

2016-2017

Indiana-Kentucky Synod

**STANDARDS and WORKBOOK
FOR ROSTERED CLERGY COMPENSATION
Workbook**

***(Compensation Standards for Associates in Ministry,
Deaconesses and Diaconal Ministers
are provided separately)***

***Adopted and approved for use
by the 2016 Indiana-Kentucky Synod Assembly
June 9-11, 2016***

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Dear Friends in Christ Jesus,

We're pleased to present to you the 2016-2017 Indiana-Kentucky Synod Compensation Standards for ELCA Rostered Clergy. We provide these for your use in determining just and honorable salary, benefits, allowances, and reimbursements for your professional staff. This is the best tool we have to enable you to make these decisions in a collaborative atmosphere with your co-workers in the gospel who give their lives to the ministry of Jesus Christ with you in your congregation. Please note that "Process 1" is the process by for determining compensation for a leader already under call and that "Process 2" is to be used in the Call Process.

Please use the standards in such a manner that there is good conversation between you and your rostered leaders. It is wise to begin these discussions at least four months before your congregation's next fiscal year, in an open manner with your executive committee and each staff professional. These standards contain a process to assist discussion about issues relating to compensation. Further, these standards present charts and tools for you to calculate and determine compensation, as well as benefits, allowances, and reimbursements following established standards across the Evangelical Lutheran Church in America.

Professional leaders are strongly encouraged to take the initiative in this conversation with parish leaders since you are the ones who should understand your needs and desires. Don't expect your parish leaders to be mind readers. They're waiting for you to be a leader.

With regard to Cost of Living (COLA), please visit the Social Security website at www.ssa.gov as well as contact your local Chamber of Commerce. These are very helpful in finding the actual cost of living variances in your specific county. Remember this is a 'look back', and not a predictor of the year to come. Also, visit the ELCA website (www.elca.org) for further compensatory information.

Since age is now a factor (along with geography, size of congregation, and amount of compensation) in figuring health benefits rates there is no longer a chart with percentages for the coming year. Contact Portico Benefit Services (formerly ELCA Board of Pensions) by phone (800-352-2876) or e-mail (mail@porticobenefits.org) for information and assistance.

If you desire assistance with any matter in this document, or have a question not addressed in the document, please do not hesitate to contact any of our committee members directly, or through the Indiana-Kentucky Synod office.

These Standards were adopted and approved by the Indiana-Kentucky Synod in Assembly, June 9-11, 2016, and are the appropriate norm for use in a current call process or in current conversation around compensation for a rostered leader under call.

Please note that these are *clergy* standards. A separate guideline is provided for associates in ministry, deaconesses, and diaconal ministers.

With joy in the Gospel of Jesus Christ,

Jim Swinford, Hope Moran, Bill Slover, David Quandt
Rudy Mueller Synod staff liaison

How to Plan Compensation with Your Pastor and Other Rostered Leaders for 2016-2017

Often one of the most difficult challenges in ministry is deriving a fair and equitable compensation for rostered leaders in your congregation. Generally this has not been addressed until late in the process of preparing a new budget for the following year. This is a mistake since it often results in frustration for both the rostered leaders and those trying to make decisions with regard to salary, benefits, and reimbursements. The following guidelines should make this process pleasant and honest.

Obviously, first, begin your process with prayer. Second, know that your rostered leader(s) are not 'hired', they are 'called' into ministry with you, alongside of you.

It is extremely important that the rostered leader(s) be involved in this planning from the beginning to the end since they are the persons most affected by the final outcome. It is often difficult to talk about money and benefits, but it should not be. Good communication can, and must, occur at each step of this process.

1. Who should be in the planning process: The process should include the rostered leader(s), Council president, vice president, a member of the Stewardship Committee, and a member of the Mutual Ministry Committee. These are the people who can best assess the leader's effectiveness and his/her own needs, and have a grasp of the church's finances. Having more people in the meeting will slow communication, and reduce effectiveness of the meetings. These are closed meetings and not open to the congregation for the purpose of maintaining a high level of open, honest, and healthy communication among the various leaders present.
2. What areas should be explored in the meetings: There are two areas of discussion: effectiveness and need. Start with need, which is the current compensation each leader is receiving. Compensation of the leader is no secret to the congregation because it is listed in the annual budget and/or annual report to the congregation. It includes, but is not limited to, the following areas: base salary, defined benefits (including housing allowance or equity allowance in the case of a church-owned parsonage), pension and full health care/lump sum death benefit/disability insurance, continuing education, book allowance, social security offset, reimbursements (car allowance, other tangibles applicable to your setting). Go through these step by step. Ask the leader at each juncture if he/she has any input that would be germane to the discussion. This may seem laborious, but the value is obvious since only the rostered leader knows precisely how the current mix of salary, benefits, and reimbursements affects her/him. In some cases your leader is below approved Synod established Minimum Compensation Standards. This needs to be discussed and remedied. Do this early in the process, preferably in early or mid August four months before your congregation's new fiscal year. Your next meeting is in two weeks. Take a lot of notes during the meeting, and share those written notes that week with members present, and not present, at this meeting. This meeting should last about two hours.
3. How to address effectiveness of the leader(s) (Second meeting): It is never a question of how hard a person works, or how many hours, but what gets done and the effectiveness of the work. This is without doubt the most difficult area to quantify. Effectiveness is always a subjective judgment call at best. What one person might find important, another does not. Is sitting with the family during a routine surgery of a loved one important? Is reading and preparation for sermons/meetings/teaching/Scripture study and prayer important? Is visiting regularly in the homes of church members important? Remember, much of what a pastor, or rostered lay leader, does is confidential, and thus cannot be judged in terms of effectiveness. Effectiveness is always, at best, a judgment call. Depending on each individual, subjective value judgments often are completely different. It has been said that every pastor, or rostered leader, has as many bosses as there are baptized members in the congregation. If that is true, then not all will be satisfied with the ministry at any given time, and the leader will not be a leader at all, but a hireling. Some will want the leader to be a chaplain, someone to take care of them, and others, in the congregation. Some will want the pews packed on Sunday and the offering plate full, and will expect that to be the responsibility of the leader. Some will want

the leader to prepare congregational members for leadership and provide vision and clear focus for the total ministry.

Importance and effectiveness are linked together in each person's mind. These are difficult to separate though they are clearly not the same, and even can work against each other. Finally, who decides the leader's effectiveness? We believe it is the responsibility of the Congregation Council, not the general congregation nor the rostered leader. If the leader works well with his/her Congregation Council, you have an effective leader in your setting. Pastors and lay rostered persons are called to a SHARED MINISTRY with you. If there is not any sharing going on, it is the pastor and lay rostered person's responsibility to make it happen. If assistance is needed to improve the shared ministry, use all resources available, especially Synod staff. This meeting should last about two hours.

