Foundation", Pages 22-27, for more information on Evaluations).

PASTORAL SUPPORT COMMITTEES (FORMERLY PASTORAL RELATIONS COMMITTEE)

Local Churches should establish a small committee with the responsibility of nurturing the minister, the relationship between the minister and the congregation, and clarifying the role of the minister. The PSC in care can build the trust and communication necessary to deal effectively with tension or conflicts that arrive. Please contact Conference staff for resources on creating a PSC.

How to Determine Compensation for Part-Time Authorized Ministry Positions

The number of part-time authorized ministry positions in the Wisconsin Conference continues to grow. Below are the recommended ranges for total compensation packages for 3/4-time, 1/2-time, and 1/4-time positions without a parsonage (See the "Scope of Ministry" definition on Page 4 for comparison to the full-time position). Local Churches that are offering part-time ministry positions with a parsonage should adjust the compensation package accordingly when determining the total compensation package.

Local Churches are encouraged to determine the total compensation packages for part-time positions based on the pastor's experience level and the church's participation size. Flexibility is recommended in negotiations regarding the make-up of the total compensation package, including benefits, which are listed on Pages 17-18.

3/4-Time Positions

- 30-35 Hours a Week
- The Local Church should establish a total compensation package and work with the Authorized Minister to allocate between salary, housing, annuity, insurance, etc.
- The recommended range for the total compensation package amount is \$56,000 - \$70,000.

1/2-Time Positions

- 20-25 Hours a Week
- The Local Church should establish a total compensation package and work with the Authorized Minister to allocate between salary, housing, annuity, insurance, etc.
- The recommended range for the total compensation package amount is \$40,000 - \$52,000.

1/4-Time Positions

- 10-13 Hours a Week
- The Local Church should establish a total compensation package and work with the Authorized Minister to allocate between salary, housing, annuity, insurance, etc.
- The recommended range for the total compensation package amount is \$22,000 - \$32,000.

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Benefits for Part-Time Authorized Minister's Compensation Package

HOUSING BENEFITS FOR PART-TIME AUTHORIZED MINISTRY POSITIONS

THE HOUSING ALLOWANCE, PARSONAGE ALLOWANCE, & EQUITY DEVELOPMENT PLAN

Local Churches should provide Part-Time Authorized Ministers with a Housing Allowance or Parsonage Allowance based on the guidelines for arriving at Housing Benefit numbers on Pages 9-10. Local Churches may provide an Equity Development Plan (See Page 10) for Part-Time Authorized Ministers who reside in a church-owned parsonage as well.

GENERAL BENEFITS FOR PART-TIME AUTHORIZED MINISTRY POSITIONS

LIFE INSURANCE/DISABILITY INCOME PLAN, SOCIAL SECURITY OFFSET, WORKERS COMPENSATION, MALPRACTICE INSURANCE

Local Churches should provide the Life Insurance/Disability Income Plan (See Page 11), the Social Security Offset (See Page 11), Workers Compensation, and Malpractice Insurance (See Page 12) to Authorized Ministers serving in part-time positions.

ANNUITY, GROUP HEALTH INSURANCE, DENTAL INSURANCE, & OPTIONAL VISION INSURANCE

Local Churches may provide the Annuity, Group Health Insurance, Dental Insurance, and Optional Vision Insurance (See Pages 11-12) to Authorized Ministers serving in part-time positions. Authorized Ministers may choose to negotiate these benefits as part of the Compensation Package. Flexibility on the Local Church's part is recommended.

PROFESSIONAL BENEFITS FOR PART-TIME AUTHORIZED MINISTRY POSITIONS

CONTINUING EDUCATION FINANCIAL SUPPORT, PROFESSIONAL EXPENSES, COMMUNITY OF PRACTICE, TRAVEL/MILEAGE, CRIMINAL BACKGROUND CHECK

Local Churches should provide Continuing Education Financial Support (See Page 13), Professional Expenses (See Page 13), Community of Practice (See Page 13), Travel/Mileage (See Page 13), and Criminal Background Check reimbursement (See Page 13) to Authorized Ministers in part-time positions.

