

The Possibilities of Part-Time Ministry

Part-Time Employment Matters



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May 2023



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Note: I breezed back through the first 3 slides on the recording after failing to start recording at the beginning.



Our Time Together

UUA Office of Church Staff Finances

General Staffing Pitfalls

Employment Agreements

- Work expectations
- Time and schedule
- Compensation

Questions and Conversation



UUA Office of Church Staff Finances

Our Mission

Guided by the values of our faith,
we equip congregations for excellence
as employers
and their staff for financial competence
and well-being.

Compensation & Staffing Team

- Salary and benefits guidance
- Help with job descriptions, employment agreements, supervision, performance evals, ministerial tax provisions, etc.



General Staffing Pitfalls

1. Congregants expect staff to “do all the things”
2. Unrealistic job scopes...
or job expands to fill time allotted – and then some
3. Staff time not well-boundaried
 - Expect 24/7 availability
 - Not taking time off
4. Personnel costs strain congregational resources

- Staff facilitate the ministry of the congregation, equip and mobilize the laity
- Staff and laity: mutually supportive
- Review staff job scopes
- Revisit volunteer roles, interests
- Set goals and priorities:
What can you do well with the resources you have?



Ministerial Employment Agreements

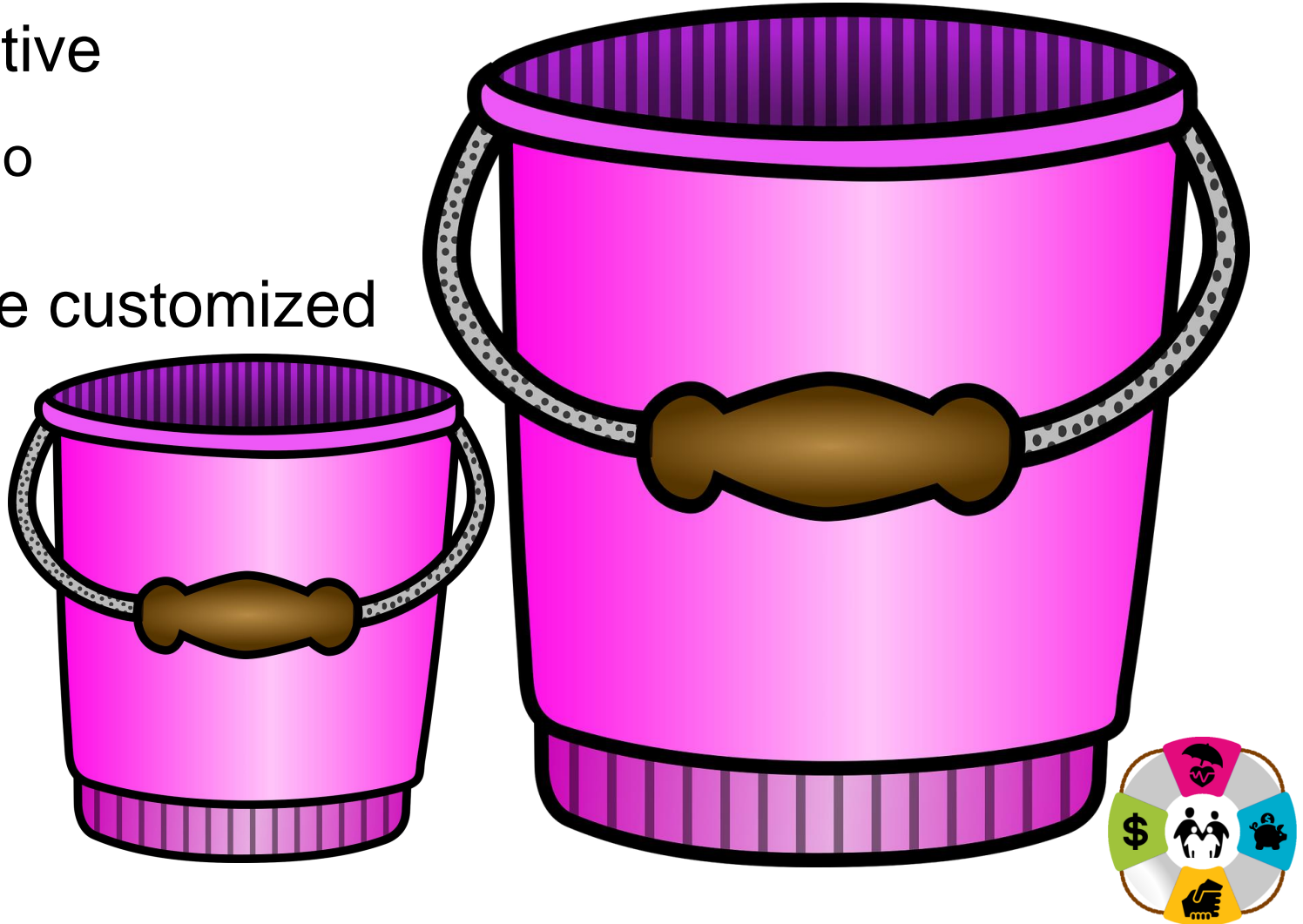
Historically full-time normative

Bucket of things ministers do

Part-time agreements more customized

Smaller bucket

- Do same things, but less?
- Not do all the things?



Employment Agreement for a Part-Time Minister

Adjustable Work Expectations

Committees/teams

Worship

Worship authority

Pastoral care

Rites of passage

Adult faith development

Administration and staff leadership

Community activities, interfaith work

Professional development

Compensation and Time

Full-time equivalent, hours/month, fee basis?

Salary + housing, benefits, pro expenses

Moving expenses

Work weeks and leave provisions

Employment Agreements page

<https://www.uua.org/leaderlab/employment-agreements>

Direct link to half-time agreement

https://docs.google.com/document/d/11ev_nM8RLlg7i23Qt6yI7Kk6YRJXSDM1/



Work Expectations of the Minister

Customized according to...

Congregational needs and priorities

Strengths and interests of the minister

