



## New Minimum Salaries for Ministry Personnel Effective January 1, 2016

The following minimum salaries have been adjusted to reflect a 2 percent cost of living increase.

Cost of Living Group	Years of Eligible Service (Increment Category)					
	A - 1 to 2	B - 3 to 4	C - 5 to 7	D - 8 to 10	E - 11 to 13	F - 14 +

### Order of Ministry

<b>1</b>	\$45,093	\$46,682	\$48,270	\$49,860	\$51,448	\$53,036
<b>2</b>	\$47,541	\$49,130	\$50,718	\$52,308	\$53,896	\$55,484
<b>3</b>	\$50,703	\$52,292	\$53,880	\$55,470	\$57,058	\$58,646
<b>4</b>	\$54,477	\$56,066	\$57,654	\$59,244	\$60,832	\$62,420
<b>5</b>	\$58,761	\$60,350	\$61,938	\$63,528	\$65,116	\$66,704
<b>6</b>	\$63,861	\$65,450	\$67,038	\$68,628	\$70,216	\$71,804

### Recognized Designated Lay Ministry

<b>1</b>	\$43,957	\$45,493	\$47,033	\$48,568	\$50,106	\$51,642
<b>2</b>	\$46,405	\$47,941	\$49,481	\$51,016	\$52,554	\$54,090
<b>3</b>	\$49,567	\$51,103	\$52,643	\$54,178	\$55,716	\$57,252
<b>4</b>	\$53,341	\$54,877	\$56,417	\$57,952	\$59,490	\$61,026
<b>5</b>	\$57,625	\$59,161	\$60,701	\$62,236	\$63,774	\$65,310
<b>6</b>	\$62,725	\$64,261	\$65,801	\$67,336	\$68,874	\$70,410

Student	Step 1 - 1 to 2	Step 2 - 3+
<b>1</b>	\$43,202	\$43,534
<b>2</b>	\$45,650	\$45,982
<b>3</b>	\$48,812	\$49,144
<b>4</b>	\$52,586	\$52,918
<b>5</b>	\$56,870	\$57,202
<b>6</b>	\$61,970	\$62,302

### Other Expenses/Allowances:

- Continuing education and learning resources (\$1,359 annually)
- Travel (\$0.41 per kilometre—no change)
- Weekend supply and worship leadership and preaching (\$166 daily rate, based on 8 hours)

**Minister lives in the manse, or is in an existing call or renewed appointment with a housing allowance, having not yet transitioned to the new compensation model**

### Order of Ministry

\$35,301	\$36,890	\$38,478	\$40,068	\$41,656	\$43,244
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### Recognized Designated Lay Ministry

\$34,165	\$35,701	\$37,241	\$38,776	\$40,314	\$41,850
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### Student

Step 1 - 1 to 2	Step 2 - 3+
\$33,410	\$33,742

By end of May 2015, the minimum salaries for ministry personnel 2016 document will be posted on the United Church website at [www.united-church.ca/minstaff/compensation/schedule](http://www.united-church.ca/minstaff/compensation/schedule). If you would like a hard copy, contact Ministry and Employment toll-free 1-800-268-3781 (in GTA 416-231-7680), ext. 3038; or by e-mail [Ministry@united-church.ca](mailto:Ministry@united-church.ca).

## Are You Receiving Your Pay Statement?

Provincial employment legislation requires that a Statement of Earnings and Deductions (pay statement) be given to employees every time a pay is processed.

### Pay statements confirm

1. regular earnings received from the pastoral charge
2. Canada Revenue Agency remittances (CPP, EI, and Income Tax) deducted from the employee's pay
3. United Church pension and benefit remittances, if applicable, deducted from the employee's pay

It's a good time to check that annual increases and benefits premium changes have been processed properly through ADP. If you haven't received your pay statement, ask your treasurer /ADP administrator. If your treasurer is unsure how to obtain the pay statement, they must contact ADP (1-877-377-4784) for details on accessing this important information.

## Summer Closure for Pastoral Charges



### Managing Payroll with ADP

If your pastoral charge closes over the summer and employees at the pastoral charge remit United Church pension and benefit premiums through ADP, treasurers or payroll administrators need to do three things.

#### 1. Notify ADP of the summer closure

Send ADP notification one week before the payroll date immediately preceding the summer closure using the New/Change Employee Sheet and

- a. In Section 2—Employee Status
  - check off Inactive Status
  - check off Summer Closure
  - fill in Effective Date (the last day worked)
- b. Tell ADP the number of payrolls that are to be cancelled.

#### 2. Notify ADP Client Services to reactivate pay

Contact ADP one week before the payroll date when the employee should receive their pay to reactivate their status.

#### 3. Reconcile missed remittances

Advise ADP of the one-time adjustments to be made prior to or immediately following the summer closure period (or both). To calculate the one-time adjustment amounts that you need to give ADP, use the amounts that were deducted immediately prior to the closure as indicated on the ADP Payroll Register report or use Tools for Treasurers (Lay/Ministry) to calculate the amount.

**Tools for Treasurers (Lay/Ministry)** can be found at [www.united-church.ca](http://www.united-church.ca); search and select the Budgeting Tools for Treasurers link. Scroll down the page and click on the appropriate spreadsheet link for 2015.

ADP's New/Change Employee form is available from ADP Client Services, or go to <http://churchleadership.united-church.ca> and search for the form there, or contact the Ministry and Employment unit directly.

**Contact Us:** ADP Call Centre for United Church treasurers: 1-877-377-4784

Ministry and Employment unit at General Council Office: 1-800-268-3781

General information, compensation: ext. 3161

Online Information: [www.united-church.ca](http://www.united-church.ca); search: "Compensation" or go to [www.united-church.ca/minstaff/compensation](http://www.united-church.ca/minstaff/compensation)