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Benefits for Part-Time Authorized Minister's Compensation Package Continued

PROFESSIONAL BENEFITS / VACATION & LEAVE

TAKING FOR PART-TIME AUTHORIZED MINISTRY POSITIONS

VACATION

Local Churches should provide vacation to Authorized Ministers serving in part-time positions (See Page 14). The vacation time provided for part-time positions is four times the hours weekly worked including four Sundays (For example, a one-quarter-time position should receive $4 \times \frac{1}{4} = 4 \times 10$ -13 hour work week, a half-time position should receive $4 \times \frac{1}{2} = 4 \times 20$ -25 hour work week, and a three-quarter time position should receive $4 \times \frac{3}{4} = 4 \times 30$ -35 hour work week).

HOLIDAYS AND DAYS OFF, CONTINUING EDUCATION STUDY LEAVE, DISABILITY LEAVE, PARENTAL LEAVE, COMPASSIONATE LEAVE, & CIVIC SERVICES LEAVE

Authorized Ministers serving in a part-time position should receive holidays and specified days off during the week (See Page 14), Continuing Education Study Leave (See Page 14), Sick Leave (See Page 14), Disability Leave (See Page 14), Parent Leave (See Page 14), Compassionate Leave (See Page 14), and Civic Services Leave (See Page 14).

SABBATICAL LEAVE

Local Churches should offer a Sabbatical Leave (See Page 15) of 2 months after every 7 years of service for Authorized Ministers serving in part-time position.

OTHER PROFESSIONAL BENEFITS FOR PART-TIME AUTHORIZED MINISTRY POSITIONS

WIDER CHURCH INVOLVEMENT

Authorized Ministers are expected to participate in the full life of the Wisconsin Conference and the wider United Church of Christ (See Page 15), but Local Churches should recognize that Authorized Ministers who serve in part-time positions may have less time available to participate in the wider church. Any wider church involvement by an Authorized Minister in a part-time position should not be considered as time off or vacation.

MINISTER'S DEATH

In the event of a minister's death, the Local Church is encouraged to provide the same benefits for the Authorized Minister serving part-time as an Authorized Minister serving a full-time position (See Page 15).

EVALUATIONS

All Local Churches and Authorized Ministers are strongly encouraged to participate in an annual evaluation ([See Page 15] Contact the Conference office for a copy of the resource "A Sure Foundation", Pages 22-27, for more information on Evaluations).

PASTORAL SUPPORT COMMITTEES (FORMERLY PASTORAL RELATIONS COMMITTEE)

Local Churches which employ an Authorized Minister for a part-time position should establish a PSC (See Page 15).

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SPECIAL SETTINGS OF MINISTRY

SHARED MINISTRY POSITIONS

For Shared Ministry positions that are full time, the Local Church and Authorized Minister should use the Steps provided on Pages 6 for positions without a parsonage and Pages 7-8 for positions with a parsonage, and provide benefits accordingly. For Shared Ministry positions that are part time, the Local Church and Authorized Minister should use the information provided on Pages 16-18.

INTERIM MINISTRY

Full-Time or Part-Time Interim Ministers should be paid on the same scale as other full-time ministers, using these Guidelines, including benefits.

PULPIT SUPPLY

It is recommended that Local Churches pay a minimum of \$175 for Sunday Pulpit Supply and mileage reimbursement. If there are two worship services at the same location, add \$75.

MULTIPLE STAFF AND SUPPORT STAFF PERSONNEL

ASSOCIATE/ASSISTANT MINISTERS

Compensation of Associate/Assistant Ministers should follow the Guidelines provided above for Full-Time and Part-Time positions. These positions require fair and just compensation. The minimum guidelines provided can be used to establish a salary range. On average, Associate Ministers typically receive 75%-80% of the senior pastor's compensation package. The church participation size, the minister's education and experience, and expected duties should be taken into consideration.