4. How do we derive Total Compensation for the coming year: After you have completed the previous steps of the process, bring the entire group together to put the pieces together. Start with the effectiveness component that will help you determine how you will deal with the Synod Professional Leaders Compensation Standards for next year. Review all the blank spaces of the Compensation Standards as provided in the attached workbook. Together, fill out the compensation material and discuss each item, at length if necessary. Start with the current base Salary. Do two things with this number: First, check the grid of years of experience and size of worship attendance to see how it compares; second, have a conversation about a cost of living increase. Then move to each item: housing, continuing education, and book allowance. Then move on to benefits and reimbursements. When this part of the process is completed, total it, and then discuss it together with your rostered leader(s). Let your rostered leader take the initiative here. Once again, it is he/she that will be most affected by this decision. This meeting will last approximately two hours.

Hopefully, everyone will have had much time to pray, think, and discuss this very important part of your ministry. You honor the Lord God, your congregation, and your pastor/rostered leader by following the steps of this simple process. By god's grace you will all enjoy this unhurried process, and come away from your meeting closer to one another, and your Lord God. If you have questions, or need resource materials, do not hesitate to contact any member of the Professional Leaders Compensation Committee or Synod support staff for assistance. We stand ready to help you at any time.

In shared ministry with you,
Professional Leaders Compensation Committee

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I. GENERAL INFORMATION

COMPENSATION PACKAGES

There are two categories for determining the compensation package for a pastor. Process 1 should be used for calculating the compensation package for a pastor currently under call. Process 2 should be used in calculating the compensation package during the Call Process. Whichever process you use, the first step is to make yourself familiar with the information on pages 6-13.

BASE SALARY

The starting point for determining the compensation package for your current pastor is his/her current **BASE SALARY**. The starting point for determining the compensation package for a pastor you are about to call is the recommended **MINIMUM BASE SALARY** standards. Other factors (e.g., educational debt load of first call candidates, prior experience of second career candidates, merit and performance, the cost of living in a particular geographical area, length of time in the parish, the complexity of responsibilities, the financial ability of the congregation, etc.) should be taken into consideration when determining the final **BASE SALARY** figure. Honorariums or other fees received for weddings, funerals, outside speaking engagements, or from any other source should not be taken into account when setting the **BASE SALARY**, nor should any income received by the spouse be a consideration.

In many congregations, a specific committee is asked to have primary concern for this ministry to the pastor and his/her family. This group should be the Executive Committee comprised of the President, Vice President, Treasurer/Finance chairperson. The key task of such a committee is to discuss annually with the pastor a fair, honorable, and equitable compensation package. Since the pastor depends on the church council and the congregation to make adequate provision for his or her financial needs, the pastor requires an opportunity to discuss those needs in an open and supportive forum. The Executive Committee is in a position to provide such a forum. The committee can receive data from the rostered person about his or her financial needs and subsequently make recommendations to Congregational Council for fair, honorable and equitable compensation.

CLERGY HOUSING ALLOWANCE

It is fully expected that if a congregation furnishes a parsonage, it also must pay the taxes, insurance, maintenance, and all utilities of the home. An allowance for furnishings is also available and does not apply as taxable income for the pastor to the extent it is actually used. If the pastor lives in a parsonage, congregations should establish an Equity Fund in the range of 3%-5% of base salary. Such contributions should be made directly to the ELCA Optional Pension Plan and should not be included as taxable salary income.

If a housing allowance is paid in lieu of the use of a parsonage, it should be **at least 30%** of the minimum base salary. One percent per month of the Fair Market Value (FMV) (the average cost of a home in the given area) is often used as a starting point for determining a monthly housing allowance to which should be added the cost of utilities and furnishings.

Once the Total Compensation (Base Salary + Housing + Social Security Reimbursement) is determined, the amount of this total that is designated as Housing Allowance can be adjusted to the needs of the minister as long as the Total Compensation remains the same. In other words, the pay designated as salary on the W2 can decrease (or increase) and the part designated as Housing Allowance can increase (or decrease).

DESIGNATION OF HOUSING ALLOWANCE

In IRS Publication 517, the IRS states that “The church or organization that employs you must officially designate the payment as a housing allowance before the payment is made. A definite amount must be designated. The amount of the housing allowance cannot be determined at a later date.”

Shown below is a sample resolution designating a housing allowance:

The president informed the council that under the tax law, a minister of the Gospel is not subject to federal income tax on “the parsonage allowance paid to him as part of his compensation to the extent used by him to rent or provide a home.”

After considering the estimate of Rev. _____ of his/her home expenses, a motion was made by _____, seconded by _____ and passed to adopt the following resolution:

Resolved that of the total cash salary for the year 2____, \$_____ is hereby designated as housing allowance.

Resolved that as long as Rev. _____ is our Pastor the above amount of designated housing allowance shall apply to all future years until modified.

When it is time to pay income tax, it is important to note IRS Publication 517:

If you own your home and you receive as part of your salary a housing or rental allowance, you may exclude from gross income the smallest of:

- The amount actually used to provide a home,
- The amount officially designated as a rental allowance, or
- The fair rental value of the home, including furnishings, utilities, garage, etc.

You must include in gross income the amount of any rental allowance that is more than ***the smallest of:***

- Your reasonable salary
- The fair rental value of the home plus utilities, or
- The amount actually used to provide a home.

FURNISHINGS ALLOWANCE

Pastors living in parsonages should be provided with a “furnishings allowance” to cover out of pocket expenses such as furnace filters, cleaning supplies, landscape expenses, etc. Even in a parsonage, every pastor has some expense in maintaining his or her home. The amount of the allowance may depend on several factors: whether or not the parsonage is furnished, who provides the upkeep, pays the utilities, etc. When the furnishings allowance is designated in advance, and to the extent it is actually used, it is a non-taxable source of revenue for the pastor.

SOCIAL SECURITY OFFSET

Currently, Social Security tax and Medicare is 7.65% (6.2% SS and 1.45% Medicare) for employer and for the employee. That means as an employee you pay one half of the total Social Security assessed tax, and your employer pays the other half. Clergy are in a unique situation in that according to the Social Security Administration our ordained professionals are classified not as ‘employees’, but as ‘self-employed’ meaning clergy pay the entire 15.3% Social Security tax. Interestingly, according to the Internal Revenue Service clergy are NOT considered self-employed, but instead viewed as employees and thus are issued a W-2 like all other employees. Throughout the ELCA nearly all 65 Synods strongly recommend that all congregations pay the additional 7.65%, as does this synod. This cannot be withheld and remitted by the employing agency, but must be paid by the clergy person directly. This is distributed to the clergyperson by the employing church, or agency, at the end of each pay period, and may be included with salary and housing allowance in one check. At the end of the calendar year, this amount is fully taxable and reported on the employees W-2 issued to the employee. Currently, about 80% of the congregations of the ELCA abide by this recommendation. Remember this is not a perquisite (i.e., in addition to salary) from the congregation anymore than it is a perquisite to any employee who works in a secular vocation. (see 2016 Internal Revenue Service Publication 15 for further clarification and guidance).

