# 2014/2015
# Parish Personnel Survey
# Diocese of Green Bay

## Salary & Benefit Information

## November 2014

Prepared by:
Stewardship and Pastoral Services

**"A just wage is the legitimate fruit of work."**
**Catechism of the Catholic Church #2434**

1220PS – 2014

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Diocese of Green Bay

November 2014

Greetings,

Thank you for taking time to complete the salary survey. The goal of this document is to help all parishes in the Diocese of Green Bay discern fair wages for various positions in a parish. Remembering, “a just wage is the legitimate fruit of work.” CCC 2434. Not included in this document is salary information principals and teachers, as this information is available by contacting the Diocesan Education Department.

We had responses from 62 of the 157 parishes in the Diocese of Green Bay. To make this document more applicable for parishes, four population categories were created similar to other dioceses and national groups using contributing units (a household in a parish that contributes $100.00 or more). The categories are: less than 250, 250-499, 500-999, and over 1000 contributing units.

Special thank you to the National Association of Church Personnel Administrators (NACPA) for allowing us to include the national salary range for the Midwest region form the Wage & Salary Survey of Catholic Parishes.

If you have any questions about the salary survey, contact Deb Wegner-Hohensee at (920) 272-8286 or toll free (877) 500-3580 ext. 8286, dhohensee@gbdioc.org.

Respectfully

Deborah Wegner - Hohensee



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# Section I: Parish Personnel Salary Survey

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **Number of Parishes responding to survey** | **20** | **23** | **17** | **7** |

**1. Deacon:**
Has completed the Diocesan Diaconate Formation Program and is ordained as a permanent deacon. Serves in a variety of ministries including sacramental, charity and justice, liturgical, and pastoral based upon parish needs. Reports directly to the pastor/pastoral leader.

Diocese of Green Bay Description

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 11 | 6 | 16 | 6 |
| Number NOT compensated/volunteer | 5 | 6 | 11 | 10 |
| Number receiving a Full Time salary | 3 | 4 | 2 | 1 |
| Median Annual Full Time wage | $40,994 | $36,306 | $46,127 | $56,000 |
| High/Low Salary range | $26,010-$50,112 | $33,000-$42,424 | $38,800-$53,450 | |
| Number receiving a Part Time salary | 3 | 3 | 2 | 1 |
| Median Annual Part Time wage | $7,853 | $11,997 | $5,567 | $19,000 |
| High/Low Part Time Salary range | $500-$21,250 | $3,100-$26,500 | $3,100-$8,035 | |
| Range of Hours of Part Time position | 1-20 | 7-20 | 7-10 | 20 |
| Median number of years in position | 7 | 9 | 10 | 15 |
| Position serves more than one parish | 5 | 9 | 2 | 0 |

***** *Also paid for services and sacraments*

***Permanent Deacon*** *Midwest Salary range: $15.41-22.64, Median: $17.31 (or $36,005 Annually FT)*
Provides unpaid service to a parish by assisting in sacramental ministry (Deacon at Mass, preaching, other sacraments), assisting poor, visiting sick & prisoners, etc.)

**2. Pastoral Associate:**
Holds a Master's Degree and completed the Diocesan Certification process. Collaborates with pastor and staff. May direct one or more specific ministries. May work with sacramental planning, educational formation, parish administration or pastoral ministry. Reports directly to pastor/pastoral leader.

Diocese of Green Bay Description

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 1 | 2 | 7 | 4 |
| Number NOT compensated/volunteer | 0 | 0 | 0 | 0 |
| Number receiving a Full Time salary | | 2 | 3 | 4 |
| Median Annual Full Time wage | | $42,362 | $41,000 | $47,800 |
| High/Low Salary range | | $40,955-$43,770 | $35,700-$44,350 | $42,000-$56,500 |
| Number receiving a Part Time salary | 1 | | 4 | |
| Median Annual Part Time wage | $6,700 | | $27,000 | |
| High/Low Part Time Salary range | | | $21,747-$36,000 | |
| Range of Hours of Part Time position | 7 | | 20-32 | |
| Median number of years in position | 1 | 5 | 1.5 | 13 |
| Position serves more than one parish | 1 | 0 | 2 | 0 |

***Pastoral Associate*** *Midwest Salary range: $15.37-20.71, Median: $18.68 (or $38,854 Annually FT)*
Serves as chief assistant to Pastor in a parish, coordinating several parish activities and programs.

