CONTENTS AND SOURCES

This brochure summarizes the responsibility of Staff/Pastor Parish Relations Committees for constructing salary and benefit packages for pastors in the New England Annual Conference, and provides general guidelines based on information provided by the National Association for Commissions on Equitable Compensation and the General Commission on Finance and Administration of the United Methodist Church.

The following components of the compensation package are addressed:

- Salaries
- Reimbursable Accounts
- Housing standards and allowances
- Insurance
- Pension
- Other expenses for which the SPRC is responsible.
- Continuing Education Vacation, Medical Leave and Other Leave standards

ONE FINAL NOTE

Staff Parish Relations Committees (SPRC’s) are asked to note that these are only minimum standards. In proposing the minimum salary, the Commission takes into account the prevailing economy, the Consumer Price index for the region, comparable positions with comparable training requirements, the relative degree of difficulty in working in this region of the country, the Conference Average Compensation (CAC) and the Denominational Average Compensation (DAC). The reality of itinerancy is also taken into account.

SPRC’s are encouraged to use these guidelines as their base, and to consider their particular situation and the individual who serves as their pastor to, wherever possible, provide merit increases to honor the quality of work and the sacrifices their pastors make in serving them.

Comments or questions may be addressed to the Commission through the Conference web site; www.neumc.org

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September 2018

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COMPONENTS OF THE PACKAGE:

Minimum cash salary. Congregations cannot pay their pastors below the established minimum. That amount is proposed by the Commission and voted on each year at Annual Conference. Once the resolution is passed by Annual Conference, the SPRC begins to construct the salary by using the established Minimum Cash Salary as the base. Pastors with more than three years of service at the beginning of the calendar year for which the salary is being considered receive additional dollars for the total number of years of service under Episcopal appointment. As the pastor’s salary is being considered each year, the SPRC should check The New England Conference Minimum Cash Salary Resolution in the relevant Conference Journal for the base and the amounts for additional years of service.

Health Insurance: Established by vote of Annual Conference. Refer to Conference Journal and verify with the Conference Benefits Officer.

Ministerial Pension: Established by vote of Annual Conference. Refer to Conference Journal and the Conference Benefits Officer. Billed directly from the Conference Treasurer’s office. Not to be confused with the Personal Investment Plan (PIP).

Professional Expenses. Although this can be provided as an allowance, the church recommends a Reimbursable Account for clergy expenses incurred in doing the business of the church, as such accounts are not taxable. (An allowance that is taxable) Under IRS rules reimbursable accounts work when the pastor incurs the expense and is reimbursed after the expense has been documented. Professional expenses include travel, entertainment, communication devices (computers, cell phones etc.) and other professional expenses, and continuing education (required by the BOD, paragraph 350). The minimum for Professional Expenses is contained in The New England Conference Minimum Cash Salary Resolution as well.

It is the responsibility of the SPRC, working with the pastor and the Finance Committee to verify that pre-tax deductions are correct and that Reimbursable Accounts meet IRS requirements. Please see the Conference website for details.

All clergy are expected to attend Annual Conference, and costs are to be paid by the church(es) served and shall be budgeted separately from the pastor’s professional reimbursable account.

Housing: If the charge does not own a parsonage, a housing allowance is indicated. Please refer to the website for guidelines and details.

Housing Standards: The standards for parsonages are minimally:
- Three bedrooms
- One and one half baths
- A two-car garage
- Handicap accessibility
- Outdoor living space/Play area for children
- Utilities (heat, electricity, basic cable, internet access and telephone) are paid by the local church.

Detailed information on indoor and outdoor areas and services may be found on the conference website.

Time away from the Parish:

Educational Leave: Since continuing Education is mandated, a minimum of one week of paid leave per year is required for all pastors so that the requirements of the Book of Discipline paragraph 350 may be met.

Vacation Leave: Four weeks (including Sundays) of paid vacation leave per year is required for all pastors.

Spiritual Renewal and other Leave: One week per year of Spiritual Renewal leave and one week per year of service in Camping and Retreat Ministries,