Reference: <http://www.ssa.gov/news/press/factsheets/colafacts2015.html>

BENEFITS

PENSION AND HEALTH BENEFITS

In January 1, 2014, the most significant changes brought about by the Affordable Care Act (ACA), also known as health care reform, took effect. They have implications for many employers, including congregations.

1. Each state has a health insurance marketplace, also called an exchange, where individuals can buy health insurance. The State of Indiana chose not to provide a marketplace, and so the federal government manages one on the state's behalf. The Commonwealth of Kentucky has a state exchange. The plans offered in the marketplace are in four categories:
 - Bronze
 - Silver
 - Gold
 - PlatinumPortico offers similar plans:
 - Bronze+
 - Silver+
 - Gold+ (the recommended level of coverage)
 - Platinum+
2. This document sets as the standard for the “Definition of Compensation, Benefits, and Responsibilities of the Pastor” the Portico Gold+ Plan. Letter of Call will be signed by the Bishop only what that standard is met to the satisfaction of the Bishop.
3. ELCA-Primary health contribution rates are based on geographic region, age and salary.
4. For 2014, each ELCA employer will need to select one ELCA health plan option for all employees (rostered leaders and lay churchworkers) that they will pay for.

5. Once the employer makes a selection at *EmployerLink* on the Portico web site

(www.porticobenefits.org), the employee will confirm that choice or choose to buy up to another plan option at *myPortico* (also on the Portico website), and will be responsible for the cost difference. For example, if the employer selects the Gold+ plan and the employee opts to buy up to the Platinum+ plan, the employee would pay the difference in cost.

Portico will continue to include in the required contributions a percentage that goes to a) Disability and Survivor Plans and b) Retiree Support (this is support for those retired rostered leaders whose pensions are low due to low compensation throughout their years of service. Portico will also include the Pension payment at the amount reported by the congregation, generally 12%.

When a pastor waives health coverage because of coverage through the insurance of a spouse, the congregation is strongly encouraged to provide a Health Reimbursement Allowance to cover co-pays, deductibles, and other medical expenses.

The ELCA benefits program contribution rates are a percentage of defined compensation. Defined compensation is base salary, before any pretax benefit contributions** are deducted. For pastors, annual defined compensation also includes the amount of any Social Security tax allowance paid to the pastor and housing allowance. If housing is not provided, the amount of any cash housing allowance paid to the pastor is included. If housing is provided, an additional 30 percent of base salary and any Social Security tax allowance, plus any household furnishings or utilities allowance paid is included.

The synod recommends that congregations contribute the 12% retirement rate for pastors. Additional retirement contributions can be made by the employee (member pretax). If the employer chooses to make additional contributions from time to time, they can be included when paying the regular monthly bill by using the *Explanation of payment* included in the monthly billing statement.

ELCA-primary health benefits include a personal wellness account offering financial rewards of up to \$400 per year to members (and spouses). The ELCA Flexible Benefits Plan is also available to employees who are sponsored in the ELCA benefits program and receiving ELCA-primary health benefits. "ELCA-primary health benefits" are exclusive of Medicare. (Those on Medicare may register for a personal wellness account, but are not eligible to receive the financial rewards.) See www.porticobenefits.org for more information.

***Pretax benefit contributions include member pretax contributions to the Retirement Plan or another eligible retirement plan. They also include pretax contributions to qualified reimbursement accounts for health care, dependent care or transportation expenses.*

WHAT DO I DO WHEN I TURN 65

Medicare is a health benefits program for U.S. citizens or permanent residents who meet certain work history requirements:

1. Age 65 or older,
2. Individuals with End-Stage Renal Disease (ESRD),
3. Under age 65 with certain disabilities:
 - a. All who get disability benefits from Social Security or certain disability benefits from the Railroad Retirement Board for 24 months.
 - b. Individuals with Amyotrophic Lateral Sclerosis (ALS), often referred to as Lou Gehrig's Disease.

Most individuals automatically get Part A coverage without having to pay a monthly premium. This is because they or a spouse paid Medicare taxes while working. These individuals receive Part A coverage without having to pay a Part A premium. For those individuals who do not automatically qualify for Part A coverage, the Part A premium in 2016 is \$411 a month depending on an individual's duration of Medicare covered employment. Individuals with disabilities who are under age 65 are automatically enrolled in Part A after they have received Social Security or Railroad Retirement disability benefits for 24 months.

At age 65, most individuals who file an application for Social Security or Railroad Retirement benefits 3 months before they turn age 65 or later are automatically enrolled in part B unless they refuse Part B coverage. Individuals with disabilities who are under age 65 are automatically enrolled in Part B the earlier of:

1. The month they turn 65 if they have received Social Security or Railroad Retirement benefits for at least 4 months before they turn age 65. They are given an opportunity to refuse Part B coverage, or
2. The month after they have received Social Security or Railroad Retirement disability benefits for 24 months. They are also given an opportunity to refuse Part B coverage.

The standard monthly premium for Part B is \$104.90 in 2016. Individuals with income over \$85,000, or filing jointly with incomes over \$170,000, pay more, up to \$335.70 a month in 2015 based on the income related monthly adjustment amount. Part B premiums may be deducted from Social Security checks or Railroad Retirement checks. Individuals who do not enroll in Part B when first eligible (e.g., at age 65) can enroll during a General Enrollment Period January 1 – March 31. Part B coverage begins on July 1 of the year they enroll.

The Part B premium is increased 10% for each full 12-month period the beneficiary could have had Part B but, did not enroll. One exception is for Individuals who have group health plan coverage based on their own current employment (e.g. Portico Benefit Services) or the employment of a spouse are not subject to the premium increase and may enroll in Part B anytime while covered under the group health plan or during a special enrollment period that occurs during the 8-month period immediately following the last month of the group coverage.

Beneficiaries with limited income and resources are encouraged to apply to their State Medicaid Office to determine eligibility for various programs. Beneficiaries may qualify for help from the State to pay the Medicare Part A (if any) and Part B premium, the Part A and Part B deductibles and cost sharing, and/or some Part D prescription drug costs. Individuals seeking this information should call: 1-800-Medicare (1-800-633-4227) select "Limited Income Option," then just say "Medicaid" for the State Medicaid telephone number.

