

## **CENTRAL PAY SYSTEM**

For many years in the diocese a central pay system has been in place to administer the Cost of Priestly Services on behalf of parishes. The net payments to clergy are deposited biweekly in their bank accounts.

Parishes may elect to have members of their lay staff (e.g. caretaker, organist, secretary, etc) serviced in the same way. The major advantage to parishes is that the appropriate costs to the employer for CPP, EI, & EH/QHIP, along with employer costs for any benefits for which the lay person is enrolled, are calculated by knowledgeable staff in the accounting office of the Diocese.

The biweekly salary deposit in the lay employee's bank account reflects all appropriate deductions, and the employee receives biweekly a statement of how the net salary was determined.

The parish is relieved of calculating employer and employee salary deductions, of forwarding such deductions to the appropriate authorities, and of handwriting salary cheques.

It is strongly recommended that parishes that are now handling their lay staff payments locally should consider using the central pay system. There is no administrative charge for this service.

To obtain more information, contact the Accounting department of the Synod office at (613) 232-7124 Ext. 228 or [bev-skelton@ottawa.anglican.ca](mailto:bev-skelton@ottawa.anglican.ca)