



Clergy Remuneration Information

Date: November 2020
To: Churchwardens, Treasurers, and Active Clergy
From: The Human Resources Department

A. Changes for 2021

1. The Cost of Living Adjustment (COLA)

The Cost of Living Adjustment for 2021 is 0%. Those on the minimum stipend scale (below) would still move up the scale for years of service.

Annual Clergy Stipend Adjustments

The Diocese requires a Compensation Sheet to be completed each year. No changes will be made unless this form is signed and received from the Churchwardens. Churchwardens who wish to give an increase above the minimum stipend scale are urged to do so, by completing and submitting the form to the Diocesan Payroll Office by January 4, 2021 in order to ensure that any adjustment becomes effective as of January 2021.

2. Summary of Costs

The following chart summarizes the various components of clergy remuneration costs/benefits. Please note that all information provided in this table is based annual amounts unless otherwise stated.

The rates listed below are subject to change. If there are any discrepancies between the information provided and the official plans, the official plans will rule in all cases.

| Type of Cost | Clergy Portion | Parish Portion |
|--|-----------------------------|------------------------------|
| Long-Term Disability Plan | not applicable | 2.2%* + 8% tax |
| General Synod Pension Plan | 5% of pensionable earnings* | 13% of pensionable earnings* |
| *For pension purposes, the above calculations are based on 1.5x of stipend | | |
| Professional Development (CEP) | not applicable | \$900 |
| Canada Pension Plan Premium | 5.25% to max. of \$3,166.45 | 5.25% to max. of \$3,166.45 |
| Employment Insurance Premium | 1.58% (\$889.54 max) | 2.212% (\$1,245.36 max) |

| Medical Benefit and Group Life Insurance Premiums | | |
|--|----------------|------------------|
| Medical Benefit Premium 2020 (will be updated when 2021 rates available) | | |
| | Clergy Portion | Diocesan Portion |
| Single | \$259.92 | \$1472.88 |
| Family | \$476.52 | \$2,700.48 |

The Minimum Stipend Scale

At the October 2020 Diocesan Council meeting, it was decided that there would be no cost of living increase to the minimum stipend scale for 2021. Clergy with 15 or less years of service do continue to move up the stipend scale.

This scale does not reflect merit increases; you will need to determine any such increases individually.

| Years of Service | 2020 Minimum Stipend |
|------------------|----------------------|
| 0 | \$37,584.45 |
| 1 | \$38,044.31 |
| 2 | \$38,508.33 |
| 3 | \$38,979.63 |
| 4 | \$39,457.17 |
| 5 | \$39,938.88 |
| 6 | \$40,427.86 |
| 7 | \$40,923.09 |
| 8 | \$41,422.49 |
| 9 | \$41,928.12 |
| 10 | \$42,442.08 |
| 11 | \$42,962.28 |
| 12 | \$43,486.64 |
| 13 | \$44,018.28 |
| 14 | \$44,557.21 |
| 15 & over | \$45,103.42 |

B. Other Finance and Budget Information

1. Travel

The cost of operating a car is subject to fluctuations in operating costs, primarily fuel. The Diocese regularly reviews the travel reimbursement rate for diocesan volunteer and staff by considering the policies of other dioceses, comparable not-for-profit organizations, and the Canada Revenue Agency guidelines.

The rate should never be lower than the rate set by Diocesan Council which is 52 cents per kilometer for the first 5,000 km and 46 cents per km thereafter.

Travel between home and church is not eligible for reimbursement. A log must be kept for all church related travel and include addresses at the beginning and end of the trip, the total kilometers, and the reason for travel. Expense claim forms must include the same information or have attached a photocopy of the relevant pages of the travel log. See Appendix D

There are tax implications if the reimbursement rate exceeds what is deemed reasonable by the Canada Revenue Agency (CRA). If the amount exceeds that rate, the entire allowance will be deemed a taxable benefit, and must be included in one's report of taxable income. In turn the individual may then be able to claim automobile expenses by filing Form T2200, which may be obtained from the diocesan payroll office (call 416-363-6021 / toll-free, 1-800-668-8932, ext. 239). In 2018, the maximum rates set by CRA were 54 cents per kilometer for the first 5,000 km and 48

cents per km thereafter. The rates can be found on CRA's website at www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbllwnc/rts-eng.html.

2. **Utility Costs**

(Heat, Hydro, Water, Basic Phone (including Parish related calls) and Internet Connection; Passed at Synod 2012). Rectory utilities paid by the parish. This should be the actual amount or as close as possible.