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **3. Pastoral Minister:** Generally holds a Bachelor's Degree or equivalent and/or may have completed Diocesan Commissioned Ministry Program. May work in a specific ministry such as: pastoral care, family enrichment, social concerns, or sacramental preparation. Reports directly to the pastor/pastoral leader. | | | | Diocese of Green Bay Description |
| Number of Parishes with this position | 6 | 5 | 10 | 1 |
| Number NOT compensated/volunteer | 0 | 1 | 2 | 1 |
| Number receiving a Full Time salary | 1 | 1 | 5 | |
| Median Annual Full Time wage | $34,200 | $20,400 | $34,900 | |
| High/Low Salary range | | | $24,100-$45,000 | |
| Number receiving a Part Time salary | 5 | 3 | 3 | |
| Median Annual Part Time wage | $7,200 | $16,540 | $12,960 | |
| High/Low Part Time Salary range | $5,500-$7,650 | $15,700-$17,700 | $5,250-$21,850 | |
| Range of Hours of Part Time position | 5-10 | 18-30 | 15-24 | 20 |
| Median number of years in position | 5.5 | 4 | 4.3 | |
| Position serves more than one parish | 2 | 2 | 2 | |
| ***Pastoral Minister*** *Midwest Salary range: $13.50-19.30, Median: $17.07 (or $35,506 Annually FT)* Responsible for a narrow range of pastoral duties under the direction of pastor, pastoral associate or other staff member. Provides direct services for several ministry areas or for a single ministry. | | | | |
| ** *Includes Parish Nurses* | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **4. Social Concerns Minister:** Coordinates the parish's response to the social concerns of its parishioners and the community. Assists and supports the Social/Human Concerns Committee, especially through support of the chairperson and officers, to involve the parish in works of direct service, advocacy and justice education. | | | | Diocese of Green Bay Description |
| Number of Parishes with this position | 1 | 0 | 1 | 2 |
| Number NOT compensated/volunteer | 1 | | 1 | 0 |
| Number receiving a Full Time salary | | | | |
| Median Annual Full Time wage | | | | |
| High/Low Salary range | | | | |
| Number receiving a Part Time salary | | | | 2 |
| Median Hourly or Annual Part Time wage | | | | $14.16 |
| Range of Hours of Part Time position | | | | $12.30-$16.00 |
| High/Low Part Time Salary range | | | | 12-30 |
| Median number of years in position | | | | 2 |
| ***Social Ministry Director*** *Midwest Salary range: (Not in Midwest)* Oversees and directs large and active parish social ministry programs with service, education, advocacy and action components covering full range of social ministry. | | | | |
| ***Social Ministry Coordinator*** *Midwest Salary range: (Not in Midwest)* Coordinates and provides direct services in a small parish social ministry program or in one or more components of a large, parish social ministry program. | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|

**5. Director of Youth Ministry:** Diocese of Green Bay Description

Directs the activities of a youth program, with emphasis on middle and high school youth. Enables youth to become involved in all aspects of parish life, social, educational and service. Recruits and trains volunteers. Reports to the pastor. Collaborates with Religious Education Director and other parish staff positions. Holds a Masters or equivalent in Youth Ministry. May also have Youth Ministry Certificate and/or completed Diocesan Commissioned Ministry Program for Youth Ministry.

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 2 | 1 | 1 | 1 |
| Number NOT compensated/volunteer | | | | |
| Number receiving a Full Time salary | | | | 1 |
| Median Annual Full Time wage | | | | $37,800 |
| High/Low Salary range | | | | |
| Number receiving a Part Time salary | 2 | 1 | 1 | 1 |
| Median Hourly or Annual Part Time wage | $12.00 | $12.25 | $16.67 | $18,000 |
| High/Low Part Time Salary range | $12.00-$12.00 | -- | -- | |
| Range of Hours of Part Time position | 15-16 (38 Wks) | 10 | 10 | 20 |
| Median number of years in position | 2 | 1 | 5 | 1 |
| Position serves more than one parish | 1 | 0 | 0 | 0 |

***Youth Ministry Director*** *Midwest National Salary range: $13.63-20.37, Median: $17.57 (or $36,546 Annually FT)*
Directs comprehensive Youth Ministry Program, including catechetics, spiritual formation, active worship, leadership training and service opportunities. May minister to young adults.

