

La Crosse Area Synod – ELCA  
 2012 Minimum Guidelines for Compensation,  
 Benefits and Expenses  
 For **Associates In Ministry and Diaconal Ministers**  
**\*This Guide is for Officially Rostered Lay Leaders of the ELCA**

**A. COMPENSATION** -----

*Cash Salary*

		<u>2012</u>	
	Starting	\$31,550	
	1 year	\$31,950	
	2 years	\$32,550	
<i>Years of Experience</i>	3 years	\$32,950	
	4 years	\$33,550	
	5 years	\$33,950	
	6 years	\$34,450	
	7 years	\$34,950	
	8 years	\$35,450	
	9 years	\$35,950	
	10 years	\$36,350	
	11 years	\$36,850	
	12 years	\$37,350	
	13 years	\$37,850	
	14 years	\$38,350	
	15 years	\$38,850	
	16 years	\$39,350	
	17 years	\$39,850	
18 years	\$40,350		
19 years	\$40,850		
20 years	\$41,350		
21 years	\$41,850		
22 years	\$42,350		
23 years	\$42,850		
24 years	\$43,550		
25 years	\$43,850		
			\$ _____

(Beyond the 25th year, congregations should negotiate with the Associates in Ministry and Diaconal Ministers to arrive at a salary commensurate with the nature of their call.)

<i>Education</i>	For a bachelor's degree with ELCA youth ministry certification, add an additional \$1,000	\$ _____
	For a 2 year Masters of Arts Degree, From an ELCA Seminary,	
	add an additional \$2,000.	\$ _____
	Beyond the Masters additional compensation is appropriate.	\$ _____

**\*Legally, the Synod should not provide guidelines for non-rostered lay leaders.**

Assess the responsibilities placed on  
*Responsibilities* the AIM and Diaconal Minister and  
*& Conditions* consider additional compensation for  
*of Service* additional workload/expectations. \$ \_\_\_\_\_

*Merit* Excellence in one or more of the main  
 tasks of ministry and should be considered  
 in salary decisions. You may wish to  
 consider adding an appropriate amount  
 for merit. \$ \_\_\_\_\_

**Additional Compensation**

*Social Security* The congregation pays 7.65%. \$ \_\_\_\_\_

Tax sheltered Annuity \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**B. PENSION AND OTHER BENEFITS -----**

*ELCA Pension* The Pension/Major Medical contribution  
*& Other* is a percentage of the total compensation.  
*Benefits* \$ \_\_\_\_\_

*Additional* Medical reimbursement \$ \_\_\_\_\_  
*Benefits* Add'l disability insurance \$ \_\_\_\_\_  
 Malpractice insurance \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL: PENSION & OTHER BENEFITS \$ \_\_\_\_\_**

**C. TIME AGREEMENTS -----**

*Continuing*  
*Education* Weeks \_\_\_\_\_

*Vacation* Weeks \_\_\_\_\_  
 Including the number  
 of Sundays \_\_\_\_\_

*Designated*  
*Holidays* Days \_\_\_\_\_

*Days Off* Days \_\_\_\_\_

*Sick Leave* Days \_\_\_\_\_

*Family Medical*  
*Leave* Days \_\_\_\_\_

*Maternity/*

*Adoptive and  
Paternity Leave* Days \_\_\_\_\_

*Compassionate  
Leave* Days \_\_\_\_\_

**D. PARISH MINISTRY EXPENSES** -----

*Automobile* - Reimbursement  
for actual business miles at  
the current IRS rate. \$ \_\_\_\_\_

*Other travel* \$ \_\_\_\_\_

Synod Assemblies, Theological  
Conferences (attendance required)  
(Recommend \$200 - \$300) \$ \_\_\_\_\_

*Continuing Education Allowance* \$ \_\_\_\_\_  
(Recommend \$800 with an additional  
\$350 to be contributed annually by the  
AIM for a total of \$1150 per year.)

*Book & Publications Allowance* \$ \_\_\_\_\_  
(Recommend \$300)

TOTAL \$ \_\_\_\_\_

**2011 NOTES FOR THE  
COMPENSATION GUIDELINES FOR  
ASSOCIATES IN MINISTRY AND  
DIACONAL MINISTERS**  
LA CROSSE AREA SYNOD - ELCA

For nearly 2000 years the Christian church has commissioned workers to minister to God's people in special ways. To proclaim the Good News of salvation and hope. To educate all ages with the truths of Scripture. To visit and care for all people. To lift up the mighty works of God in every generation to all peoples.

Associates in Ministry and Diaconal Ministers have a special place within the Evangelical Lutheran Church in America and especially in our congregations. Therefore, it is important that as a congregation we define their areas of responsibilities and also give serious consideration to the following synod guidelines. These guidelines are provided as minimum guidelines for compensation. It would be well for the appropriate committee in the congregation to spend time in a mutual meeting with your Associates in Ministry or Diaconal Ministers to review and discuss the guidelines and notes each year.

(Reference numbers are from the revised ELCA Letter of Call to an Associate in Ministry, 2/25/94)

**A. COMPENSATION**

*\* Cash Salary*

The minimum guidelines as recommended are meant to provide assistance to congregations in establishing compensation. It should be noted that cash salary does not include housing allowance.

*\* Years of Experience*

It is commonly agreed that the years served in a profession need to be recognized. For second career Associates in Ministry and Diaconal Ministers consideration should be given for the years of experience in a related field prior to becoming an Associate in Ministry or a Diaconal Minister. . These are minimum guidelines for appropriate cash salaries for a range of years of experience in the ministry.