APPENDIX A

How to determine Clergy Remuneration

The clergy remuneration package consists of:

1. a stipend,
2. a living accommodation or a reasonable housing allowance, together with the reasonable costs of fuel, telephone and public utilities (taxable benefit),
3. the diocesan benefits plan including group insurance, dental and vision care, and extended health care, EFAP
4. the diocesan pregnancy and parental leave benefits,

5. post-retirement benefits,
6. short-term disability and long-term disability benefits,
7. the national continuing education plan,
8. the General Synod Pension Plan,
9. the Huron Pension Plan
10. the Huron Retiring Gratuity
11. statutory benefits such as Canada Pension Plan and Employment Insurance,
12. 31 days of vacation including 5 Sundays, plus a one-week winter break per year, after 5 years ordained
13. two weeks of Professional Development Leave per year (not including Sundays),
14. eligibility for sabbatical and education leaves after 5 years of continuous full-time service in the Diocese of Huron.

Determining Remuneration

When a cleric is appointed, the Executive Archdeacon, after consultation with the Churchwardens, sets a stipend amount and housing arrangement. From that point forward, it is expected that the Churchwardens will meet annually with the cleric to determine changes to his/her level of remuneration.

Here are a few suggestions that may be of help in preparing for this meeting:

Step 1. Adjust by Cost of Living

Adjust the present stipend level by the approved Cost of Living Adjustment.

Diocesan Council approves the cost of living adjustment each year.

The minimum stipend is changed to reflect COLA each year. If the cleric is paid more than the minimum and the Churchwardens intend to make the cost of living adjustment, they must reflect the increase on the Compensation Sheet form to central payroll.

The cost of living adjustment should not be considered a raise as it only ensures the stipends are keeping pace with inflation.

As just and fair employers, it is advised that a cost of living adjustment be applied to lay staff compensation levels.

Step 2. Review the Housing Arrangement

Review the present housing arrangement. If the cleric is in a rectory, assess and plan for any repairs. Since the rectory is considered part of the remuneration package for clergy it is important to properly maintain the home.

a) Rectories

Churchwardens are responsible for inspecting the rectory on an annual basis. The inspection is to be carried out at a time that is mutually convenient for the Incumbent and the Churchwardens. The Churchwardens are to address, on a timely basis, all deficiencies identified by the inspections and all repairs are to be carried out by licensed and/or qualified individuals.

b) Housing Allowance

A housing allowance is given to clergy who are not living in a church-provided home. Housing is separate and distinct from stipend, and payment of such should not be tied to the clergy stipend.

All Parishes in the Diocese will be part of the "Minimum Housing Allowance – Zone A" with the exception of those identified as included in Zone B. The Human Resources Committee will determine which Parishes qualify for "Minimum Housing Allowance - Zone B" based on available real estate market data and criteria established with the Human Resources Committee. The location of the

parish/regional ministry determines the Zone.

Minimum Housing Allowance – Zone A for all clergy will be \$17,500.00 effective Jan 1, 2020.

Giving consideration to the increased cost of housing for those parishes/regional ministries located in the Kitchener and Waterloo Region, a “Minimum Housing Allowance – Zone B” for all Clergy will be \$21,000.00.

We recognize that for some parishes/regional ministries an immediate increase may be financially challenging. For Clergy below their Zone’s Minimum Housing Allowance, as at January 1, 2020, such parishes/regional ministries may opt to phase in the increase, in equal or greater increments over so that at January 1, 2022 all Clergy are at the Minimum Housing Allowance for their respective Zone. (That is, there must be an increase of at least 1/3 of the difference between the 2019 Housing Allowance and the Minimum Housing Allowance in each of 2020, 2021 and 2022.)

Clergy at or above the Minimum Housing Allowance – Zone A or B may, in consultation with the Human Resources Officer, negotiate with their Parish/regional ministry, a Housing Allowance above the minimum.

The Human Resources Committee will review, at least every three years, based on available market data and criteria established with the Human Resources Committee, which parishes/regional ministries should be included in each zone. Clergy or parishes who question their assigned zone can appeal with written evidence to the Chair of the Human Resources Committee.

Effective January 1, 2020 housing allowance for new clergy and new appointments will be paid in accordance with the Minimum Housing Allowance Policy.

Please note that as of January 1, 2010, CRA requires clergy to submit a T1213 for their approval before housing allowances are eligible for tax deductions at source. Without this pre-approval, the taxes will be deducted from the housing portion of the clergy remuneration.

Step 3. Other Factors to Consider

Compensation in the secular setting is traditionally meant to attract, reward, motivate and retain employees. Historically, clergy remuneration was in the form of a living, meant to free the cleric from worldly concerns. Today, in the Church, we find these two principles intertwined. As the Churchwardens and the cleric try to discuss clergy remuneration the following questions should be considered: What is the standard of living at the present remuneration level? What not-for-profit compensation level suitably reflects the skills, talents and responsibilities needed for ministry? Everyone needs to know they are appreciated and valued for what they contribute. Does the present remuneration level communicate this?

Consider as well extra schooling, continuing education and workshops the cleric has engaged in. What are the unique challenges of serving the parish (ie. multi-point, larger parishes with complex programming, smaller parishes); in what ways is the cleric connecting the parish with the wider community or providing for the parish in ways that exceed common expectation?