**6. Coordinator of Youth Ministry:** Diocese of Green Bay Description

Directs the activities of a youth program, with emphasis on middle and high school youth. Enables youth to become involved in all aspects of parish life, social, educational and service. Recruits and trains volunteers. Reports to the Pastor. Collaborates with Religious Education Director and other parish staff positions. Holds Bachelor's Degree or equivalent in Youth Ministry. May also have Youth Ministry Certificate and/or completed Diocesan Commissioned Ministry Program for Youth Ministry.

**Some positions work 38-44 weeks/year.**

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 1 | 6 | 5 | 6 |
| Number NOT compensated/volunteer | | | | 0 |
| Number receiving a Full Time salary | | 2 | 2 | 6 |
| Median Annual Full Time wage | | $34,835 | $31,740 | $33,400 |
| High/Low Salary range | | $33,900-$35,780 | $27,050-$36,500 | $26,000-$39,200 |
| Number receiving a Part Time salary | 1 | 3 | 13 | 1 |
| Median Hourly or Annual Part Time wage | $14,407 | $10,332 | $16,800 | 1 |
| High/Low Part Time Salary range | | $2,035-$15,100 | $12,200-$24,800 | $6,200 |
| Range of Hours of Part Time position | 19 | 3-16 | 13-27 | 6 |
| Median number of years in position | 2 | 5.3 | 5.4 | 3.7 |
| Position serves more than one parish | 1 | 2 | 1 | 0 |

***Youth Ministry Coordinator*** *Midwest Salary range: $13.17-20.09, Median: $18.87 (or $39,250 Annually FT)*
Coordinates and conducts youth ministry programs including spirituality, liturgy, guidance, and social action (often without responsibility for youth catechesis). May minister to young adults.

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|

**7. Facilitator of Youth Ministry:**
Directs the activities of a youth program, with emphasis on middle and high school youth. Enables youth to become involved in all aspects of parish life, social, educational and service. Recruits and trains volunteers. Reports to Pastor and/or Director of Youth Ministry. Holds an advanced catechetical certification and/or completed Diocesan Commissioned Ministry Program for Youth Ministry.

Diocese of Green Bay Description

**Some positions work 30-46 weeks/year.**

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 3 | 2 | 1 | 1 |
| Number NOT compensated/volunteer | | | | 0 |
| Number receiving a Full Time salary | | | | |
| Median Annual Full Time wage | | | | |
| High/Low Salary range | | | | |
| Number receiving a Part Time salary | 3 | 2 | 1 | 1 |
| Median Hourly or Annual Part Time wage | $13.65 | $17.35 | $15.30 | $14.40 |
| High/Low Part Time Salary range | $10.00-$20.90 | $13.80-$20.90 | | |
| Range of Hours of Part Time position | 1-5 | 5-30 | 10 | 15 |
| Median number of years in position | 3.6 | 3.5 | 2 | 1 |
| Position serves more than one parish | 1 | 1 | 0 | 0 |

***Youth Minister*** *Midwest Salary range: $12.50-17.79 Median: $14.66 (or $30,493 Annually FT)*
Coordinates specific segment of a total youth ministry program and provides direct ministry to youth. May supervise volunteers. May be filled by those training for Youth Ministry field.

**8. Director of Religious Education:**
Holds a Master's Degree in Religious Studies. Responsible for a comprehensive parish RE program including Adult Faith Formation. Supervises other RE personnel, manages the office, recruits and trains volunteers, plans programs for adults/teens/children, evaluates program curricula and acts as a parish resource in methods and some areas of theology.