Beneficiaries may qualify for help through a number of programs for individuals with limited income:

- Contact the State Medicaid office for help with health care costs
- Contact the State Medicaid office for the Medicare Savings Premium which helps with paying Medicare Part A and/or Part B premiums and, in some cases, deductibles and coinsurance/copayments.
www.socialsecurity.gov/prescriptionhelp
- Contact the State Medicaid office for help with Part D low-income subsidy. This program helps pay for prescription drug coverage.
- Contact the Social Security Administration for information on Supplemental Security Income benefits which help with case for basic needs.

A beneficiary in Original Medicare may receive Part D prescription drug coverage through a stand-alone prescription drug plan (PDP). A beneficiary may also leave Original Medicare and receive drug coverage through a Medicare Advantage health plan (MA-PD) or sometimes through a Medicare Advantage (MA) plan and a separate PDP. Generally, with the exception of those dually eligible for Medicare and Medicaid, Medicare beneficiaries must actively select a Part D plan.

Annual enrollment for a Part D plan is October 15 to December 7.

Beneficiaries who enroll in Part D typically pay a monthly premium, annual deductible and per-prescription cost-sharing. Extra help is available for low-income beneficiaries. In 2016, beneficiaries with income above \$85,000 (individual) or \$170,000 (joint) pay an income-related monthly adjusted amount in addition to the Part D premium.

There is a permanent premium penalty of 1% of the national standard premium for every month that a beneficiary could have had Part D coverage or equivalent creditable coverage and chose not to enroll. There is no penalty for individuals who qualify for low-income assistance.

For more information about Medicare

Center for Medicare & Medicaid Services: www.cms.gov

Medicare: www.medicare.gov

Medicare & You Handbook: <https://www.medicare.gov/Pubs/pdf/10050.pdf>

Your Medicare Benefits: <https://www.medicare.gov/Pubs/pdf/10116.pdf>

SICK LEAVE, DISABILITY, WORKERS' COMPENSATION

Sick leave of up to six weeks per year with full salary, housing and benefits should be provided by the congregation when needed. This is not accumulated and should not be abused. This is not an entitlement.

Paid 'family leave' of up to six weeks is recommended when a child is born or adopted. The number of weeks of leave before and after the birth should be specified in advance, and with mutual discussion with the pastor. Similarly, paid 'family leave' of up to six weeks also should be available to care for a sick family member such as a spouse, child, parent, or sibling.

In the event a sponsored member of the ELCA benefits program is unable to perform the material duties of her or his normal occupation for any employer as a direct result of injury or physical or mental disorder resulting in disability, the member is covered by these benefits:

1. Salary continuation

During the first two months of disability, the employer is expected to pay the full salary and contributions to the ELCA retirement plan, and for health, disability and survivor benefits.

2. Monthly disability benefits

Beginning with the third month of disability, the member receives a monthly income benefit based on two-thirds of the monthly average compensation on which contributions were paid during the 12-month period preceding the disability, less any Social Security or any other government offsets, including benefits paid to the member or family members. Benefits continue until recovery or up to the maximum benefit period. See www.porticobenefits.org for more information.

3. Other benefits

Health coverage, the lump-sum survivor benefit and monthly survivor income benefits continue at no charge until recovery or up to the maximum benefit period. In addition, an amount based on the current basic benefit will be contributed to the member's ELCA retirement account.

4. Benefits to surviving beneficiaries

At retirement (or death) the balance in the member's ELCA retirement account will be available to the member (or spouse) for withdrawals or convert to an annuity, providing a monthly income stream in retirement.

The member must apply for partial or total disability benefits within six months of becoming disabled and must be actively engaged in medical treatment designed by a qualified health care provider. See www.porticobenefits.org for more information.

Monthly disability benefits available to eligible interim pastors who have chosen to continue ELCA disability coverage at their own expense while between assignments or on leave from call are slightly different.

Congregations are legally required by Indiana and Kentucky state law to secure Workers' Compensation on Clergy, Associates in Ministry, Deaconesses and Diaconal Ministers (*as well as all other employees*), and provide for such expenses in the event of disability.

OTHER BENEFITS

WEEKLY HOURS/TIME OFF, CONTINUING EDUCATION AND SABBATICAL LEAVE

Pastors, like anyone else, need some time off from work in order to replenish and re-energize themselves. Congregations should ensure that each pastor has **two full days off per week**. The pastor's weekly schedule (days/hours) may be negotiated as necessary. For the well-being of the pastor and health of the congregation, such a schedule **should not exceed 50 hours in a work week**.

VACATION

Everyone needs a period of time away from the job in order to refresh and recreate him or herself. The congregation should provide a minimum of four weeks vacation per year (28 days), including four Sundays for all pastors. An additional week of vacation should be granted after 15 years of service in the ministry; and an additional week should be granted at 25 years in the ministry. Continuing education time is not to be regarded as vacation, nor should it be used by the professional leader for vacation under any circumstances.

Congregations in which the pastor has served for an extended period of time should consider additional vacation time. All costs and procurement of supply ministries during vacation times, including Sunday supply, are the responsibility of the congregation. A list of available pulpit supply may be secured from the synod web site (www.iksynod.org) or office.

HOLIDAYS

Because of the nature of their professional responsibilities, pastors are seldom able to take advantage of three-day weekends and other holidays such as Christmas, Easter, etc. Generally, 9 to 11 total holidays should be granted **plus three floating personal days** at the discretion of the Congregation Council. Consideration should be given and the pastor should be encouraged to take these days off at another time during the week to compensate for these holidays. This should not be counted as vacation time.

CONTINUING EDUCATION/SABBATICAL LEAVE

The purpose of continuing education for clergy is to strengthen the professional for more effective service. The ELCA expects a minimum of 25 contact hours annually in organized continuing education. These experiences are to be with colleagues and under responsible sponsorship, capable directors, and qualified instructors.

Continuing education may range from a single day seminar to enrollment in a formal program at an educational institution. The ELCA Letter of Call presently provides for **a minimum of two weeks of continuing education annually, and may be accumulated during a three-year period for a total of six weeks**. In the Indiana-Kentucky Synod, this time may be taken each year or after two or three years. It is recommended that the professional staff attend the annual Fall Professional Leaders Conference offered each year in the Indiana-Kentucky Synod and should not be considered part of the annual two weeks continuing education.

