Welcome!

Seeking Greater Financial Security
(for Staff of UU Congregations)

February 24 and 26, 2015
Presenters
Richard Nugent, Director, UUA Office of Church Staff Finances
Betsy Gabriel, UUA Compensation Programs Manager

Host
Gail Forsyth-Vail, Adult Programs Director, UUA

Tech Support
Susan Lawrence, Managing Editor, UUA
“Housekeeping”

Before we begin, please:

• Mute your mic.
• Turn off (“stop”) your camera.
“Housekeeping”

Type comments & questions in Group Chat.

Watch for links & information to cut/paste to your computer.
“Housekeeping”

Audio problem? Mute audio on your computer. Call in by phone.

Recorded webinar will be posted at www.uua.org/re/teachers/webinars
Opening Reading: The Unexpected Stairway, by Barbara Rohde
Today we will talk about

- The UUA Fair Compensation Guidelines today
- Our future plans
- What can you do?
What are the Fair Compensation Guidelines?

- A series of recommendations (not mandates)
- Of salary ranges and benefits
- For most church staff
History of Compensation and UU Congregations

- 1990 – a compensation committee established
- 1993 The Price We Pay
- 1995 Recommendations: To Sustain the Living Tradition published - 20 Guidelines
- 1995 Delegates at GA accepted the Fair Compensation recommendations
- 1997 First Basic Salary Guidelines published
- Information updated annually
Fair Compensation guidelines - a way to satisfy career & life needs
- A set of recommendations/expectations (not mandates)

- Pay ranges based on church size & geography
- Life + Long-Term Disability Insurance
- Personnel policies to insure consistency
- Professional expenses
- Retirement plan
- Paid career development
- FICA in lieu for ordained staff
- Funded Sabbatical
- Health & Dental Insurance
- Vacation & sick days
The Fair Compensation Guidelines Recommend:

- **Establish basic benefits package prior to establishing salary**
  - Health Insurance
  - Life Insurance
  - Long-Term Disability Insurance
  - Dental Insurance
  - Retirement Plan
  - Ordained Ministerial staff social security taxes

- **Professional expense reimbursement**

- **Salary (including housing) based on recommended salary ranges**

- **Establish and maintain personnel policies**
What are the Fair Compensation Guidelines?:

• For each of the guidelines we will discuss:
  
  – The fair compensation expectation
  – Our recommendations
  – Related details you might want to know.
Provide Health Insurance for Employees and Dependents

• **Expectation:**
  Provide employees and their dependents access to Health Insurance.

• **Recommendation:**
  Contribute 80% of employee and 50% of family Health Insurance premium prorated for % of full time

The UUA Health Plan is available to all congregations. This plan’s design is based on UU values and provides very comprehensive coverage at affordable premiums. Different plan options are available.
Provide Long-Term Disability insurance for employees

- **Expectation:**
  Provide Long-term Disability Insurance

- **Recommendation:**
  Congregation pay the premium and impute income to the employee

When paid by (or imputed to) the employee, payout benefits are non-taxable

The UUA Long-Term Disability Insurance Plan is available to all congregations. LTD insurance helps to protect the stream of income, so it is among the most valuable components of a comprehensive financial safety net.
Provide Life Insurance for employees

- **Expectation:**
  
  Provide Life Insurance at 200% of salary (including clergy housing allowance) up to $200,000 maximum. This coverage includes an accidental death & dismemberment benefit.

- **Recommendation:**
  
  We recommend that congregations pay the premium for employees for this insurance.

The **UUA Life Insurance** coverage is available to all congregations. Like long-term disability insurance, life insurance is a valuable safety net for employees, families, and an important component of a comprehensive financial plan.
Provide dental insurance for employees and dependents

• **Expectation:**
  Provide Dental Insurance for employees and their dependents

• **Recommendation:**
  Generally, premiums for this coverage are paid by the employees

Dental Insurance is an important benefit which helps protect your income. Fees charged by dentists are generally lower for patients covered by dental insurance.
Fair Compensation is about your career & life needs

Enroll all eligible employees in the UUA Retirement Plan

• **Expectation:** 10% of comp
  Contribute a minimum amount equal to 5% of salary (& housing) to the Retirement Plan. Offer an additional 5%.