Diocese of Green Bay Description

**Some positions work 38-48 weeks/year.**

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 2 | 6 | 6 | 3 |
| Number NOT compensated/volunteer | | | | |
| Number receiving a Full Time salary | | 2 | 3 | 2 |
| Median Annual Full Time wage | | $40,380 | $45,800 | $43,700 |
| High/Low Salary range | | $36,400-$44,410 | $43,700-$49,950 | $36,000-$51,300 |
| Number receiving a Part Time salary | 2 | 4 | 3 | 1 |
| Median Hourly or Annual Part Time wage | $13,775 | $20,300 | $31,190 | $47,000 |
| High/Low Part Time Salary range | $9,200-$18,400 | $3,120-$33,000 | $16,600-$43,000 | |
| Range of Hours of Part Time position | 10-20 | 4-23 | 13-31 | 32 |
| Median number of years in position | 9 | 14.5 | 10 | 10 |
| Position serves more than one parish | 2 | 2 | 2 | 0 |

***Catechetical Ministry Director*** *Midwest Salary range: $16.20-21.59, Median: $18.47 ($38,418 Annually FT)*
Directs a comprehensive religious education program including Christian formation for adults, teens, and children. Supervises staff and volunteers. Requires Master's Degree.

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **9. Coordinator of Religious Education:** Holds a Bachelor Degree in Religious Studies or related field and parish experience. Coordinates the parish RE program which includes managing the RE office, supervising staff, recruiting/training volunteers, planning programs for adults/teens/children and evaluating program curricula. | | | | Diocese of Green Bay Description **Some positions work 36-40 weeks/year.** |
| Number of Parishes with this position | 9 | 8 | 11 | 4 |
| Number NOT compensated/volunteer | 1 | | | |
| Number receiving a Full Time salary | 2 | 3 | 7 | 5 |
| Median Annual Full Time wage | $35,450 | $28,000 | $36,000 | $36,600 |
| High/Low Salary range | $35,370-$35,500 | $25,000-$31,500 | $27,800-$48,500 | $32,000-$41,400 |
| Number receiving a Part Time salary | 8 | 6 | 7 | 3 |
| Median Hourly or Annual Part Time wage | $4,800 | $15,112 | $23,440 | $14.65 |
| High/Low Part Time Salary range | $1,824-$5,462 | $5,100-$26,350 | $11,940-$37,750 | $14.50-$23.19 |
| Range of Hours of Part Time position | 4-10 | 8-30 | 7-11 | 20-28 |
| Median number of years in position | 6.5 | 6 | 9.4 | 6 |
| Position serves more than one parish | 3 | 3 | 0 | 0 |
| ***Catechetical Ministry Coordinator*** *Midwest Salary range: $13.42-19.83, Median: $16.13 ($33,550 Annually FT)* Coordinates and conducts parish religious education programs, primarily with published resources and volunteers. Requires Bachelor's Degree. | | | | |

| | | | | |
|---|---|---|---|---|
| **10. Facilitator of Religious Education:** Responsible for implementing and overseeing a narrowly conceived RE formation program or one facet of a total parish program. Usually supervises volunteer staff, recruits catechists, plans/chairs meetings, schedules classes/facilities, orders materials/books and generally carries out program organizational details for the Pastor, RE Director or Coordinator. Holds a lay ministry certification or advanced catechetical certificate and related experience. | | | | Diocese of Green Bay Description **Some positions work 30-46 weeks/year.** |
| Number of Parishes with this position | 9 | 10 | 5 | 4 |
| Number NOT compensated/unpaid volunteer | 2 | | | |
| Number receiving a Full Time salary | | 3 | 2 | 1 |
| Median Annual Full Time wage | | $29,000 | $32,330 | $27,500 |
| High/Low Salary range | | $21,500-$36,400 | $30,200-$34,500 | |
| Number receiving a Part Time salary | 7 | 7 | 3 | 3 |
| Median Hourly or Annual Part Time wage | $11.94 | $15.50 | $15.90 | $13.50 |
| High/Low Part Time Salary range | $8.51-$13.70 | $7.70-$38.00 | $15.00-$16.35 | $11.00-$17.00 |
| Range of Hours of Part Time position | 1-15 | 2-15 | 2-10 | 5-25 |
| Median number of years in position | 5.6 | 5.8 | 2 | 3.5 |
| Position serves more than one parish | 2 | 3 | 0 | 0 |
| ***Catechetical Ministry Assistant*** *Midwest Salary range: $10.88-15.28, Median: $12.00 (or $24,960 Annually FT)* Implements and provides administrative support for small religious education program or one facet of large religious education program. | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **11. Adult Faith Formation Minister:** Responsible for conducting and directing adult faith activities/established programs. Serves as a direct contact/resource for small groups and facilitates prepared educational programs. Operates with oversight and assistance by the Pastor and requires a Bachelor's Degree in a related field or equivalent experience/education. | | | | Diocese of Green Bay Description |
| Number of Parishes with this position | 4 | 1 | 2 | 1 |
| Number NOT compensated/volunteer | 2 | 1 | 0 | |
| Number receiving a Full Time salary | | | | |
| Median Annual Full Time wage | | | | |
| High/Low Salary range | | | | |
| Number receiving a Part Time salary | 2 | | 2 | 1 |
| Median Hourly or Annual Part Time wage | $16.38 | | $23,250 | $16,300 |
| High/Low Part Time Salary range | | | $23,000-$23,500 | |
| Range of Hours of Part Time position | 4.5-7 | | 20 | 17 |
| Median number of years in position | 9 | | 1 | 14 |
| Position serves more than one parish | 1 | | 1 | 0 |
| ***Adult Faith Formation Director*** *Midwest Salary range: $14.01-23.26, Median: $17.79 (or $37,003 Annually FT)* Directs, facilitates and conducts a number of adult faith activities and programs in a parish. Responsible for budget preparation and training of volunteers. May minister to young adults. | | | | |