LICENSED MINISTERS

Compensation for Licensed Ministers, who are Authorized Ministers, should address the amount of time and responsibilities required for the ministry position with attention to these guidelines.

NON-ORDAINED OR AUTHORIZED STAFF PERSONS & SUPPORT STAFF

Additional staff members in churches, such as a Christian Education position (with a non-ordained or Licensed Minister in the position), secretaries, organists, custodians, etc. are part of the ministry of the church and should be paid equitable salaries. Compensation packages should include consideration of weekly hours and years of services, and Social Security, Cost of Living and retirement. The UCC Pension Boards provide a pension plan for lay workers.

SPECIAL CONSIDERATIONS FOR EXPERIENCE

In addition to increasing the Minimum Salary Basis (with Parsonage) in Step 2, Page 6 or the Minimum Cash Salary (with Parsonage) in Step 2, Page 7 by multiplying \$49,000 by the percentage equal to the years of experience of the Authorized Minister, Local Churches may decide to increase the percentage points and/or number for special considerations of experience. These may include high level of proficiencies and education, including certificates earned, courses taken, specialized skills, and/or advanced graduate degrees.

CALL AGREEMENT TEMPLATE

Please contact Conference staff for a Call Agreement Template that can be used to create a Call Agreement.

WISCONSIN CONFERENCE & NATIONAL UCC ASSISTANCE FOR PASTORS

The Wisconsin Conference and National Setting of the United Church of Christ have emergency funds for medical and other emergencies, including retirement support.

Wisconsin Conference Resources:

Members-In-Discernment Grant

Seminary Loan Repayment

Clergy Continuing Education Grant

Dental Assistance Grant – St. John’s of Hartford created a dental assistance fund to help people in UCC congregations in Wisconsin with dental care expenses.

Ministerial Assistance Grants (often awarded in partnership with the Pension Boards) – Please contact your Associate Conference Minister to inquire about ministerial assistance.

Additional Grant Opportunities

The National Setting of the UCC offers grants that range from Ministry Education Scholarships to Leadership Development Scholarships to Program Grants.

More information can be found by speaking with Conference staff and on the Wisconsin Conference website: <https://www.wcucc.org/conference-giving/grants/>

COMPENSATION WORKSHEET

Authorized Ministers (without Parsonage)

SALARY BASIS (Final Total Amount Step 3, Page 6) _____

HOUSING ALLOWANCE AMOUNT (Page 9)
(Do not add to total below.) _____

ANNUITY (Page 11) _____

LIFE INSURANCE & DISABILITY PLAN INCOME (Page 11) _____

SOCIAL SECURITY OFFSET (Page 11) _____

GROUP HEALTH INSURANCE PREMIUM (Page 12) _____

DENTAL INSURANCE PREMIUM (Page 12) _____

CONTINUING EDUCATION FINANCIAL SUPPORT (Page 13) _____

PROFESSIONAL EXPENSES (Page 13) _____

COMMUNITY OF PRACTICE (Page 13) \$250 _____

TRAVEL/MILEAGE (Page 13) _____

TOTAL =

COMPENSATION WORKSHEET

Authorized Ministers (with Parsonage)

SALARY BASIS (Final Total Amount Step 4, Page 8) _____

PARSONAGE ALLOWANCE AMOUNT (Page 10)
(Do not add to total below.) _____

EQUITY DEVELOPMENT PLAN (Page 10) _____

ANNUITY (Page 11) _____

LIFE INSURANCE & DISABILITY PLAN INCOME (Page 11) _____

SOCIAL SECURITY OFFSET (Page 11) _____

GROUP HEALTH INSURANCE PREMIUM (Page 12) _____

DENTAL INSURANCE PREMIUM (Page 12) _____

CONTINUING EDUCATION FINANCIAL SUPPORT (Page 13) _____

PROFESSIONAL EXPENSES (Page 13) _____

COMMUNITY OF PRACTICE (Page 13) \$250 _____

TRAVEL/MILEAGE (Page 13) _____

TOTAL =

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