**Salary Ranges**

Every church wrestles with wanting to be transparent about what their staff makes but still have some confidentiality. I’ve seen this done in many ways. The worst is to actually list all staff salaries and benefits as separate line items on the budget. Probably the best way is to have available a sheet which lists the salary ranges for all the staff and the benefits as listed in the Employee Manual. These salary ranges give a spectrum within which the personnel committee can work for several years before needing to adjust them. These ranges help educate church members that their staff is neither overpaid nor underpaid. The full disclosure of employee benefits also helps eliminate any rumors and inform members properly.

What is listed below is to be considered a formatting template, not actual figures and benefits to be used. Each church is different and must tailor its salaries and benefits to its situation.

**Lead On!**

Steve

**Grace Family Fellowship**

**Salary Ranges**

**Position Full/Part-Time Base Salary Range**

Teaching Pastor Full-time $50,000-100,000

Minister of Music Full-time $40,000-90,000

Minister of Christian Education Full-time $40,000-90,000

Minister to Students Full-time $40,000-90,000

Minister to Children Full-time $40,000-90,000

Associate Minister to Students Part-time $20,000-35,000

Associate Minister to Preschoolers Part-time $20,000-35,000

Custodian Part-time $15,000-25,000

**Other Benefits**

* **Employer FICA**
  + Grace Family Fellowship pays 7.65% of an employee’s wages for FICA and Medicare. Employees contribute 6.2% in FICA and 1.45% in Medicare through a payroll deduction
* **Ordained Minister FICA Offset**
  + Ordained ministers pay both employee and employer FICA amounting to 15.3% of their wages. To offset that expense, Grace Family Fellowship gives all ordained ministers a 5% FICA Offset in addition to their regular annual wages.
* **Retirement - up to 5%**
  + Grace Family Fellowship matches up to 5% of what an employee contributes to his or her retirement fund.
* **Group Health Insurance**
  + Grace Family Fellowship pays 100% of the high deductible health plan premiums for employees. If an employee wants insurance for his or her family, the employee will pay the difference through a payroll deduction.
* **Health Savings Account**
  + Grace Family Fellowship puts money into the employee’s HSA account each year. Employees can use that money to pay medical expenses not covered by the church’s high-deductible health insurance. Employees are encouraged to contribute pre-tax dollars into their HSA account up to the legal limit.
* **Group Dental Insurance**
  + Grace Family Fellowship pays 100% of the family premiums for ministerial-level employees and 100% of the individual premiums for non-ministerial-level employees. If a non-ministerial employee wants dental insurance for his or her family, the employee will pay the difference through a payroll deduction.
* **Group Life, AD&D, STD, and LTD Insurance**
  + Grace Family Fellowship provides full-time employees with a death insurance policy of $50,000
  + Grace Family Fellowship provides all full-time employees with three disability benefits: short-term, long-term, and accidental death & disability
* **Annual Bonus**
  + Grace Family Fellowship budgets a 2% bonus for each employee to be given in December each year. The bonus is not automatic but is dependent on the financial status of the church at that time.
* **Anniversary Gift**
  + Grace Family Fellowship has adopted monetary gifts for years of service. For purposes of this calculation, base salary shall include housing allowance.
    - 5th anniversary : 2% of the employee’s base salary
    - 10th anniversary: 5% of the employee’s base salary
    - 15th anniversary and every five years thereafter: 5 % of the employees base annual salary
* Two weeks’ vacation. Additional vacation is granted based on years of service and directed by the Employee Manual.
* Sick leave accrued at one (1) day per working month up to a maximum of ten (10) days per calendar year with accumulation and usage directed by the Employee Manual
* Nine holidays: New Year's Day Thanksgiving Day

Memorial Day Day after Thanksgiving

July 4 Christmas Eve

Labor Day Christmas Day

Floating Holiday