To financially support continuing education, the congregation is encouraged to establish a fund to which the it annually contributes a minimum of \$700, with the pastor contributing a minimum of \$300 for a minimum total of \$1,000. Any money which the pastor contributes to the fund belongs to the pastor and may accumulate over a period of years. If the pastor resigns the call, any money contributed by the pastor but not used for continuing education is returned to the pastor. This money would be used for registration, course materials, travel and housing while the person pursues approved continuing education. Financial assistance is also available through the Indiana-Kentucky Synod Leadership Support Committee. A Synod application form is included with these standards.

First Call Theological Education (FCTE) is the ELCA three-year structured program of theological education designed to support and strengthen the new pastor in terms of: (1) ministry skills; (2) pastoral identity; and (3) discernment of context. FCTE is experiential learning designed to meet participants at their point of need as they encounter the demands and expectations of ministry. Documents outlining the FCTE program are available through the Synod office.

Congregations shall offer their pastor(s) **sabbatical** leave time for spiritual and personal renewal which may be a maximum of 8 weeks after four years or 12 weeks after six years in a congregation. Such sabbatical leave time should normally be offered at either of these intervals during a long pastorate and should not preclude vacation time during the year of sabbatical leave. This leave should include special continuing education emphasis. The request, specific description and purpose of the sabbatical leave are to be submitted to and approved by the Congregation Council at least six months prior to the time it is to begin. Congregations might want to include in the budget and set aside funds each year toward that sabbatical so that its cost might be spread over several years.

During sabbatical leave, the congregation continues to provide normal compensation, and pays for pulpit supply and related congregational ministerial expenses. The pastor is responsible for expenses related to the sabbatical such as additional living expenses, tuition, books and supplies. Supplemental funds may be available from the Indiana-Kentucky Synod to pastors for these related expenses. Normal vacation time may be used to extend the sabbatical leave. A report of his/her sabbatical activities is to be submitted to the church council. A pastor taking a sabbatical is expected to continue to serve the congregation granting the sabbatical for at least one year following the leave.

Continuing education and sabbatical leave time accrue to an individual during the service in a single congregation. All accumulated continuing education time is forfeited with the acceptance of another position or call to a different setting. Such continuing education time may not be used for vacation purposes, may not be transferred to another rostered leader or staff person, and may not be exchanged for monetary reimbursement.

SABBATICAL PLANNING FOR INTERIM MINISTERS

Any Rostered Interim minister who has not yet retired and **has received accredited Interim Ministry Training**, shall be eligible for a sabbatical after four years [208 weeks] of contracted Interim service. As trained interim ministers, these leaders rarely accrue sufficient time in one congregation to qualify for a sabbatical. To remedy this, any congregation which has contracted with such an Interim, shall contribute 8/208 of the weekly compensation package specified in the contract. [8/208 represents the weekly contribution to an eight week sabbatical accrued after 208 weeks of service.] These funds shall be held in special accounts established by the Synod Office in each interim minister's name, and shall be held until the forty-eight months have been served. (Such contributions may be made weekly or monthly, by special arrangement with the synod bookkeeper.) Application to receive the funds and the sabbatical shall be made to the Synod Council, who shall collaborate with the Interim concerning content, timing, and reporting of the sabbatical.

PROFESSIONAL REIMBURSEMENTS AND EXPENSES

ACCOUNTABLE PLAN

Congregations should consider establishing an Accountable Plan (AP) for their ministers and employees who have reimbursable expenses. Reimbursement of expenses under an AP provides a tax advantage over claiming these expenses on Schedule A, Form 1040. For details of setting up an AP refer to “Minister’s Guide for Income Tax” Published by the Board of Pensions of the ELCA or refer to IRS Pamphlet 517 or 535.

Examples of these reimbursements are:

1. Books and journals
2. Professional (professional dues, supplies, vestments, etc.)
3. Professional liability insurance
4. Cell phones
5. Mileage reimbursement (see below)

AUTOMOBILE REIMBURSEMENT

The costs which your professional leaders incur in driving an automobile while performing church business are not personal expenses, but rather costs incurred by the congregation in order for the pastor to carry on the ministries of the congregation. As such, reimbursement, or coverage, for such costs should be fair, monthly, and complete at a 100% rate of reimbursement

There are a number of ways to provide for this expense:

1. A monthly or yearly allowance;
2. A reimbursement (at IRS standard mileage rate); check IRS Pub. 463 for current rate, or go to www.irs.gov. As of January 1, 2016 the rate is 57.5 cents per mile.
Reference: <https://www.irs.gov/uac/Newsroom/2016-Standard-Mileage-Rates-for-Business-Medical-and-Moving-Announced>
3. Leasing*; or
4. Purchasing (by the congregation)*.

*Please note that when a congregation leases or purchases a vehicle for the pastor to use, it is the congregation’s responsibility to provide for the maintenance, and insurance of the vehicle.

Because of the vast differences in situations among our congregations, no recommendation is being made as to a minimum monthly or yearly allowance to be paid. The IRS requires that the rostered leader submit an accurate record of business miles driven and/or car expenses to the congregation or employing agency and that the car has a contemporaneous detailed log of distance and purpose of each use of the vehicle.

OTHER EXPENSES

Your pastor’s attendance at official assemblies and conferences is a professional expense. **Attendance at the Annual Indiana-Kentucky Synod Assembly is constitutionally mandated** and expenses for registration, lodging, meals, travel and other fees are the responsibility of the congregation. Attendance at other conferences should also be supported by the congregation or agency by payment of registration fees and other expenses. Discuss with your pastor his or her anticipated expenses in connection with assemblies and conferences in the coming year.

II. Process 1: ANNUAL REVIEW OF COMPENSATION FOR CURRENT PASTOR

- A. Compensation of each pastor under call shall be reviewed annually. This shall be done by the congregation's Executive Committee or Congregation Council. Since the rostered clergy depends on the congregation and its Council to provide adequately for his or her financial needs, each person requires an opportunity to discuss those needs in an open and supportive forum. Each rostered clergy shall participate in his/her compensation review and shall be encouraged to openly share his/her expectations. The Committee or Council can then make recommendations to the congregation for fair, honorable, and equitable compensation.
- B. Compensation adjustments shall include:
1. Base salary and Housing Allowance (if applicable);
 2. Cost of living increase;
 3. Merit increase based on an evaluation of the performance of each rostered staff member;
 4. Incentive increase based upon new expectations of additional effort or responsibility; and,
 5. Health and Medical Benefit adjustments consistent with ELCA Portico Benefits standards.
- C. The Congregation Council shall be responsible for presenting the compensation recommendations with appropriate rationale to the annual meeting of the congregation.
- A member of the I-K Synod Compensation Standards Committee will be available for clarification of the process presented in this document. Contact may be made through the Synod Office.

