



ADP Form: Which One Do We Use?

If your minister is living in a manse associated with your pastoral charge or you have not yet transitioned to the new salary format:

- Use the New/Change Employee sheet for all ADP interactions: payroll, address updates.

If your pastoral charge has moved to the new integrated salary for your minister:

- Use the Payroll Update form exclusively for all ADP interactions: payroll, address updates.

Contact ADP at 1-877-377-4784 or Ministry and Employment unit for the form you need. Contact information below.

Summer Closure for Pastoral Charges

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 regular ADP Payroll Form, and

- a) In Section 3—Status Change
 - i) check off Stop pay temporarily
 - ii) check off Summer Closure
 - iii) fill in the last day worked, and

- 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 to 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; search and select the Budgeting Tools for Treasurers link. Scroll down the page and click on the appropriate spreadsheet link for 2016.

Moving to the New Compensation Model

If you are ready to transition your minister's salary to the new compensation model, paying only one salary amount and not the split "salary and separate housing amount," Ministry and Employment unit staff at the General Council Office can assist with the change to make it as smooth a transition as possible.

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

Carmen Flores – cflores@united-church.ca ext. 3166

Diane Collier – dcollier@united-church.ca ext. 3148

ADP's Payroll forms are available from ADP Client Services, or go to 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, and Forms ext. 3161
- Online Information: www.united-church.ca; search: "Compensation"

New Rate for Visiting Ministry Personnel

The Sub-executive of the General Council has approved the new Visiting Ministry Personnel 2017 Minimum Rates for payment of visiting ministers providing occasional Sunday worship, program, or pastoral services, formerly referred to as "Weekend Supply and Worship Leadership and Preaching" or "Pulpit" or "Sunday" supply honorarium. The name change reflects the fact that the term "honorarium" in this instance is not consistent with the Canada Revenue Agency's definition of "voluntary payment."

The minimum rate for 2017 is \$206, based on an eight-hour day for Category F Cost of Living Group 1 minimum salary (order of ministry). The previous rate was based on a minimum of six hours for Category F, exclusive of housing. While this represents what for some congregations will be a substantial increase, it brings the fee in line with our minimum salary schedule. Future increases will be based on the cost of living. This minimum is applicable only to ministry personnel.

New Minimum Salaries for Ministry Personnel – Effective January 1, 2017

The following minimum salaries have been adjusted to reflect a 1.1% cost of living increase.

Cost of Living Group	YEARS OF ELIGIBLE SERVICE (INCREMENT CATEGORY)					
	(A) 1–2	(B) 3–4	(C) 5–7	(D) 8–10	(E) 11–13	(F) 14+
Order of Ministry						
1	\$45,589	\$47,196	\$48,801	\$50,408	\$52,014	\$53,619
2	\$48,064	\$49,670	\$51,276	\$52,883	\$54,489	\$56,094
3	\$51,261	\$52,867	\$54,473	\$56,080	\$57,686	\$59,291
4	\$55,076	\$56,683	\$58,288	\$59,896	\$61,501	\$63,107
5	\$59,407	\$61,014	\$62,619	\$64,227	\$65,832	\$67,438
6	\$64,563	\$66,170	\$67,775	\$69,383	\$70,988	\$72,594

Recognized Designated Lay Ministry						
1	\$44,441	\$45,993	\$47,550	\$49,102	\$50,657	\$52,210
2	\$46,915	\$48,468	\$50,025	\$51,577	\$53,132	\$54,685
3	\$50,112	\$51,665	\$53,222	\$54,774	\$56,329	\$57,882
4	\$53,928	\$55,481	\$57,038	\$58,589	\$60,144	\$61,697
5	\$58,259	\$59,812	\$61,369	\$62,921	\$64,476	\$66,028
6	\$63,415	\$64,968	\$66,525	\$68,077	\$69,632	\$71,185

Student	Step 1 - 1 to 2	Step 2 - 3+
1	\$43,677	\$44,013
2	\$46,152	\$46,488
3	\$49,349	\$49,685
4	\$53,164	\$53,500
5	\$57,496	\$57,831
6	\$62,652	\$62,987

Other Adjustments for 2017

- Continuing Education & Learning Resources (\$1,374 annually)
- Travel (\$0.39 per kilometer)
- Visiting Ministry Personnel (\$206 daily rate); formerly referred to as "Weekend Supply and Worship Leadership and Preaching"

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						
	\$35,689	\$37,296	\$38,901	\$40,509	\$42,114	\$43,720
Recognized Designated Lay Ministry						
	\$34,541	\$36,094	\$37,651	\$39,203	\$40,757	\$42,310
Student						
	Step 1 - 1 to 2	Step 2 - 3+				
	\$33,778	\$34,113				

For full details, go to www.united-church.ca, and search and select Minimum Salaries for Ministry Personnel 2017. If you would like a hard copy, contact Ministry and Employment: MinistryandEmployment@united-church.ca or 1-800-268-3781 ext. 3161.