| | | | | |
|---|---|---|---|---|
| **11. Stewardship (Volunteer) Coordinator:** Directs parish Stewardship activities with help of parish committee members. May also coordinate parish volunteers. | | | | |
| Number of Parishes with this position | 5 | 3 | 3 | 2 |
| Number NOT compensated/volunteer | 4 | 1 | 2 | 0 |
| Number receiving a Full Time salary | | 1 | | |
| Median Annual Full Time wage | | $29,340 | | |
| High/Low Salary range | | | | |
| Number receiving a Part Time salary | 1 | 1 | 1 | 2 |
| Median Hourly or Annual Part Time wage | $15.35 | $15.00 | $15.00 | $19,350 |
| High/Low Part Time Salary range | | | | $10,800-$28,000 |
| Range of Hours of Part Time position | 10 | 15 | 15 | 15-25 |
| Median number of years in position | 1 | 20 | 2 | 3 |
| Position serves more than one parish | 0 | 1 | 1 | 0 |
| ***Development/Stewardship Coordinator*** *Midwest Salary range: (Not in Midwest)* Coordinates and implements parish fundraising and stewardship program including stewardship education, coordination of fundraising activities and special events. | | | | |
| ***Volunteer/Parish Involvement Director*** *Midwest Salary range: (Not in Midwest)* Coordinates and conducts volunteer program including such volunteer management techniques as needs assessment, time and talent survey, volunteer training and background checks. | | | | |
| ***** *Includes Development Coordinator* | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **12. Worship/Liturgy Director:** Directs the worship program of the parish, including the preparation of seasonal liturgical preparations, sacramental services, and the formation of annual liturgical calendar. Collaborates with Pastor and musical ministers in preparing liturgical programs. Participates in Liturgy Committee meetings. Recruits, trains and supports volunteer ministers for assistance. Reports directly to Pastor or Pastoral leader. | | | | |
| Number of Parishes with this position | 4 | 4 | 9 | 5 |
| Number NOT compensated/volunteer | 3 | 1 | 0 | 0 |
| Number receiving a Full Time salary | | 2 | 6 | 3 |
| Median Annual Full Time wage | | $38,550 | $40,000 | $48,000 |
| High/Low Salary range | | $24,500-$52,600 | $37,000-$42,900 | $42,250-$57,200 |
| Number receiving a Part Time salary | 1 | 2 | 3 | 2 |
| Median Hourly or Annual Part Time wage | $16.91 | $6,325 | $11,460 | $22,700 |
| High/Low Part Time Salary range | | $5,600-$7,050 | $7,960-$15,900 | $20,250-$25,280 |
| Range of Hours of Part Time position | 10 | 4-10 | 6-15 | 20-22 |
| Median number of years in position | 6 | 11 | 8.3 | 6 |
| Position serves more than one parish | 0 | 1 | 1 | 0 |
| ***Director of Liturgy & Music*** *Midwest Salary range: $19.23-24.23, Median: $21.02 (or $43,722 Annually FT)* Directs comprehensive liturgy and music program for full liturgical cycle, including special liturgical events, multiple choirs, liturgy teams/committees, training/scheduling, and program and event evaluation. | | | | |
| ***Liturgy Director*** *Midwest Salary range: (Not in Midwest)* Designs and coordinates full liturgical program including liturgical seasons, special liturgical events, liturgy committees, workshop environment, scheduling presiders and other liturgical ministers. | | | | |
