

## Budget Planning Packet for 2016

### Costs associated with lay & clergy employees:

#### PAYROLL:

##### Lay Employee

Wages (hourly or salary) – verify current minimum wages for employing state, city and county.

+

Social Security Taxes (OASDI & Medicare) = 7.65% of taxable income

##### Clergy Employees (refer to Clergy Minimum Compensation for current year)

Compensation = Housing Allowance + Stipend (Clergy minimums include employer portion of Self Employment Tax)

#### BENEFITS – see current year's Benefit Rate Sheet for premiums:

Employee hired at <20hr/week:

- Clergy: 18% of compensation to Clergy Pension Fund if compensation exceeds \$200 per month for 3 consecutive months.
- Canonically resident clergy may purchase group benefits directly from Diocese. Contact DioCal Benefits Office
- Lay: no benefits required. Employee may opt to contribute their own funds to the Lay Defined Contribution Retirement Plan with CPG.

Employee hired to work 20-30hr/week provided the above listed benefits plus (lay or clergy):

- Lay Defined Contribution Retirement Account with CPG (employer base contribution 5% of salary, er matches \$to\$ up to 4% of salary)
- Short-term Disability
- Long-term Disability
- Salary Continuation (unemployment insurance)
- Medical & Dental insurance are optional benefits for both lay & clergy. The employer can opt to cover the cost or seek reimbursement from employee for premiums. The employer's policy of paying premiums or seeking reimbursement from employee must be applied equally to clergy or lay employees.

Employee hired to work 30 or more hr/week provided the above listed benefits plus (lay or clergy):

- \$50K Life Ins
- Medical (if waived the Employee Assistance Plan is provided)
- Dental

#### ***How Is the Insurance Paid For?***

All insurance premiums, including those for dependent coverage, are billed to the employer by the Diocese. The employer may require a reimbursement from the employee for plan selection that exceeds the base-line coverage approved by employer or for medical coverage provided to a child over age 25 provided that dependent changes price tier. Either cost share policy must be adopted prior to annual Open Enrollment. Contact the Diocese Payroll Office to request the Ins. Cost Share (pre-tax) Payroll Deduction Authorization form.

\*\* The retirement plans are billed to the employer by the Church Pension Fund. It is the responsibility of the employer to contact The Church Pension Fund to enroll the employee (Lay & Clergy) and set up the account.

Any ordained person (deacon or priest working in any capacity) is eligible for a housing allowance and their total compensation is to be assessed 18% pension per national canons.

**The Church, School, or Institution is the employer. The Diocese is the payroll & benefits service for your employees. All entities with employees must have a personnel policy on file.**

**2016 Salary Resolution passed at Diocesan Convention 10/17/15**

**Resolved:** That effective January 1, 2016, the minimum annual compensation for clergy employed full time by the Diocese of California and by any parish or mission thereof shall be increased by 2.3% as reflected in the Mandatory Clergy Minimum Salary Schedule shown below.

Full text of Clergy Compensation Resolution can be found the convention materials posted online: [www.diocal.org](http://www.diocal.org)

**2016 Mandatory Clergy Minimum Compensation (Includes employer portion of Self Employment Tax)**

1. Number of pledging units:		2. Average weekly attendance at Sunday services:	
Number	Points	Attendance	Points
000-100	3	00-100	3
101-200	6	101-200	6
201-300	9	201-300	9
301-400	12	301-500	12
401-above	20	501-above	20
3. Total Annual Operating Income-Line A of Parochial Report:		4. The points from these three categories are added together to determine the congregation classification from the table Below:	
Amount	Points	Total Points	Salary Grade
\$0 to \$78,126	4	0--10	A
\$78,127 to \$149,952	8	11--20	B
\$149,953 to \$299,668	12	21--30	C
\$299,669 to \$599,812	16	31--40	D
\$599,813 and above	20	41++	E

Congregation Classification	Experience 0-4 Years	Experience 5-9 Years	Experience 10+ Years
A	70,314	74,220	78,125
B	72,658	76,955	81,250
C	75,028	79,688	84,375
D	78,125	84,375	90,627
E	85,939	93,751	101,642

Associate clergy minimums are based on cleric’s YCS at two grades below actual congregation classification.

