

# 1 Assembly Mennonite Church Compensation policies

2 When it says “AMC will negotiate...” that usually means the Leadership Group chairperson.

## 3 Contract length

4 The contract length is normally three years and follows the calendar year. This may be adjusted so that all pastors’ terms  
5 end on the same date. Either party may end this contract with 60 days’ notice. A memo of understanding will be issued  
6 each year. A pastoral review will be conducted during the third year of a contract. See “Hiring, pastoral review and  
7 termination policies” for more detail.

## 8 Part-time work

9 Part-time pastors are free to pursue other part-time employment. However, as collaboration is vital for a healthy pastoral  
10 team, part-time pastors are encouraged to converse with their colleagues and the Leadership Group chair before  
11 accepting other employment to ensure effective teamwork isn't jeopardized.

## 12 Hours and offices

13 A normal work week for pastors is 45 hours (FTE adjusted).  
14 Office hours (if any) and office locations are to be determined by the current pastoral team in consultation with the  
15 Leadership Group chair.

## 16 Salary

17 Generally we follow the Mennonite Church USA “Guidelines for Pastor’s Salaries and Benefits.”  
18 Part-time salaries are figured at full-time with the part-time percentage applied after the base salary and unit adjustments  
19 are figured.

20 Pastoral base salary: MCUSA guidelines, updated annually.

21 Experience units: One unit for years 1-20. One half unit for years 21-30. A maximum of 25 units.

22 If the pastor is contracted for at least 50%, Assembly Mennonite Church will award credits as stated above.

23 AMC will negotiate experience units for new pastors and pastors employed less than half-time.

24 Education units: MCUSA guidelines. Maximum of 8 units.

25 Responsibility units: 3 units. (Based on co-pastor responsibilities and average attendance.)

26 Geographical units: MCUSA guidelines.

27 Optional units: Not currently used.

28 “Adjusted salary” is the salary as calculated above multiplied by the percentage of employment.

29 Self-employment tax adjustment

30 AMC will pay 7.65% of the adjusted salary as an additional benefit and is considered taxable income.

31 (Self-employment tax must be paid on any housing allowance.)

32 “Total adjusted salary” is the adjusted salary plus the self-employment tax.

## 33 Housing Allowance Designation

34 At the pastor’s request AMC will designate up to 100% of the total adjusted salary as a housing allowance (following  
35 IRS guidelines). This designation must be made annually by the Leadership Group before any such allowance is paid.

## 36 Retirement benefits

37 Assembly Mennonite Church participates in the Mennonite Retirement Trust administered by Everence at the rate of  
38 10% of the annual total adjusted salary.

39 Health, life and disability benefits

40 AMC participates in the Corinthian Plan of the Mennonite Church USA. The Corinthian plan provides health insurance  
41 for pastors and their families with an FTE of at least 50%. If a pastor is at least 75%, AMC will pay the full premium.  
42 Otherwise AMC will pay the premiums adjusted for the FTE percentage and the pastor will pay the balance. For pastors  
43 that are at least 50% FTE, AMC will pay the full premium for disability, life insurance and accidental death and  
44 dismemberment that is part of the Corinthian Plan. AMC will negotiate with pastors over age 65 or those with unusual  
45 circumstances.

46 AMC will also contribute \$1000 annually adjusted for FTE percentage to a pastor's Health Savings Account if they are  
47 enrolled in the Corinthian Plan.

48 Continuing education benefits

49 Continuing education

50 -Pastors are encouraged to take up to 10 paid continuing education/retreat days annually (pro-rated for FTE).

51 Travel is not counted towards continuing education days.

52 -The congregation provides up to \$1,000 annually (pro-rated for FTE) for continuing education. This includes  
53 such things as conference registration, books, travel expenses and retreat days.

54 -This money can be carried over and used during a sabbatical. Unspent money does not carry-over after the  
55 sabbatical nor is it reimbursable at the end of employment.

56 -At the end of each year pastors must submit a report to the treasurer to determine what was spent and what is  
57 to be carried over, if any.

58 Spiritual direction

59 Pastors are expected to participate in spiritual direction on a regular basis. AMC will pay up to \$600 a year per  
60 pastor (FTE over 50% only) for spiritual direction. This money does not carry over.

61 Vacation, holidays, days off

62 Length of paid vacation (Vacation pay is the same as the pastor's regular weekly salary)

63 One to four years cumulative experience: two weeks

64 Five to eleven years cumulative experience: three weeks

65 Twelve or more years cumulative experience: four weeks

66 "Cumulative experience" means cumulative years of *pastoral or church-related service* and is transferred with  
67 the pastor.

68 Pastors must coordinate vacation plans with the other pastors and Leadership Group chair to ensure pastoral  
69 coverage.

