


## 2022 NON-CLERGY COMPENSATION SURVEY

CHURCH MEMBERSHIP (As of 12/31/2021) | \_\_\_\_\_ 

CHURCH NAME \_\_\_\_\_ CITY: \_\_\_\_\_

Please list **ALL** non-clergy staff. Give as much information as possible. List **PAID HOURS** information

POSITION TITLE	HOURLY RATE ONLY	HOW LONG IN THIS POSITION?	HOURS WORKED PER WEEK
Administrative Assistant/Secretary			
Adult/Singles Ministries Director			
After-School Care Co-ordinator			
Business Manager/Administrator			
Children's Ministries Director			
Choir Director (adult)			
Choir Director ( youth/child)			
Christian Education Director			
Custodian/Sexton			
Financial Secretary/Treasurer/Bookkeeper			
Gardener			
Multi-Media/Sound Technicians			
Nursery Care Giver/Baby Sitters			
Organist			
Pastoral Assistant			
Pianist			
Pre-School Director			
Receptionist			
Youth Ministries Director			

**If you have multiple staff in any position, please average the compensation for each title**

Please **check** which of these benefits you provide for your non-clergy employees:

State Disability/Unemployment Insurance   
  Medical Insurance   
  Dental Insurance  
 Pension                     
  Vacation   
  Continuing Education/Professional Training

**PLEASE RETURN TO:**

Executive Assistant, Presbytery of Los Ranchos, P. O. Box 910, Anaheim, CA 92815-0910 by **January 31, 2022**

The information gathered from churches willing to participate is used for this survey and the results are to be used as a guideline only.

The purpose of this survey is to interpret the current rate of pay for a particular position, by church size. The resulting summary will act as a guideline to help churches determine staff budget for the next year. The only fair way to show the salaries is to ask for HOURLY wages on ALL non-clergy staff, whether they are exempt or non-exempt.

Please remember to give the HOURLY rate of pay ONLY.

Some of your non-clergy employees will be EXEMPT and therefore you may pay them with an ANNUAL salary. Please take the number of hours they are supposed to work in a given week and divide into the annual pay rate for an hourly figure. The norm for full-time is 40 hours a week. The calculation is to take the annual pay and divide it by 2080 to determine the HOURLY pay. Please pro-rate accordingly (i.e.) 50 hrs/ divide by 2600; 30 hrs/ divide by 1560, etc.

Questions? Contact the Presbytery Office at 714.956.3691 x125 or e-mail [cbridgeman@losranchos.org](mailto:cbridgeman@losranchos.org)

Thank you