• **Recommendation:**
  In addition to employer contributions, employees are encouraged to invest as much as possible

**UUA 401a plan**

  Tax Deferred strategy
  Employer must contribute same percent (5%) for all enrolled employees

  If your employer is a Participant in the UUA Plan you are able to make employee contributions
Provide FICA in Lieu for ordained personnel

- Expectation:
  
  “Level playing field” -- congregation pays 7.65% “employer portion” to ordained staff

  Congregation pays 7.65% for non-ordained staff and 7.65% is withheld from employee

  “Self-Employed” Minister pays 15.3% of salary plus housing allowance
And let’s talk about **life balance**

- **Guideline:** *Provide time for continuing education*
  - Used for study and education offerings
  - Negotiable – for Ordained staff usually one month per year -- also being on call
  - Note: This is in addition to vacation and sabbatical time

- **Guideline:** *Provide paid vacation plan and sick days*
  - Paid vacation every year
  - Paid sick time
  - Pro-rated for those working less than full-time

- **Guideline:** *Provide sabbatical plan*
  - Recommended for all full-time religious professional positions
  - One month for every year of service
  - Taken after 5-7 years service; should return for at least one year following
  - Recommend budgeted accrual of cost of any needed replacement ministry
Fair Compensation is about your career & life needs

- **Expectation:** Reimburse professional expenses

- **Recommendation:** Reimbursement of expenses through an Accountable Reimbursement Plan

- ✓ Provide 10% of salary (including housing) or $5000, whichever is greater for religious professionals. Prorated for part-time.

- ✓ Provide adequate training funds for all other employees.

Examples of eligible expenses:

- Travel Expenses - including local auto mileage – not commuting miles
- Meetings, conferences, association expenses – including dues
- Educational expenses
- Insurance for malpractice or coverage of business equipment
- Technology charges (cell phones) and professional memberships
- Work-related purchases, including computer equipment and books
Guideline:
Pay all employees within the recommend salary range

Recommended Salary Ranges are determined based on:
• Position descriptions
• Geographic location of congregation
• Size of the congregation
Guideline: Recommended salary (including housing) based on position, location of congregation & church size

27 Capsule Job Descriptions

7 Geographic Indices
1-2 Below Average
3 Average
4-5 Above average
6-7 Significantly Above average

6 Congregational sizes
Small <150
Mid-size I 150-249
Mid-size II 250-349
Mid-size III 350-499
Large I 500-749
Large II 750+
The Church Staff Finances pages on the UUA website have recommended salary ranges for staff responsibilities, church size and local cost of wages level.

Table of Geographic Indexes for most cities:
- Geoindex = 1: About 12% less
- Geoindex = 2: About 6% less
- Geoindex = 3: Average
- Geoindex = 4: About 6% more
- Geoindex = 5: About 12% more
- Geoindex = 6: About 18% more
- Geoindex = 7: About 24% more

Ensure you use the correct Geo Index to determine your location’s salaries level:

- Match your staff’s responsibilities to the Plan by selecting a title from the 27 Capsule Job Descriptions
## Salary Recommendations for Church Years

