

2014-2015 SALARY GUIDELINES FOR LAY ECCLESIAL MINISTERS

The salary range structure offered below applies to Certified Lay Ecclesial Ministers: i.e., Pastoral Associates, Directors of Religious Education/Catechetical Leaders and Youth Ministers.

1. Lay Ecclesial Ministers with no degree but certified¹ with little ministerial experience should be in **Salary Grade Level 1**. They are responsible for a narrow scope of pastoral duties under another's direction and have limited responsibility and decision-making authority.
2. Lay Ecclesial Ministers with a Bachelor's Degree in Theology, Religious Studies or related field² and are certified¹ with minimal ministerial experience should be in **Salary Grade Level 2**. With supervision they may coordinate some parish programs.
3. Lay Ecclesial Ministers certified¹ and with a Master's Degree in Theology, Ministry, Religious Studies or related field² and more than minimal ministerial experience should be in **Salary Grade Level 3**. They direct a number of programs with some employee or volunteer supervision.
4. Lay Ecclesial Ministers certified¹ with a Master's or Bachelor's Degree in Theology, Ministry, Religious Studies or related field² and ten (10) years of ministerial experience should be in **Salary Grade Level 4**. They direct multiple ministries and supervise paid or volunteer staff.

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SALARY GRADE	MINIMUM	1ST QUARTILE	MIDPOINT	3RD QUARTILE	MAXIMUM
Level 1	26,566	29,887	33,208	36,529	39,850
Level 2	30,079	33,839	37,599	41,359	45,119
Level 3	34,056	38,313	42,570	46,827	51,084
Level 4	39,282	42,748	46,214	51,991	57,767

In addition, parishes are encouraged to consider the following as they determine the salary of certified Lay Ecclesial Ministers:

5. Certified Lay Ecclesial Ministers report to and are evaluated by the Pastor.
6. When an employee is initially hired, that employee should never be paid below the minimum of that salary grade.
7. Depending on the experience and talents the employee brings to the position and the ability of the parish to pay, a salary is negotiated somewhere between the minimum and midpoint of that salary grade. Most often, an employee would be hired lower in the range, providing room for increases as the employee grows in job knowledge, experience and contributions to the organization.
8. The above salary ranges are based on forty-hour (40) work week, or a 2,080 hour work year that includes paid holidays and vacation time.
9. Funds for the continuing education of a certified lay ecclesial minister should be included in the annual parish budget as is appropriate to their role and responsibility and the parishes' ability to pay. [Diocesan guidelines require \$2,000 annually for priests and \$1,000 annually for deacons. These figures provide the parish with a starting point for discussion with their certified lay staff.]
10. Depending on the parish budget, a minimum of a cost of living increase should be given each year.

¹ Certification requires a minimum of 16 two credit college level courses in systematic and moral theology, scripture, and pastoral theology/skills as delineated by the Diocesan Certification Process for Lay Ecclesial Ministers.

² Related fields include but are not limited to psychology, sociology, social work.