

2.1 B – LAY COMPENSATION GUIDE FOR 2006

The figures below represent full-time salaries for all positions. Full-time assumes 40 hours a week; for part-time positions, these suggested salary ranges should be pro-rated. (For example, a person working 20 hours a week receives 50% of a full-time rate.)

Placement within the range should be based on breadth of responsibility and years of related experience. The size of the congregation is generally a factor only with respect to placement in program staff positions.

None of these categories include benefits. The guidelines for benefits are found in part 2.1 in this guide.

SUPPORT STAFF POSITIONS

Position	Dollars Per Hour			Annual Range		
Receptionist	7.70	to	13.69	16,017	to	28,482
Secretary – Entry Level*	9.62	to	12.45	20,000	to	25,898
Administrative Assistant*	12.82	to	15.56	26,673	to	32,357
Executive Secretary*	16.03	to	18.05	33,347	to	37,545
Bookkeeper	12.82	to	18.68	26,673	to	38,858
Cleaning Staff	7.06	to	13.69	14,682	to	28,482
Sexton	10.90	to	16.18	22,669	to	33,648

LAY PROGRAM STAFF POSITIONS

Youth Director	26,673	to	42,676
Director of Religious Education	33,339	to	50,009
Senior Citizens Director	33,339	to	50,009
Administrator	40,008	to	66,682

* These position titles are not significant, but the figures represent differing levels of responsibility and experience.