DETERMINING COMPENSATION PACKAGE

BASE SALARY is that portion of the compensation provided to sustain the rostered leader who is called to carry out the Lord's work through the congregation. **BASE SALARY** does not include housing or professional expenses.

DEFINED COMPENSATION includes **BASE SALARY**, **HOUSING ALLOWANCE**, and **SOCIAL SECURITY ALLOWANCE**.

BENEFITS include health and pension benefits.

PROFESSIONAL REIMBURSEMENTS AND EXPENSES are costs related to the necessary performance of ministerial duties, and include car reimbursement, continuing education allowance, books and journals, etc.

BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Step 1: Fill out the following chart for **clergy NOT living in parsonage**:

Pastor's current salary	1. \$ _____
Cost of living increase	2. \$ _____
[The recommended Cost of Living Adjustment (COLA) that includes food and energy is 0%. The congregation also should take into consideration: a) the local cost of living (contact local Chamber of Commerce), and b) any change in needs of the pastor and family.]	
Merit increase*	3. \$ _____
Base Salary (add lines 1-3)	4. \$ _____

Step 2: Determine Social Security Offset

Line 4 from above chart	\$ _____
Housing Allowance (see pp 6ff)	\$ _____
Total	\$ _____
Social Security Allowance = 7.65 % of Total	\$ _____

Step 3: Add Line 4 from chart, plus Housing and Social Security Allowance

DEFINED COMPENSATION \$ _____

Step 4: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 5: TOTAL COMPENSATION PLUS BENEFITS \$ _____

Add Defined Compensation and Health and Pension Benefits

Step 6: Go to page 26 for Professional Reimbursements and Expenses.

*Merit Pay reflects exceptional effort in the previous year.
Merit increases should be revisited regularly and may be adjusted up or down.

BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Step 1: Fill out the following chart for **clergy living in parsonage**:

Pastor's current salary	1. \$ _____
Cost of living increase	2. \$ _____
[The recommended Cost of Living Adjustment (COLA) that includes food and energy is 0%. The congregation also should take into consideration: a) the local cost of living, (contact local Chamber of Commerce) and b) any change in needs of the pastor and family.]	
Merit increase*	3. \$ _____
Base Salary	4. \$ _____

Step 2: Determine Social Security Offset

Line 4 from above chart	\$ _____
Housing Allowance**	
Line 4 x 30%	\$ _____
Total	\$ _____
Social Security Allowance = 7.65 % of Total	\$ _____

Step 3: Add Line 4 from chart plus Social Security Allowance

DEFINED COMPENSATION \$ _____

Step 4: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 5: TOTAL COMPENSATION PLUS BENEFITS \$ _____

Add Defined Compensation and Health and Pension Benefits

Step 6: Go to page 26 for Professional Reimbursements and Expenses.

*Merit Pay reflects exceptional effort in the previous year.

Merit increases should be revisited regularly and may be adjusted up or down.

**For pastors living in a parsonage, it is appropriate to provide a Furnishings Reimbursement and an Equity Allowance. Either of these would be in addition to the Total in Step 5.

Example of Determining Salary and Benefits

Pastor is married and has two children.

Step 1: Fill out the following chart for **clergy not living in parsonage**:

Pastor's current salary	1.	\$40,000
Cost of living increase [The recommended Cost of Living Adjustment (COLA) that includes food and energy is 0%. The congregation also should take into consideration: a) the local cost of living (contact local Chamber of Commerce), and b) any change in needs of the pastor and family.]	2.	\$680
Merit increase* Added Saturday night service during past year	3.	\$1,500
Subtotal	4.	\$42,180
Housing Allowance [see pages 6-7] [Current Salary plus any increase] (using 30%)	5.	\$12,654
Base Salary plus Housing (add lines 4 and 5)	6.	\$54,834

Step 2: Determine Social Security Offset \$ 4,195
7.65 % x \$53,950.

Step 3: Add Line 7 from chart plus Social Security Allowance \$59,029
DEFINED COMPENSATION

Step 4: Health and Pension
To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 5: **TOTAL COMPENSATION PLUS BENEFITS** \$59,029 + Portico Contribution
Add Defined Compensation and Health and Pension Benefits

Step 6: Go to page 26 for Professional Reimbursements and Expenses.

* Merit Pay reflects exceptional effort in the previous year.
Merit increases should be revisited regularly and may be adjusted up or down.

Example of Determining Salary and Benefits

Pastor is married with no children.

Step 1: Fill out the following chart for **clergy living in parsonage**:

Pastor's current salary	1.	\$40,000
Cost of living increase	2.	\$680
[The recommended Cost of Living Adjustment (COLA) that includes food and energy is 0%. The congregation also should take into consideration:		
a) the local cost of living (contact local Chamber of Commerce), and		
b) any change in needs of the pastor and family.]		
Merit increase*	3.	\$1,500
Compensation (add lines 1-3)	4.	\$42,180

Step 2: Determine Social Security Offset

Line 4 from above chart	\$42,180	
**Housing Allowance (see pages 6-7)	<u>\$12,654</u>	
[30% is used here] Total	\$54,834	
Social Security Allowance = 7.65 % of total		\$ 4,195

Step 3: Add Line 4 from chart plus Social Security Allowance

DEFINED COMPENSATION \$46,375

Step 4: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 5: TOTAL COMPENSATION PLUS BENEFITS \$46,375 + Portico Contribution
Add Defined Compensation and Health and Pension Benefits

Step 6: Go to page 26 for Professional Reimbursements and Expenses.

*Merit Pay reflects exceptional effort in the previous year.

Merit increases should be revisited regularly and may be adjusted up or down.

**For pastors living in a parsonage, it is appropriate to provide a Furnishings Reimbursement and an Equity Allowance. Either of these would be in addition to the Total in Step 5.

III. Process 2: Calling a New Pastor

- A. When calling a new pastor, care should be taken to have a healthy conversation about compensation. This shall be done by the Congregation Council as part of their interview with the candidate. The Council shall present to the candidate a compensation package based on these standards and invite the candidate's response. It is important to have an open and honest conversation now, as this will set the tone for future compensation conversations. The Council will recommend a package to the congregation that has been agreed upon by Council and the candidate. The compensation will be voted on by the congregation at the Call Meeting.
- B. Compensation shall include:
1. Base salary and Housing Allowance (if applicable);
 2. Social Security allowance (if applicable);
 1. Health and Medical Benefit adjustments consistent with ELCA Portico Benefits standards.
 2. Professional expenses, such as automobile and continuing education;
 3. Vacation and continuing education expenses.
- C. A member of the Compensation Standards Committee will be available for clarification of the process presented in this document. Contact may be made through the Synod Office.

