

## Budget Planning Packet for 2020

### Costs associated with lay & clergy employees:

#### PAYROLL:

##### Lay Employee

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

+

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 to work **less than 20hr/week**:

- Clergy: 18% of assessable compensation as defined by Clergy Pension Fund. Visit [www.cpg.org](http://www.cpg.org) or call 1-800-480-9967 (M-F 5.30am-5pm Pacific) for details on clergy pension plan.
- 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 **at least 20 but less than 30hr/week** provided the above listed benefits plus (lay or clergy):

- Lay Defined Contribution Retirement Account with CPG (employer base contribution 5% of salary, or matches \$to\$ up to 4% of salary)
- Short-term Disability
- Long-term Disability
- Salary Continuation (unemployment insurance)
- Employee Assistance Plan, if employer opted to provide this benefit to PT employees \$5.00/mo.
- 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 by employer 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), set up the account and submit contributions.

Any ordained person (deacon or priest working in any capacity) is eligible to allocate any reasonable portion of compensation as housing allowance. All eligible clergy must be enrolled in the clergy pension plan and their total compensation is to be assessed 18% pension per clergy pension plan rules [visit [www.cpg.org](http://www.cpg.org) or call 1-800-480-9967 (M-F 5.30am-5pm Pacific) for guidance]

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



**2020 Mandatory Minimum Compensation, COLA, Supply & Interim Rates** based on resolution passed at annual Diocesan Convention: Full text of salary resolution can be found the convention materials posted online: <https://diocal.org/2019-finance-and-2020-proposed-budget#PSR-MMC>

**2020 Mandatory Clergy Minimum Compensation (Includes employer portion of Self Employment Tax)**

Congregation Classification	Experience	Experience	Experience
	0-4 Years	5-9 Years	10+ Years
A	80,140	84,591	89,043
B	82,811	87,709	92,604
C	85,512	90,823	96,166
D	89,043	96,166	103,291
E	97,948	106,852	115,846

- That years of experience be defined as years of credited service with The Church Pension Fund.
- That any deviation below these minimums will be permitted by the Bishop for serious cause, with the Bishop using the Personnel Practices Commission as a council of advice.
- COLA of 3.2% for 2020 to accommodate for inflation.
- That associate clergy minimums are based on the cleric's years of service at two grade levels below actual congregation classification.
- That any deviation below these minimums will be permitted by the Bishop for serious cause, with the Bishop using the Personnel Practices Commission as a council of advice.
- When a rectory is provided, cash compensation may be 30% below the minimum figures to parallel Church Pension Fund's requirement that cash compensation be grossed up by 30% for pension assessment purposes when housing is provided.

**Note:** The compensation increase is based on the increase in the Consumer Price Index for All Urban Consumers in San Francisco, Oakland and San Jose for the twelve months ending June 30th, 2019.

To determine congregation classification, add points from item 1 + 2 + 3 then refer to 4

1. Number of pledging un		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	Congregation Classification
\$0 to \$89,043	4	0--10	A
\$89,044 to \$170,906	8	11--20	B
\$170,907 to \$341,554	12	21--30	C
\$341,555 to \$683,631	16	31--40	D
\$683,632 and above	20	41++	E

**Recommended Rates for Short-Term Supply Clergy**

- 2 Services with Sermon \$304
- 2 Services without Sermon \$166
- 1 Service with Sermon \$252
- 1 Service without Sermon \$130

**Interim / Long-Term Supply 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 published rate per mile for Church related travel (non-commute).
- Salary Continuation (aka unemployment) if working at least 20hrs/wk.
- Full benefit package if working 30 hours or more / wk
- Clergy Pension Assessments, 18% of assessable compensation in accordance with CPG rules (visit [www.cpg.org](http://www.cpg.org) or call 1-800-480-9967 for guidance)

## 2020 Employee Benefit Monthly Premiums

Carrier/Plan	Enrollment Tier	Billing Code	Enrolled	2020 Monthly Premiums
<b><u>Employee Assistance Plan</u></b> <i>(for FTE who waive medical or PTE whose employers opt into plan)</i>		991	Employee (+ dependents)	<b>\$4.00</b>
<b><u>Kaiser EPO 80 w/ Additional Benefits**</u></b>	Single	780	Employee	<b>\$830.25</b>
	Dual	781	Employee+1	<b>\$1,494.45</b>
	Family	782	Employee+2 or more	<b>\$2,324.70</b>
<b><u>Anthem BC/BS BlueCard PPO 80 w/ Additional Benefits**</u></b>	Single	505	Employee	<b>\$891.75</b>
	Dual	515	Employee+1	<b>\$1,605.15</b>
	Family	530	Employee+2 or more	<b>\$2,496.90</b>
<b><u>Anthem BC/BS BlueCard PPO 90 w/ Additional Benefits**</u></b>	Single	570	Employee	<b>\$982.98</b>
	Dual	580	Employee+1	<b>\$1,769.15</b>
	Family	590	Employee+2 or more	<b>\$2,752.13</b>
<b><u>Kaiser EPO High w/ Additional Benefits**</u></b>	Single	705	Employee	<b>\$1,034.23</b>
	Dual	715	Employee+1	<b>\$1,861.40</b>
	Family	730	Employee+2 or more	<b>\$2,895.63</b>
<b><u>Cigna-Dental/Ortho</u></b>	Single	210	Employee	<b>\$76.88</b>
	Dual	220	Employee+1	<b>\$138.38</b>
	Family	230	Employee+2 or more	<b>\$215.25</b>
<b><u>\$50K Life Insurance - CLIC</u></b>		825	Employee up to age 70	<b>\$12.81</b>
		865	Employee over age 70	<b>\$11.79</b>
<b><u>Disability Insurance</u></b>				
Short Term Disability (lay employees only – Clergy disability is part of Pension benefit with CPG)		405		.46% of first \$117,000 of compensation
Long Term Disability (lay employees only – Clergy disability is part of Pension benefit with CPG)		408		.38% of first \$117,000 of compensation
<b><u>Unemployment Insurance</u></b>				
	Non School Employees		402	.4% of first \$72,000 of Compensation
	School Employees		402	1% of the first \$72,000 of Compensation

\*Additional Benefits of: prescription, vision, employee assistance plan, health advocate, hearing, travel assistance (visit [www.cpg.org](http://www.cpg.org) for details)

## **2020 Assessment Formula**

1. 5.0% assessment on the first \$80,140 of a parish or mission's operating income for 2018 as defined on Line A of the 2018 parochial report
2. 17.0% assessment on all such income above \$80,140, provided that:
3. No parish or mission shall have an increase over 2019 initial assessment (before appeals) of more than 50% or \$21,445, whichever is less.