

Congregation: \_\_\_\_\_

Journal Number: \_\_\_\_\_

## COMPENSATION AND BENEFITS FOR LAY CHURCH EMPLOYEES 2012

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 Committee on Human Resources with the tasks of reviewing and updating policies and compensation guidelines.

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

Title or Position:			
Full or Part-Time:			
Hours per Week:			

### Compensation and Employer Paid Benefits

Annual:	\$		\$		\$	
Hourly:	\$		\$		\$	
Pension Contribution:	\$	or	%	\$	or	%
Group Life Insurance:	Yes	or	No	Yes	or	No
Health Insurance:	Yes	or	No	Yes	or	No
<b>Disability Insurance</b>						
Long-Term:	Yes	or	No	Yes	or	No
Short-Term:	Yes	or	No	Yes	or	No

Does your parish offer health benefits through the Episcopal Church Medical Trust?  Yes  No

Do lay employees share the cost of the health premium?  Yes  No If yes, how much? \_\_\_\_\_

How many lay employees were offered, but declined, health insurance? \_\_\_\_\_

Does your parish offer Pension, Group Life and Disability Insurance through the Church Pension Group?  Yes  No

Have you reduced the number of lay staff employed by the parish in the last year?  Yes  No If yes, how? \_\_\_\_\_

Did the parish offer a salary/wage increase for 2012?  Yes  No If so, how much? \_\_\_\_\_

# 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.