DETERMINING COMPENSATION PACKAGE

BASE SALARY is that portion of the compensation provided to sustain the rostered leader who is called to carry out the Lord's work through the congregation. **BASE SALARY** does not include housing or professional expenses.

DEFINED COMPENSATION includes **BASE SALARY**, **HOUSING ALLOWANCE**, and **SOCIAL SECURITY ALLOWANCE**.

BENEFITS include health and pension benefits.

PROFESSIONAL REIMBURSEMENTS AND EXPENSES are costs related to the necessary performance of ministerial duties, and include car reimbursement, continuing education allowance, books and journals, etc.

**FOR USE IN THE CALL PROCESS
ORDAINED CLERGY SALARY BASE MINIMUM STANDARDS**

Please note that this chart represents a 0% Cost of Living Increase

Years of Experience	Worship Attendance* Up to 150	Worship Attendance* Up to 300	Worship Attendance* Over 300
0	\$37,400	\$40,900	\$49,300
1	\$37,700	\$41,200	\$49,600
2	\$38,000	\$41,500	\$49,900
3	\$38,300	\$41,800	\$50,200
4	\$38,600	\$42,100	\$50,500
5	\$38,900	\$42,400	\$50,800
6	\$39,200	\$42,700	\$51,100
7	\$39,500	\$43,000	\$51,400
8	\$39,800	\$43,300	\$51,700
9	\$40,100	\$43,600	\$52,000
10	\$40,400	\$43,900	\$52,300
11	\$40,700	\$44,200	\$52,600
12	\$41,000	\$44,500	\$52,900
13	\$41,300	\$44,800	\$53,200
14	\$41,600	\$45,100	\$53,500
15	\$41,900	\$45,400	\$53,800
16	\$42,200	\$45,700	\$54,100
17	\$42,500	\$46,000	\$54,400
18	\$42,800	\$46,300	\$54,700
19	\$43,100	\$46,600	\$55,000
20	\$43,400	\$46,900	\$55,300

*Average worship attendance excluding June-August
Add \$400 for each year of experience over 20 years

BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Step 1: Fill out the following chart for **clergy NOT living in parsonage**:

Pastor's base salary from chart on p 21	1. \$ _____
Housing allowance	2. \$ _____
Subtotal	3. \$ _____
Social Security Allowance (if applicable) Line 3 x 7.65%	4. \$ _____
DEFINED COMPENSATION Total of lines 3 + 4	5. \$ _____

Step 2: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 3: TOTAL COMPENSATION PLUS BENEFITS \$ _____
Add Defined Compensation and Health and Pension Benefits

Step 4: Go to page 26 for Professional Reimbursements and Expenses.

BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Step 1: Fill out the following chart for **clergy living in parsonage**:

Pastor's base salary from chart on p 20	1. \$ _____
Housing Allowance* (Line 1 x 30%)	2. \$ _____
Subtotal	3. \$ _____
Social Security Allowance (if applicable) Line 3 x 7.65%	4. \$ _____
(Lines 3+ 4)	5. \$ _____

Step 2: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 3: TOTAL COMPENSATION PLUS BENEFITS \$ _____
Add Defined Compensation and Health and Pension Benefits

Step 4: Go to page 26 for Professional Reimbursements and Expenses.

*For pastors living in a parsonage, it is appropriate to provide a Furnishings Reimbursement and an Equity Allowance. Either of these would be in addition to the Total in Step 3.

EXAMPLE OF DETERMINING BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Associate Pastor is married with 2 children, 4 years experience.

The congregation averages 315 in worship.

Step 1: Fill out the following chart for **clergy NOT living in parsonage**:

Pastor's base salary from chart on p 21 [For associate pastor move one column left]	1. \$41,450
Housing allowance [30% is used here]	2. \$12,435
Subtotal	3. \$53,885
Social Security Allowance (if applicable) Line 3 x 7.65%	4. \$4,122
DEFINED COMPENSATION Total of lines 3 + 4	5. \$58,007

Step 2: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 3: **TOTAL COMPENSATION PLUS BENEFITS** \$58007 + Portico Contributions
Add Defined Compensation and Health and Pension Benefits

Step 4: Go to page 26 for Professional Reimbursements and Expenses.

EXAMPLE OF DETERMINING BASE SALARY AND BENEFITS

Before beginning this section, be sure to read all sections in this booklet.

Pastor is married with no children, 4 years experience. The congregation averages 120 in worship.

Step 1: Fill out the following chart for **clergy living in parsonage**:

Pastor's base salary from chart on p 20	1. \$37,950
Housing Allowance* (Line 1 x 30%)	2. \$11,385
Subtotal	3. \$49,335
Social Security Allowance (if applicable) Line 3 x 7.65%	4. \$ 3,774
(Line 3 + 4)	5. \$53,109

Step 2: Health and Pension

To determine the total congregations should sign up at EmployerLink at www.porticobenefits.org.

Step 3: TOTAL COMPENSATION PLUS BENEFITS \$41,724 + Portico Contributions
Add Defined Compensation and Health and Pension Benefits

Step 4: Go to page 26 for Professional Reimbursements and Expenses.

*For pastors living in a parsonage, it is appropriate to provide a Furnishings Reimbursement and an Equity Allowance. Either of these would be in addition to the Total in Step 3.

PROFESSIONAL REIMBURSEMENTS AND EXPENSES

To all above compensation examples, add, as applicable, the following expenses:

Automobile Reimbursement (See page 13) \$ _____

Continuing Education Fund \$ _____

An annual minimum congregational contribution of \$700 is recommended.
(See pages 10-11)

Books, Journals, etc. (See page 13) \$ _____

Other \$ _____

TOTAL PROFESSIONAL REIMBURSEMENT & EXPENSES \$ _____

MOVING EXPENSES

At the time of a change, relocation and moving expenses of the pastor are the responsibility of the calling congregation. Because of the liability involved, it is strongly recommended that the services of a professional moving firm be secured.

IV. VACANCY, INTERIM, SUPPLY STAFF AND SHARED MINISTRIES

At the time of pastoral vacancy in a congregation, the bishop, working with the Congregation Council, appoints a Vacancy Pastor to provide basic leadership and pastoral care until another pastor is secured. A Vacancy Pastor may be in an area ELCA congregation, or may be serving in a non-congregational setting.

Depending on congregational need and pastoral availability, an Interim Pastor may be appointed rather than a Vacancy Pastor to serve the congregation on a part-time or full-time basis during a pastoral vacancy. When this is done the length of the interim, the pastoral responsibilities, and the remuneration will be negotiated with the Congregation Council. It is standard practice that no pastor is to be considered as a candidate for call to a congregation when serving that congregation as a vacancy or interim pastor.