| ***Liturgy Coordinator*** *Midwest Salary range: (Not in Midwest)* Coordinates parish liturgies. May include planning, scheduling (lectors, ministers, ushers, etc.), opening and closing church, set up for Mass and sacraments, supervision of volunteers. | | | | |
| **13. Music Director:** Directs the parish music program, possibly serving as head accompanist for mass. Collaborates with the Liturgy Director in weekly and special liturgical celebrations. Schedules musicians. Prepares and manages music budget and understands copyright regulations. May direct the choirs and musical groups of the parish. May assist parishioners in music preparation for weddings and funerals. | | | | |
| Number of Parishes with this position | 3 | 8 | 8 | 5 |
| Number NOT compensated/volunteer | 0 | 0 | 3 | |
| Number receiving a Full Time salary | | 1 | 1 | 0 |
| Median Annual Full Time wage | | $30,000 | $31,600 | $51,300 |
| Number receiving a Part Time salary | 3 | 8 | 5 | 4 |
| Median Annual Part Time wage | $885 | $8,165 | $9,490 | $14,400 |
| High/Low Part Time Salary range | $500-$1,200 | $900-$16,230 | $1,440-$19,300 | $4,900-$21,600 |
| Range of Hours of Part Time position | 1-2.5 | 2-20 | 2-16 | 6-25 |
| Median number of years in position | 17.5 | 11 | 12 | 17 |
| Position serves more than one parish | 0 | 1 | 1 | 0 |
| ***Music Director*** *Midwest Salary range: $18.98-31.56, Median: $22.12 (or $46,010 Annually FT)* Plans and coordinates comprehensive music program including several choirs/musical groups, supervision and training of musicians/cantos and special music performances. | | | | |
| ***Music Coordinator*** *Midwest Salary range: $10.00-37.10 (per service), Median: $14.01 (per service)* Plans and coordinates parish music including scheduling musicians at parish liturgies, leading/accompanying music for liturgical services and coordinating musical ensembles. | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **13a. Directors of Parish Music**<br>Music groups, chorus groups, musicians or cantors (most responses were for musicians/accompanists). | | | | Diocese of Green Bay Description |
| Number of Parishes with this position | 16 | 15 | 10 | 6 |
| Number NOT compensated/volunteer | | | 1 | 3 |
| Median stipend paid per mass | $32.00 | $31.40 | $36.75 | $39.00 |
| Range stipend paid per mass | $10.00-$50.00 | $10.00-$45.00 | $20.00-$62.00 | $20.00-$50.00 |
| Median stipend paid per month | $30.00 | $77.26 | $145.00 | |
| Median stipend paid per practice | $27.50 | $23.15 | $22.73 | |
| High/Low stipend per practice | $25.00-$30.00 | $15.00-$35.00 | $20.00-$30.90 | |
| Range of Hours of position/per month | 2-8 | 1.5-8 | 3-20 | 18-44 |
| Position serves more than one parish | 0 | 0 | 0 | 0 |
| ***Liturgical Musician*** *Midwest Per Service range: $27.50-63.75, Median: $39.51 (per service)*<br>As cantor, organist, guitarist, etc. leads and accompanies assembly for musical component of liturgies and other services. May select music, teach music to assembly, and lead volunteers. | | | | |