When a rectory is provided the cash compensation is 20% below the minimum figures.

**Note:** The 2.3 % compensation increase is based on the Consumer Price Index for All Urban Consumers in San Francisco, Oakland, and San Jose as of June 30th, 2014

**Recommended Rates for Supply Clergy**

- |                              |                                 |
|------------------------------|---------------------------------|
| 2 Services with Sermon \$265 | 2 Services without Sermon \$146 |
| 1 Service with Sermon \$221  | 1 Service without Sermon \$114  |

**Interim / Long-Term Service Clergy Salary & Benefits**

Interim Schedule	Compensation (stipend & housing allowance)
5 days including Sunday	100% of minimum salary per congregation grade & clergy YCS
4 days including Sunday	80% of minimum salary per congregation grade & clergy YCS
3 days including Sunday	60% of minimum salary per congregation grade & clergy YCS
2 days including Sunday	40% of minimum salary per congregation grade & clergy YCS
1 day including Sunday	20% of minimum salary per congregation grade & clergy YCS

- Mileage reimbursed at IRS rate per mile for Church related travel (non-commute).
- Short & Long Term disability & unemployment if working 20 hours or more.
- Full benefit package if working 30 hours or more / wk
- Clergy Pension if compensation exceeds \$200 per month for 3 consecutive months (18% of base plus housing & utilities)

2016 Employee Benefits Monthly Premiums

Carrier/Plan	Code	Enrolled Participants	Monthly Premiums
<b><u>Kaiser EPO 80 w/ Additional Benefits**</u></b> rate change: +6%	781	Employee	\$575.03
	782	Employee+1	\$1,035.25
	783	Employee+2 or more	\$1,610.28
<b><u>Kaiser High Option w/ Additional Benefits**</u></b> rate change: +8%	705	Employee	\$729.80
	715	Employee+1	\$1,314.05
	730	Employee+2 or more	\$2,043.85
<b><u>Anthem BC/BS PPO 80/60 w/ Additional Benefits**</u></b> rate change: -2%	570	Employee	\$776.95
	580	Employee+1	\$1,398.10
	590	Employee+2 or more	\$2,175.05
<b><u>Anthem BC/BS EPO90 w/ Additional Benefits**</u></b> rate change: +7%	505	Employee	\$822.05
	515	Employee+1	\$1,480.10
	530	Employee+2 or more	\$2,302.15
<b><u>Cigna-Dental</u></b> rate change: 3-4%	210	Employee	\$64.58
	220	Employee+1	\$115.83
	230	Employee+2 or more	\$180.40
<b><u>\$50K Life Insurance - CLIC</u></b> rate change: 0%	825	Basic Life-\$50,000	\$12.81
	865	Life over 65	\$11.79
<b><u>Employee Assistance Plan (for those who waived medical)</u></b> rate change: 0%	999	Employee (+ dependents)	\$5.00
<b><u>Disability Insurance</u></b>			
Short Term Disability (lay employees only – Clergy disability is part of Pension benefit with CPG) rate change: 0%	405	.38% of First \$108,000 of Compensation	
Long Term Disability (lay employees only – Clergy disability is part of Pension benefit with CPG) rate change: 0%	408	.48% of First \$108,000 of Compensation	
<b><u>Unemployment Insurance</u></b> rate change: 0%			
School Employees	402	1% of First \$72,000 of Compensation	
Other Employees	402	0.4% of First \$72,000 of Compensation	

\*AB = Additional Benefits of:  
prescription, vision, employee assistance plan, health advocate,  
hearing, travel assistance

## **2016 Assessment Formula**

1. 5.0% assessment on the first \$70,314 of a parish or mission's operating income for 2014 as defined on Line A of the 2014 parochial report
2. 17.0% assessment on all such income above \$70,314, provided that:
3. No parish or mission shall have an increase over 2015's initial assessment (before appeals) of more than 50% or \$17,500, whichever is less.