It is often very difficult for a lay person to assess the effectiveness of a cleric’s ministry since ministry is often confidential and is conducted in a one-on-one setting. Also, the outward manifestations of effective ministry are difficult to consistently measure. For example, a decrease in church attendance may reflect demographic shifts rather than the abilities of the cleric. Along with this, clerical ministry must never be considered in isolation from the parish ministry. The clergy can not accomplish what the parish is not willing to support.

Keep these factors in mind and do not rely solely on intuitive feelings and subjective hearsay.

If the wardens or cleric wish assistance in this discussion, please be in contact with your territorial archdeacon or the diocesan Human Resources Officer, Ms. Jennifer McLaughlin at

jmchlaughlin@huron.anglican.ca

Step 4. Review the Remuneration Data

Review the Remuneration Data in Appendix B to assess your parish remuneration level against the diocesan averages and medians.

APPENDIX B

2019 Stipend Information by Years of Service (full-time only):

| 2019 stipends ft clerics only | | | | |
|-------------------------------|----------|----------|----------|----------|
| #Years | low | average | Median | high |
| 1 to 5 | \$35,591 | \$38,187 | \$38,125 | \$40,975 |
| 6 to 10 | \$38,858 | \$42,016 | \$41,106 | \$45,862 |
| 11 to 15 | \$42,119 | \$45,011 | \$45,900 | \$49,176 |
| 16 to 20 | \$44,761 | \$47,260 | \$47,351 | \$49,668 |
| 21+ years | \$48,470 | \$55,517 | \$54,043 | \$67,294 |

APPENDIX C

If stipend remains the same, there is no need to submit this form to Payroll

2021 Clergy Compensation Sheet for Payroll

Effective Date of 2021 Increase: _____ Year Ordained Deacon: _____

Clergy Name _____

Address _____ if new
address _____

Parish Name _____ City/Town _____

A. **STIPEND** (do NOT include housing, utilities, travel, or reimbursement on utilities) \$ _____ /year
→ **Please indicate if less than full-time (e.g. 50%, 75% etc)** _____

B. MINIMUM CASH HOUSING

Zone A: \$17,500/yr _____

Zone B (KW area): \$21,000/yr _____

Above minimum : \$ _____ /yr

C. **CLERGY IN RECTORIES – Fair Rental Value** \$ _____ /year

Note: Fair Rental value is to be reviewed annually by church wardens and formally evaluated by an independent assessor every five years.

→ **C (1). UTILITIES** (Heat, Hydro, Water, Basic Phone and Internet Connection. Rectory utilities or housing utilities **paid by the parish**. This should be the actual amount or as close as possible. Central Payroll will make the appropriate calculations.

DO NOT add to Stipend figure above. Amount \$ _____ /year

D. AUTHORIZATION

Name: _____ Signature: _____ Date: _____
(Clergyperson)

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Parish Treasurer or Paymaster (Payroll Contact) Name: _____

Email: _____ Daytime phone number: _____

Please mail, email or fax completed copies to:

Hayley James, Payroll Clerk
Diocese of Huron, 190 Queens Ave.

London, Ontario N6A 6H7
Phone: 519 434 6893 x 234

Fax #: (519) 673-4151

Email: payroll@huron.anglican.ca

APPENDIX D

How to Keep a Mileage Log

Canada Revenue Agency (CRA) states that keeping an accurate logbook of business travel maintained for an entire year is the best evidence you can have to support your motor vehicle expense claims.

The following information should be recorded in the log book each time the vehicle is used for business purposes:

- the date,
- the starting point,
- the destination,
- the purpose of your trip;
- the vehicle starting mileage,
- the vehicle ending mileage,
- the total kilometers driven.

Sample Mileage Log

Mileage log books are typically available at office supply stores or you can use the following template which can be copied into a Word, Excel or similar office document by selecting the text and using copy/paste (using Windows, outline the text to be selected with the mouse, and hit CTRL-C to copy and CTRL-V to paste).

| Vehicle Mileage/Expense Log Year _____ Odometer on Jan. 1 _____ | | | | | | | |
|---|---------------|-------------|---------------|------------------|--------|---------|---------|
| Date | Mileage Start | Mileage End | Mileage Total | Business Purpose | Park\$ | Tolls\$ | Other\$ |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Automatic Mileage Tracking

Manually entering trip information in a log book is tedious, particularly if you make a lot of business trips.

Fortunately there are several mileage tracking applications available for Apple and Android smartphones that make use of the phones GPS to keep track of every mile/kilometre driven for business purposes. For a small monthly fee the app will log your business trip information and enable you to download a mileage summary your tax return.

Some of the more popular mileage tracking apps (fees may apply) include:

- [MileIQ](#) (IOS and Android)
- [Mileage Expense Log](#) (IOS only)
- [TripLog](#) (IOS and Android)