70 Unused vacation time does not accumulate from one year to the next.

71 Paid holidays

72 The following 7 holidays are paid days off: New Year's day, MLK day, Memorial day, Independence day,  
73 Labor day, Thanksgiving day, Christmas day.

74 If pastors are expected to work during a given holiday (such as Christmas) they will take another day off.

75 Days off

76 Full-time pastors are expected to work 45 hours a week. They will have one day each week without pastoral  
77 responsibilities.

78 Personal days

79 Full-time pastors are allowed up to 3 paid personal days each year. They are not cumulative. Personal days are  
80 not available for part-time pastors.

81 Sick days  
82 Pastors are granted up to 1 sick day per month for health-related leave, which may accumulate for a total of 90  
83 days. Up to 45 days may be transferred from prior pastoral employment. This must be established at the  
84 beginning of employment and granted only upon received documentation.

85 Records  
86 Each pastor must keep a detailed record of personal and sick days taken. These should be given to the Church  
87 Administrator each month. The church should maintain sick day records so that they could be transferred if a  
88 pastor seeks employment elsewhere. These records are reviewed by Leadership Group monthly.

89 At the end of employment, any unused sick days, personal days, holidays or vacation are not monetized.

## 90 Family and medical leave

91 Availability  
92 Full or part time pastoral staff members after one year of employment.  
93 Length of leave:  
94 Up to 7 weeks of paid leave. (Paid leave for part-time pastors is the same as the pastor's regular weekly salary)  
95 Up to 5 additional weeks of job-protected leave (unpaid)  
96 Depending on need, additional paid or unpaid time off may be negotiated with Leadership Group.  
97 Unused sick days and personal days should be used before paid leave.  
98 Unused paid vacation could also be used after paid leave if negotiated with Leadership Group.

99 Leave can be used for:  
100 -the birth or adoption of child  
101 -caring for spouse or child who has a serious health condition  
102 -the death of a spouse or child  
103 -a pastor's serious health condition (including mental health) that makes the pastor unable to perform pastoral  
104 responsibilities.

105 Coverage during leave  
106 If possible, the pastor will help Leadership Group secure pastoral coverage during the leave.

107 Benefits during the leave  
108 The congregation will continue health care and retirement benefits during the 7 weeks of paid leave. Benefits  
109 are not usually paid for "job-protected leave," subject to negotiation.  
110 Sick days, paid holidays and personal days are not available during leave.

## 111 Pastoral sabbaticals

112 In order to encourage significant growth in ministry and to provide for a regular rhythm of reflection and renewal,  
113 Assembly Mennonite Church will provide for sabbatical leaves for the pastoral team according to the following policy:

### 114 1. *Timing of sabbaticals.*

- 115 A. To be eligible for sabbatical leave, a pastor will first complete three years of ministry.
- 116 B. During the fourth year of ministry a three-month sabbatical will be granted.
- 117 C. Subsequent sabbaticals will be granted during the eighth and twelfth years, etc.
- 118 D. Accumulation of sabbatical leave is not transferable from prior congregations.
- 119 E. For sabbaticals to be useful for pastors and the congregation, it is important to take them when scheduled.  
120 Normally, if the congregation asks a pastor to postpone a sabbatical, additional compensation may be  
121 negotiated. If the pastor wishes to postpone a sabbatical or takes a family and medical leave, timing must be  
122 negotiated with the Leadership Group.

### 123 2. *Financial arrangements.*

- 124 A. During a sabbatical, a pastor will receive the usual salary and benefits as specified in the current covenant of  
125 understandings.
- 126 B. Following a sabbatical, the pastor agrees to a minimum of one year of service to the congregation, with the  
127 understanding that repayment of sabbatical salary and benefits will be made for failure to do so.
- 128 C. The congregation will provide an additional amount in the spending plan to provide for adequate pastoral  
129 coverage during sabbaticals.

- 130 D. Pastoral professional development funds may be accumulative for the three years prior and during the year of  
131 the sabbatical if the pastor wishes to use these funds to cover resources and travel expenses related to the  
132 sabbatical.  
133 E. During the year of a sabbatical, vacation time will be reduced to one week. Sick days, personal days, and paid  
134 holidays are not available during sabbaticals.

135 3. *Planning for sabbaticals.*

- 136 A. Timing for sabbaticals will be worked out between the Leadership Group and the pastor.  
137 B. Planning the themes, goals and activities of the sabbatical will be the responsibility of the pastor in consultation  
138 with the Leadership Group. Guidance on this can be found in Central District Conference documents on  
139 sabbaticals and from other congregations.  
140 C. The Leadership Group will be responsible to arrange for coverage for the pastor's work.

141 4. *Reporting to the congregation.*

- 142 A. The Leadership Group will present a summary of the sabbatical plan to the congregation and may invite the  
143 congregation to find ways to parallel some aspect of the sabbatical theme or goals.  
144 B. Following a sabbatical, the pastor will report to the Leadership Group and to the congregation how the goals of  
145 the sabbatical have been met.  
146 C. The Leadership Group will report to the pastor whether and how the congregation has worked at the sabbatical  
147 theme.

