

## COMPENSATION AND BENEFITS FOR LAY CHURCH EMPLOYEES 2008

The Bishop and Diocesan Council have requested that congregations provide compensation and benefit information on lay church employees in the annual parochial report in order to assist the Diocesan Personnel Committee with the tasks of reviewing and updating the personnel policies and compensation guidelines.

Please include and indicate by title lay positions. Include Parish Secretary, Parish Administrator, Business Manager, Bookkeeper, Treasurer, Youth Director, Director of Religious Education, Sexton, and Maintenance Personnel. (See list on back of the page for job titles and job descriptions.) Please indicate Full (F) or Part-time (PT).

<b>Title or Position:</b>				
<b>Full or Part-Time:</b>				
<b>Hours per Week:</b>				
<b>Salary</b>				
<b>Annual:</b>				
<b>Hourly:</b>				
<b>Pension Premiums:</b>				
<b>Life Ins. Premiums:</b>				
<b>Life Ins. Coverage:</b>				
<b>Health Ins. Premiums:</b>				
<b>Health Ins. Coverage:</b>				
<b>Disability Insurance</b>				
<b>Long-Term:</b>				
<b>Short-Term</b>				

Do you have a Professional Cleaning Contract  Yes  No

Do these compensation packages conform to the Diocesan Personnel Policies and Guidelines?  Yes  No  Don't know

If not, what is your plan to do so? \_\_\_\_\_

**PLEASE COMPLETE THE FORM FOR CHURCH MUSICIANS ON THE NEXT PAGE**

# **DIOCESAN PERSONNEL COMMITTEE – LAY EMPLOYEES**

## ***PROPOSED DEFINITIONS FOR LAY STAFF POSITIONS***

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**CLERK/MACHINE OPERATOR** – General office assistance; runs office equipment; bundles mail. Requires close supervision.

**CLERK/TYPIST** – Types prepared copy; maintains files; has minimal contact with the public. Works under close supervision.

**RECEPTIONIST/TYPIST** – First person with whom the public generally makes contact; answer the telephone and greets visitors; types prepared copy as well as edits copy prepared by others; maintains calendar. Works under sporadic supervision and must be capable of independent judgment.

**SECRETARY** – Handles administrative detail at the direction of the Rector. Such duties may include supervision of other employee and lay volunteers, dealing with outside groups and organization and scheduling meetings and activities. May also function at times in the capacity of a receptionist/typist. Work under minimal supervision.

**BOOKKEEPER – LEVEL A** – Handles all bookkeeping with minimal supervision. Must be capable of independent decision making.

**BOOKKEEPER – LEVEL B** – Keeps ledgers and balance sheets as well as pledge records; prepares monthly and annual financial reports; prepares checks for signature. Works under close supervision.

**CLEANING PERSONNEL** – Dust furniture; mops and waxes floors; vacuums carpets; cleans restrooms; sweeps walks, etc. Works under close supervision.

**MAINTENANCE PERSONNEL/SEXTON** – Includes all cleaning duties; orders supplies; makes minor repairs; set up for and cleans after meetings. May arrange maintenance work with outside contractors. Works under minimal supervision.

**PASTORAL COUNSELOR** – In consultation with clergy, performs pastoral counseling with parishioners and others as referred by clergy. Performs at a professional level in handling long-term counseling and short-term counseling. Consults with clergy, upon request, in their counseling situations.

**DIRECTOR OF VOLUNTEERS** – Recruits, trains, assigns, and supervises volunteers to assist in the parish ministry. Establishes and maintains a file of parishioners' talents, skills, and time available for parish purposes. Assists parish groups seeking volunteers. Coordinates the scheduling of volunteers and program activities in the parish. Refers volunteers to both parish and outside programs.

**DIRECTOR OF RELIGIOUS EDUCATION** – Helps develops and coordinate parishwide Christian Education programs providing learning opportunities for all age groups. Assist in selecting curriculum, recruiting teachers and training them. Handles administrative and financial details of Christian Education programs.

**YOUTH DIRECTOR** – Helps develop and coordinate programs for parish youths. Assist in recruitment and training of youth leaders and provides on-going professional support to them. Is responsible for the educational, spiritual, service, social, and recreational activities of the parish youth. Shares the work of youth counseling with, and under the direction of, the clergy.

**SENIOR CITIZENS' PROGRAM DIRECTOR** – Develops and coordinates programs for senior citizens, recruiting and training volunteers and handling administrative details. Coordinates with other include senior citizens in on-going parish activities.

**ADMINISTRATOR/STAFF ASSISTANT** – Handles all duties and responsibilities as may be assigned by the Rector-generally include oversight of the financial, clerical, and maintenance operations and the personnel management for these operations. Often assign responsibilities of other professional staff positions when such positions are not present.