The general standards for vacancy or interim service are as follows:

A. Compensation and expenses for a Vacancy Pastor attending monthly council meetings and providing minimal pastoral ministry (see Call Process Manual):

\$300 per month + mileage at current IRS rate

Honorariums for additional service are negotiated with the Vacancy Pastor

B. Compensation for Interim Ministers:

Provisions as negotiated and stated in the Interim Ministry Contract,

with minimum \$160/day

plus housing, auto allowance, and appropriate pension and benefits.

PULPIT SUPPLY

During a pastoral vacancy or absence, it may be necessary for a congregation to secure a pulpit supply. A current list of persons available for pulpit supply may be secured from the synod office or conference dean. Those asked to serve as pulpit supply should be contacted well in advance of the date needed and, upon acceptance, be provided with a copy of the worship bulletin and pertinent information about the service. A member familiar with the congregational worship practices should be on hand to welcome the pulpit supply prior to the service. The recommended honorarium for all persons serving as pulpit supply for one worship service is **\$150 plus mileage, with the appropriate compensation for additional responsibilities. For each additional service**, whether at the same congregation or at another, as in two point parishes, **an additional \$50 per service should be paid.**

Finally, if you have any questions, or need clarification with anything in this document, do not hesitate to contact the Indiana-Kentucky Synod office, or one of the Compensation Standards Committee members for help. We are pleased to assist you in any way. Thank you for the opportunity to serve with you in ministry of the Gospel of our Lord and Savior Jesus Christ.

V. Leadership Support Standards for Continuing Education

- 1) A Continuing Education Covenant must be on file with the Synod office. This Covenant is renewable every seven years. There will be an attached letter from the Congregation Council or appropriate agency.
- 2) Continuing education grants may be provided through the Leadership Support Committee to all rostered members of the Indiana-Kentucky Synod, ELCA.
- 3) Grants will normally not exceed the amount contributed by either the recipient or the congregation or appropriate agency. The fund will be shared in approximate increments of one-third. In the event of greater need exceptions may be made. If applicants exceed available funds, they will be available based on needs. (The earlier application is made in the year, the greater the opportunities to receive funding.)
- 4) Continuing education grants will be made for structured formal study programs directly related and beneficial to the applicant's ministry, excluding tours.
- 5) Assistance grant requests will be made in one of two areas:
 - a. Stollendorf Grants, not to exceed \$400.00 for the fiscal year (Feb. 1), for single event programs, such as conferences, seminars and workshops.
 - b. Leadership Grants, not to exceed \$500.00 annually, for the development of leadership skills through participation in a multi-year program of supervised study, such as a D.Min. program.
- 6) Grant requests will require the approval of the Leadership Support Committee. The approval process will be as follows:
 - a. Approval by a Synod Staff person and chair of the committee.
 - b. Review by the Leadership Support Committee.
 - c. The recipient, following the event, will submit a summary of the learning experience.
- 7) *Sabbatical Grants for Pastoral Leaders* (can include pastors, those on the Lay Roster, and those in specialized ministries) is a grant program of the Louisville Institute that provides funds up to \$15,000. Information can be found at www.Louisville-Institute.org, or in writing to The Louisville Institute, 1044 Alta Vista Road, Louisville, KY, 40205 502-895-3411.
The Lilly Endowment provides grants for full-time clergy in congregational settings up to \$45,000, including up to \$15,000 for congregational expenses and events. Indiana pastors may apply online at www.indianaclergy.org or Kentucky pastors at www.clergyrenewal.org, or write to The Lilly Endowment, 2801 North Meridian St. Indianapolis, IN 46208.
Other grant resources can be found at www.centerforcongregations.org and Life-Long Learning Opportunities at http://www.elca.org/News-and-Events/2781?_ga=1.153903480.1966363527.1449762694 or at www.faithandwisdom.org
A Good planning resource book:
Clergy Renewal: The Alban Guide to Sabbatical Planning, by A. Richard Bullock and Richard Bruesehoff
Alban Books are available directly from Rowman & Littlefield or from online sellers such as Amazon.com and Barnesandnoble.com. Rowman & Littlefield has established a special website for Alban customer
<https://rowman.com/page/albanbooks>.

**Indiana-Kentucky Synod
ELCA Continuing Education Form**

APPLICATION FOR FUNDS

Name _____ Date of Application _____

Address _____

City _____ State _____ Zip _____ Telephone _____

I WISH TO PARTICIPATE IN THIS OPPORTUNITY FOR CONTINUING EDUCATION

Subject _____

Agency / Institution _____

Location _____ Date _____

I have this / these goal(s) in mind: _____

CONTINUING EDUCATION FUNDING

Congregational \$ _____ Rostered Leader \$ _____

How will these funds be used for the current year? _____

The total cost of this undertaking will be:

Commitments toward this cost are:

Tuition or Fee \$ _____

Church Council or Congregation \$ _____

Materials \$ _____

Other (Identify) \$ _____

Room and Board \$ _____

Participant (my outlay) \$ _____

Transportation \$ _____

TOTALS \$ _____

\$ _____

SUPPLEMENTAL FUNDS REQUESTED FROM THE SYNOD

Stollendorf \$ _____ Leadership \$ _____

SUPPLEMENTAL FUNDS RECEIVED FROM THE SYNOD TO DATE

	Year	Amount
	20____	\$ _____
	20____	\$ _____
	20____	\$ _____
	20____	\$ _____
TOTAL		\$ _____

DATE _____ ACTION TAKEN _____

PLEASE MAIL COMPLETED APPLICATION TO:

Indiana-Kentucky Synod, ELCA
Leadership Support
911 E 86th St Ste 200
Indianapolis, IN 46240-1840

HELPFUL LINKS

Indiana Department of Revenue www.in.gov/dor/

Kentucky Department of Revenue revenue.ky.gov

Minister's Compensation and Housing Allowance:

[Ministers' Compensation & Housing Allowance](#) (click on THIS and it will show the very long command line)

Auto Allowance:

[Tax Topics - Topic 510 Business Use of Car](#) (Click on THIS link)

<https://www.irs.gov/pub/irs-pdf/p463.pdf> (re: Adequate accounting for use of personal vehicle for business use)

Center for Medicare & Medicaid Services: www.cms.gov

- Medicare: www.medicare.gov
- Medicare & You Handbook: <https://www.medicare.gov/Pubs/pdf/10050.pdf>
- Your Medicare Benefits: <https://www.medicare.gov/Pubs/pdf/10116.pdf>
- Medicare Savings Premium www.socialsecurity.gov/prescriptionhelp