148 Reimbursable expenses

149 Conference expenses

150 The pastor's attendance at area and denominational conference sessions as well as area ministers' meetings is  
151 part of the pastor's professional responsibility. The pastors, in consultation with the Leadership Group chair,  
152 will decide who attends which meetings. AMC will reimburse the pastor for registration, travel, lodging, and  
153 food costs for these meetings. Travel will be reimbursed for the least expensive mode of transportation and  
154 should be agreed upon prior to the trip.

155 Professional expenses

156 Dues for professional organizations and cost incurred on behalf of the congregation such as church-related  
157 lunch meetings will be reimbursed.

158 Mileage

159 Auto expenses for church related travel will be reimbursed at the current IRS allowance. (2018 = 54.5 cents per  
160 mile). This will be paid quarterly based upon an itemized record of miles driven and reported by the pastor.

161 Moving expenses

162 Moving expenses are negotiable between the pastor and AMC. Such negotiations should be included in the  
163 memo of understanding and be part of the offer to pastoral candidates.

164 The above expenses should not be considered nor reported as part of the pastor's salary and benefits.

165 Adhoc Human Resource Committee

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169 Provisionally approved by Leadership Group 10/2/2018

**Worksheet for 2018-2019 Guidelines for Pastors' Salaries  
Mennonite Church USA - Leadership Development**

Name: Sample

I. Pastoral Salary Base				1	\$ 31,015
II. Unit Value for Salary Adjustments	\$ 775				
	# units				
A. Experience Units	25	2	19,375.00		
B. Education Units	8	3	6,200.00		
C. Responsibility Units	3	4	2,325.00		
D. Geographical Units	0	5	-		
E. Optional Other Units	0	6	-		
Total Unit Value				7	27,900
Salary Subtotal				8	58,915
Percentage of full-time equivalent		9	60.00%	10	35,349
III. Self Employment Tax Adjustment	7.65%			11	2,704
<b>Total Salary before Housing Adjustments</b>				12	38,053
IV. Housing Adjustments for Parsonage					
A. Parsonage		13	-		
B. Housing Equity		14	-		
Total Housing Adjustments				15	-
<b>Total Salary after Housing Adjustments</b>				16	38,053
V. Benefits					
A. Medical Health Plan		17	5,580		
B. Pension Plan/Retirement Fund	10.00%	18	3,805		
C. Life & Disability Insurance		19	216		
D. Continuing Education Allowances		20	600		
E. Other Benefits		21			
Total Benefits				22	10,201
<b>Total Salary and Benefits</b>				23	48,254
VI. Expense Allowances					
A. Auto Expense		24	-		
B. Conference Expense		25	-		
C. Professional Expense		26	-		
D. Other Expense		27	-		
				28	-
<b>Total Salary, Benefits, and Expenses</b>				29	48,254

Housing Allowance Designation \$ -

170 What is a part-time pastor's workload?

171 Pastors are considered professional employees. That means they are responsible to see that the work gets done in a  
172 timely fashion. Within reason they make decisions as to how and when they work.

173 Part-time, salaried workers are sometimes at a disadvantage. There is usually more work than time so the temptation is  
174 for pastors to work more hours than they are paid. Congregations sometime expect the work to be completed regardless  
175 of the time it takes. The question is "How are we fair to both the pastor and the congregation?"

176 The pastors of Assembly Mennonite Church have almost always worked more hours than contracted. Since they are  
177 part-time, their hours vary from week to week and month to month depending on the work to be done. By the end of the  
178 year they are usually well over their contracted time.

179 Professionals do not "punch the clock." Yet there needs to some mechanism in place to be sure neither the pastors nor  
180 the congregation are short-changed. The following table is an example of how pastors figure out their contracted time.

For an pastor employed 60% FTE		100%
total number of hours	(45 hours per week) * (52 weeks)	2,340
weeks of vacation	(45 hours) * (4 weeks)	-180
holidays	(9 hours) * (7 days)	-63
expected yearly hours full time		2,097
<b>contracted yearly hours part-time</b>	(2,097 hours) * (FTE 60%)	<b>1,258</b>
approximate monthly hours	(1,258 hours) / (12 months)	105
hours for sick days, personal days, and continuing ed days- if taken	(9 hours) * (FTE 60%)	5

181 Continuing Ed days, personal days and sick days, if used, are counted as contracted hours.

182 Pastors report to Leadership Group their hours worked each month. These are broken down into the following  
183 categories: worship, small groups, pastoral care, connection with broader church, spiritual formation, congregational,  
184 pastoral and Leadership Group meetings, mission, congregational life, sick days, education days, and personal days.  
185 They also calculate the year-to-date hours.