

# *Compensation*

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### *3.1 Introduction*

Diocesan Canon 4.09 establishes stipends and salaries for clergy. The Canon states that the salary for stipendiary clergy is to be determined annually by the Bishop's Salary Board. All clergy have a right to have their salaries reviewed in their presence by the Board. The decision of the Board is final.

By-law B.4.05 defines the positions to which clergy may be appointed and sets out the details of remuneration and benefits for these positions. Clergy may be appointed as incumbents, assistant curates, priests-in-charge, deacons-in-charge, special licencees, diocesan staff members, chaplains, and other categories that might be established from time to time.

Clergy with previous related work experience may apply for credit. Guidelines for clergy making applications to the Salary Board are shown as Annex 3.1.

### *3.2 Stipendiary Clergy*

In accordance with Canon 4.09, the remuneration of stipendiary clergy is provided under a salary structure which is recommended by the Benefits Committee to the Administration and Finance Committee of the diocese and approved by Executive Committee.

As well as stipend, clergy receive certain allowances and benefits, but these are not to include fees, gifts, grants, honoraria, or other kinds of income that are excluded from the income of clergy as defined for pension purposes (see *Clergy Self-Care Guide*).

Annual stipendiary rates and benefits are published in the Convening Circular of the Annual Meeting of the Synod.

### *3.3 Non-stipendiary Clergy*

When appropriate, the compensation for expenses incurred by non-stipendiary clergy shall be determined by the bishop, in consultation with the churchwardens (or in the case of non-stipendiary assistants, with the incumbent and churchwardens).

### *3.4 Supply Ministry*

Rates for supply ministry are established annually and are published in the Convening Circular of the Annual Meeting of the Synod.

Users of this manual should familiarize themselves with Canon 4.09, By-law B.4.05, and Regulation R.4.01.

### *3.5 Part-time Appointments with Remuneration*

This policy is designed to ensure that there is consistency and fairness within the diocese in terms of the definition of part-time clerical appointments with remuneration and the method used to remunerate. The policy does not apply to appointments made prior to 1 January 1996.

Permanent or contractual clergy appointments with remuneration must fall into one of the following categories. These categories may be altered only with the written permission of the bishop.

**Full-time:** 100% stipend, housing, travel and benefits

**Half-time:** 50% stipend, housing, travel (plus benefits at applicable rates)

**Less than Half-time (one or two days):** per diem rate, ratified annually by the diocese

Remuneration for interim appointments and for retired clergy assisting in parishes will be based on the per diem rate.

Clergy providing supply ministry during vacations, illness, and so on will be paid at the rates ratified annually by the diocese.

### *3.6 Housing*

All full-time stipendiary clergy, incumbents and assistant curates, may negotiate (a) living in housing provided by a parish or (b) receiving a housing allowance, as part of salary, and providing their own accommodation (see R.4.01 (n)). All negotiations concerning housing are to be completed prior to the appointment being finalized. It is not possible for every appointment to provide both choices, and clergy must be willing to accept that the arrangement agreed to at the time of the appointment might be difficult to change subsequently. In the case of clergy who receive a housing allowance, there may be a requirement to live within an area agreed to prior to the acceptance of the appointment.

#### *3.6.1 Parish-supplied housing*

When it is decided between the parish and the clergy that the clergy will live in Parish supplied housing, it is up to the parish to arrange a professional inspection and make any necessary repairs or maintenance to bring the house up to standard. The diocese may assist the parish in the costs of the inspection; the parish assumes the costs related to work done to the parish supplied housing. By-law 5.03.

A thorough professional inspection is to be done when the incumbency changes and at least every five years.

A rectory or other parish supplied housing should be suitable to accommodate the needs of the clergy and his/her dependents. This includes study or office space where not available elsewhere. Major appliances are to be provided by the parish. These include refrigerator, stove, washer, dryer, and dishwasher. See the Regulations for information on utilities.

Routine upkeep is the responsibility of the clergy, or as agreed with the wardens. It is the responsibility of the clergy to bring the need for other maintenance and repair promptly to the attention of the parish officials responsible for such maintenance. Provision is to be made for a process to ensure that these repairs are made promptly and effectively.

The regional dean will accompany the clergy and parish representative(s)

on a routine annual inspection to ensure the rectory is well maintained and in good repair.

### *3.6.2 Housing allowance*

For clergy receiving housing allowances, the decision to rent or to purchase rests with the individual. The housing allowance is to be determined by the archdeacon and the churchwardens in consultation with the priest or the deacon, taking into consideration these components:

1. location of the parish and proximity of housing to church(es);
2. space requirements of the individual;
3. area market values for rented or owned property, as set out in writing by the local real estate board, that satisfy the location and space requirements established in 1 and 2;
4. cost of utilities;
5. diocesan housing allowance ranges as established annually and published in the Synod Journal.

Note: Should a clergy person decide to purchase a house, it is to be expressly recognized that neither the parish nor the diocese will underwrite the value of the home in the event of a new appointment of the clergy person that requires a change in residence. Further, the location of existing housing and ownership of property will not be grounds for clergy to refuse an appointment within the diocese.

### *3.7 Transportation*

Regulations concerning transportation are set out in Regulation 4.01 (k).

Transportation allowances are examined annually in light of the All Canada Consumer Price Index increase for private transportation.

The allowance for clergy in parishes in Ontario or for clergy on diocesan staff is based on 14,500 kilometres per year. The rate for clergy in Quebec is six per cent over Ontario rates.

Transportation allowances are treated as taxable income. Clergy should keep track of transportation-related costs (car maintenance, gas, mileage, etc.) for income tax purposes.

Keep track also of GST expenses in relation to transportation. These are deductible. A form must be completed and signed by the Director of Administration.

## *Annex 3.1 Application for Related Work Experience Credit*

In November, 1988, the Executive Committee of the Diocese of Ottawa approved the policy of granting clergy credit for previous related work experience when setting salaries. Eligible clergy make application to the Bishop's Salary Board, which has the exclusive authority to determine related work experience credit. The Board's decision is not subject to review.

These guidelines should be taken into consideration when making application:

1. It is the responsibility of the applicant to demonstrate how previous work experience relates to the practice of ordained ministry. When so doing, the position title, the employer, duties performed, and the number of years or months of employment should be clearly stated. Related work experience prior to age 23 is not eligible.
2. Clergy who worked as ordained ministers in another denomination are entitled to a "one-for-one" credit; that is, one year credit for every one year of service as an ordained minister in another denomination.
3. Clergy who worked in another related field are entitled to a "one-for-three" credit; that is, one year credit for every three years of employment in a related field.
4. A successful application results in a one-time increase in salary to reflect the granted years of credit (for example, a three-year credit would place the applicant in the salary range three years higher than the actual number of years the applicant has been ordained). The normal annual percentage increases would, however, be determined by the actual number of years of ordained service in the Anglican Church of Canada.
5. Application for related work experience credit may be made only once.
6. Applications should be submitted to the Bishop's Salary Board (c/o 71 Bronson Avenue, Ottawa, Ontario K1R 6G6) by October 31 of any given year. Any questions about this policy may be directed to the Bishop's Office or to the Director of Administration.