*\* Education*

Further education enriches ministry. Reimbursement for advanced degrees is appropriate. If your Associate in Ministry or Diaconal Minister has a degree beyond the Bachelors degree you should recognize that degree with additional compensation.

*\* Responsibilities & Condition of Service*

Each ministry situation is different and unique. If the conditions of service involve a special measure of responsibility or greater workload, additional compensation is appropriate.

*\* Merit*

When an Associate in Ministry or Diaconal Minister demonstrates a special excellence in ministering to the congregation, you should applaud their faithfulness with additional compensation.

**Additional Compensation**

*\* Social Security Allowance*

It should be noted that the congregation is responsible for paying Social Security Tax for Associates in Ministry and Diaconal Ministers. Non-ordained are considered by the IRS as employees and must have 7.65% (2000) withheld from their salaries to which the congregation, as employer, must pay the same amount.

*\* Tax Shelter Annuity/Life Insurance*

These are listed in the ELCA call guidelines as other possibilities for additional compensation. These options may be discussed with the Board of Pensions.

*\* Housing Allowance:*

No housing allowance is provided

**B. ELCA PENSION AND OTHER BENEFITS**

Associates in Ministry and Diaconal Ministers are eligible for the ELCA Pension and other benefit plans. Enrollment in Other plans is possible. The ELCA Board of Pensions is available for consultation on pension and other benefits. Their address is: 800 Marquette Ave, Suite 1050, Minneapolis, MN 55402. (612) 333-7651.

*\* Additional Benefits*

They may include insurance to supplement the ELCA Pension and Other Benefits Plan. Although this plan includes usually adequate disability coverage, at certain high risk times in life, e.g., when children are in college, additional disability may be advisable for the sake of the congregation and pastor. A medical reimbursement plan can be established by the congregation via an enabling resolution, but counsel regarding these issues as well as malpractice insurance should be considered. Consult the Board of Pensions for additional assistance.

**C. TIME AGREEMENTS**

*\* Designated Holidays*

Holidays are normal days off, however, if the AIM or Diaconal Minister if required to work, they should be compensated with equal time off immediately before or after the holiday.

Nationally recognized holidays are New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day. It is recommended that the designated holidays be clearly identified. These days are distinct from vacation days. For additional information refer to the ELCA Churchwide guidelines.

*\* Days Off*

If the Associate in Ministry or Diaconal Minister is expected to be on call on a regular basis then consideration should be given for arrangements similar to the pastor's special arrangements regarding days off.

This matter needs to be discussed with the Administrative Pastor and with consultation of the appropriate committee of the church council

*\* Sick Leave*

Reasonable amount of time for routine illnesses is assumed. If illness continues into the third month consult the Board of Pensions for disability. ELCA guidelines recommend one day of sick leave per month, accruing up to 45 days. Accrued sick leave will not be paid upon the end of Call.

*\* Family Medical Leave*

Negotiate with congregational leadership as needed. Accrued sick leave may be used.

*\* Maternity/Adoptive and Paternity/Adoptive Leave*

Six weeks of paid maternity/adoptive leave is available to a new mother. Additional unpaid leave time may be negotiated with the congregational leadership. Likewise, paternity leave may be negotiated with the congregational leadership.

*\* Compassionate Leave*

Three to five days, depending upon the circumstances of the emergency. Compassionate leave is defined as an event of death in the AIM's or Diaconal Minister's immediate family (including spouse, children, parents, brother, sister, grandchildren, mother-in-law, father-in-law or legal guardian).

**D. PARISH MINISTRY EXPENSES**

Expenses are not a part of salary itself. They are legitimate expenses of the ministry of the congregation.

*\* Travel Expense*

Reimbursement for travel and car expense can be handled in one of three ways:

1. Reimbursement for actual business miles at the current IRS rate.
2. Payment of an established year travel allowance, pro-rated on a monthly basis. (Clergy and other members of the professional staff who receive a yearly/monthly allowance need to keep accurate records, available to the IRS upon request. Any funds in excess of the allowance must be reported as "other income").
3. The congregation can purchase or lease a car and assume all expenses. (Clergy and staff must reimburse congregations for personal use of the car).

*\* Continuing Education*

Associates in Ministry and Diaconal Ministers should pay 1/3 of the cost of continuing education and the congregation pays 2/3 of the costs. This money should be set aside in a special account and allowed to accumulate. Thus making a continuing education opportunity with higher tuition costs and greater time requirement a viable option.

Upon the resignation/termination of a call, the unused funds in the account should be returned as they were deposited, normally, 2/3 to the congregation/agency and 1/3 to the ordained minister.

*\* Books and Publications*

Books, publications, audio & video tapes that are directly related to the church's ministry should be funded by the congregation/agency.

*\* Official Meetings & Events of the Synod*

Registration fees, motel/housing, travel and meal expenses are normal costs that should be paid by the congregation/agency. Examples: Synod Assemblies, Spring & Fall Theological Conferences (required attendance) and special events, Conference AIM and Diaconal Ministers meetings, Assemblies, etc. The AIM and Diaconal Minister should discuss with the appropriate committee his/her plans to attend a specific event.

**\*\* Review, revise and update this agreement every year. It is suggested that the anniversary of the Call might be the occasion for this review.**

Current forms, additional information and counsel is available from the Synod Office or from the members of the La Crosse Area Synod  
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