### Beginning July 1, 2014

**Geo Index 3**

### Number of Members

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Small (&lt;150)</th>
<th>Mid Sized I (150 - 249)</th>
<th>Mid Sized II (250 -349)</th>
<th>Mid Sized III (350-499)</th>
<th>Large I (500 - 749)</th>
<th>Large II (&gt;750)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Minister, Minister of Religious Education or Community Minister</td>
<td>46,150</td>
<td>57,800</td>
<td>69,350</td>
<td>57,650</td>
<td>64,550</td>
<td>89,300</td>
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<tr>
<td>Interim Minister</td>
<td>Same as the midpoint of the range recommended for congregations of this size.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Minister</td>
<td>Same as Minister, pro-rated for part-time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Minister</td>
<td>40,200</td>
<td>47,850</td>
<td>55,500</td>
<td>46,000</td>
<td>58,750</td>
<td>71,500</td>
</tr>
<tr>
<td>Assistant Minister</td>
<td>37,750</td>
<td>44,650</td>
<td>51,550</td>
<td>37,750</td>
<td>54,400</td>
<td>67,150</td>
</tr>
<tr>
<td>Youth Minister</td>
<td>Same as other ministerial categories according to responsibility.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minister of Music</td>
<td>Same as other ministerial categories according to responsibility.</td>
<td></td>
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</table>

### Religious Education

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Small (&lt;150)</th>
<th>Mid Sized I (150 - 249)</th>
<th>Mid Sized II (250 -349)</th>
<th>Mid Sized III (350-499)</th>
<th>Large I (500 - 749)</th>
<th>Large II (&gt;750)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentialed Religious Educator - Masters Level</td>
<td>36,600</td>
<td>42,950</td>
<td>49,300</td>
<td>40,200</td>
<td>46,150</td>
<td>52,100</td>
</tr>
<tr>
<td>Credentialed Religious Educator</td>
<td>34,550</td>
<td>40,550</td>
<td>46,550</td>
<td>37,950</td>
<td>43,550</td>
<td>49,150</td>
</tr>
<tr>
<td>Credentialed Religious Educator - Associate Level</td>
<td>32,450</td>
<td>38,150</td>
<td>43,750</td>
<td>35,700</td>
<td>40,900</td>
<td>46,300</td>
</tr>
<tr>
<td>Religious Educator</td>
<td>30,900</td>
<td>35,600</td>
<td>41,850</td>
<td>34,000</td>
<td>40,050</td>
<td>46,000</td>
</tr>
<tr>
<td>Religious Educator Coordinator</td>
<td>24,550</td>
<td>28,300</td>
<td>32,550</td>
<td>27,050</td>
<td>31,850</td>
<td>36,650</td>
</tr>
</tbody>
</table>

In multi-minister settings, where one minister is recognized as having primary accountability, a salary differential is merited. Where the functions of a congregation's ministers are found to be closely comparable, the congregation should consider the same salary range for these positions.

*For ordained staff, the term "salary" refers to the sum of salary plus housing allowance only.*
Comprehensive Review

• Job Descriptions
• Work with independent compensation consultant
• Recognize
  – Today’s compensation theory and technology
  – Economic climate
• Supports our UU Values

Volunteer Involvement

• Help with job descriptions
• Focus Groups
• Task force
  – Comprised of staff, religious professionals, and knowledgeable laypeople
  – to determine what Fair Comp should look like in UU congregations
How can you advocate for Fair Compensation?

- Research – Get online and learn as much as you can
- Ask questions to clarify your understanding
- **Share this info with your supervisor**
- Ask how changes can be effected
- Go through proper channels
  - Dispute policy – complaint policy –
  - Personnel Committee
- Seek help from your Good Offices person
Questions and Answers

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UUA Office of Church Staff Finances

UUA Faith Development Office
FDO upcoming webinars

Easter in a “Multi” Congregation
Tues. 3/17, 1 pm or Wed. 3/18, 9 pm (Eastern)

Preparing for Fahs Sunday
Tues. 4/14, 1 pm or Wed. 4/15, 9 pm (Eastern)

Competencies for Adults Who Advise UU Youth
Tues. 5/19, 1 pm or Wed. 5/20, 9 pm (Eastern)

Registration: www.uua.org/re/teachers/webinars
This webinar has been recorded and will be posted online at www.uua.org/re/teachers/webinars.