Volunteer and staff capacity and capabilities

Keep in mind...

Build in flexibility over time (needs change)

Worship: time-consuming, easy to scale

Vacation time scalable, may be valuable



Time and Schedule

Part-time by choice?

Bivocational?

Full-time UU in multiple settings?

Serving from a distance?

Technology for shared worship, etc?

Co-ministry, second minister?

Other considerations?

3 part-time models

- Monthly block of time
- Weekly days on/off
- Track hours, report to board monthly

How to craft vacation provision and track time off varies by model

Make other work or activities possible

Ensure clear understanding and agreement

Helpful to think of “time on” rather than “time off”

- Account for vacation and study leave
- Example: half-time minister works half as much as full-time



Compensation

Your part-time minister is an **employee!**

- Legal distinction: implications for taxes, benefits, risk management, etc.
- Exception for occasional supply preaching with no ongoing responsibilities

[Employee or Independent Contractor?](#)



Compensation

Salary and Housing

- From Spring '22 compensation survey: pay often better than prorated full-time
- Housing designation unrelated to part- or full-time status
- Ministerial tax provisions, including dual tax status/in lieu of FICA

[Ministerial Compensation 101](#)

[Congregational Salary Program](#)



Compensation

Benefits

- Know eligibility criteria and enrollment deadlines/process!
- Eligibility for UUA benefit plans: *set by plan rules, not by congregation*

[Benefits Tune-up Workbook](#)



Compensation

UUA Insurance Plans

- Health
- Dental
- Life Insurance
- Long-Term Disability

Eligible: employees scheduled to work 750+ hours/year (~15 hrs/wk all year)*

If offering to one, must offer to all eligible employees

Congregation sets (equitable) policy for premium contributions

**multiple congregations: add hours*



Compensation

UU Organizations Retirement Plan

ALL employees (18+) can authorize voluntary contributions

SOME employees receive employer contributions

- Includes all ministers (formal marker is completed internship)
- Once eligible, always eligible (even if change UU employers, reduce hrs)
- Year of Eligibility Service (gist is 1,000 hours in 12 months)
- Must follow % commitment on your cong's Employer Participation Agreement

**multiple congregations: add hours*



Questions and Conversation

Thank you!

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