

## 2015-2016 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 certified<sup>1</sup> 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 field<sup>2</sup> and are certified<sup>1</sup> with minimal ministerial experience should be in **Salary Grade Level 2**. With supervision they may coordinate some parish programs.
3. Lay Ecclesial Ministers certified<sup>1</sup> and with a Master's Degree in Theology, Ministry, Religious Studies or related field<sup>2</sup> 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 certified<sup>1</sup> with a Master's or Bachelor's Degree in Theology, Ministry, Religious Studies or related field<sup>2</sup> 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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<b>SALARY GRADE</b>	<b>MINIMUM</b>	<b>1<sup>ST</sup> QUARTILE</b>	<b>MIDPOINT</b>	<b>3<sup>RD</sup> QUARTILE</b>	<b>MAXIMUM</b>
Level 1	27,097	30,485	33,872	37,260	40,647
Level 2	30,681	34,516	38,351	42,186	46,021
Level 3	34,737	39,079	43,421	47,764	52,106
Level 4	40,068	43,603	47,138	53,031	58,922

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.

<sup>1</sup> 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.

<sup>2</sup> Related fields include but are not limited to psychology, sociology, social work.