| **14. Professional State Certified Interpreter for the Deaf for Liturgy:** | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 0 | 0 | 1 | 0 |
| Median stipend paid per mass | | | $16.35 | |
| ***Interpreter for the Deaf*** *Midwest per service range: (Not in NACPA book)*. | | | | |

| **15. Business Administrator:**<br>Generally holds a Master's Degree in a related field with significant professional level experience. Directs the financial and physical properties of the parish. Manages an accounting system involving computer operation and application. Prepares and administers annual and monthly budget process in collaboration with Pastor and Finance Council. Collaborates further with the Pastor and Personnel Committee in development and implementation of personnel policies for parish employees. Coordinates maintenance and security of buildings and grounds. Reports directly to Pastor or Pastoral leader. | | | | Diocese of Green Bay Description |
|---|---|---|---|---|
| Number of Parishes with this position | 0 | 2 | 5 | 2 |
| Number NOT compensated/volunteer | | 0 | 0 | 0 |
| Number receiving a Full Time salary | | 1 | 2 | 2 |
| Median Annual Full Time wage | | $35,800 | $48,300 | $60,800 |
| High/Low Salary range | | | $46,200-$50,400 | $57,800-$63,800 |
| Number receiving a Part Time salary | | 1 | 3 | |
| Median Annual Part Time wage | | $33,800 | $29,400 | |
| High/Low Part Time Salary range | | | $27,200-$33,800 | |
| Range of Hours of Part Time position | | 20 | 20 | |
| Median number of years in position | | 2.5 | 15 | 9 |
| Position serves more than one parish | | 1 | 2 | 0 |
| ***Business Administrator*** *Midwest Salary range: $17.86-27.13, Median: $20.43 (or $42,494 Annually FT)*<br>Delegated by Pastor or administer of finance, human resources, development, communications, technology, purchasing, and facilities function in parish. Includes supervision of staff. | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|

**16. Business Manager:** Diocese of Green Bay Description

Generally holds a Bachelor's Degree or equivalent. May have completed Diocesan Commissioned Ministry Program. Has work history of related professional duties. Directs the financial and physical properties for the parish. Manages an accounting system involving computer operation and application. Prepares and administers annual and monthly budget process in collaboration with Pastor and Finance Councils. Collaborates further with the Pastor and Personnel Committee in development and implementation of personnel policies for parish employees. Coordinates maintenance and security of buildings and grounds. Reports directly to Pastor or Pastoral leader.

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 4 | 6 | 8 | 5 |
| Number NOT compensated/volunteer | 0 | 0 | 0 | 0 |
| Number receiving a Full Time salary | 1 | 2 | 7 | 2 |
| Median Annual Full Time wage | $40,000 | $33,900 | $39,490 | $44,600 |
| High/Low Salary range | | $32,800-$35,000 | $33,660-$48,200 | $41,200-$48,000 |
| Number receiving a Part Time salary | 3 | 4 | 1 | 3 |
| Median Hourly or Annual Part Time wage | $6,990 | $17,280 | $33,400 | $33,000 |
| High/Low Part Time Salary range | $5,430-$8,150 | $14,800-$21,700 | | $22,400-$40,000 |
| Range of Hours of Part Time position | 6-9 | 16-30 | 30 | 28-35 |
| Median number of years in position | 4 | 12 | 10.6 | 5 |
| Position serves more than one parish | 0 | 2 | 0 | 0 |

***Business Manager*** *Midwest Salary range: $15.09-24.31, Median: $18.82 (or $39,146 Annually FT)*
Manages many administrative functions in parish. Typically supervises support and maintenance staff and personally performs more complex administrative duties.

***Business Coordinator*** *Midwest Salary range: $12.04-18.34, Median: $16.18 (or $33,654 Annually FT)*
Manages limited range of administrative functions. Often handles finances, prepares financial reports/statements and assists with annual audit. Little or no supervisor responsibility.

**17. Office Manager:** Diocese of Green Bay Description

Handles budgets, bookkeeping, payroll, collects parish financial data and enters into computer system for accounting and tax record keeping. Prepares bank deposits and records receipts. Prepares purchase orders and payment of invoices. Provides Administrative Assistance services. Does some duties that would normally be handled by a Business Manager or Business Administrator.

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 8 | 6 | 2 | 0 |
| Number NOT compensated/volunteer | | | | |
| Number receiving a Full Time salary | | 5 | 1 | |
| Median Annual Full Time wage | | $28,400 | $31,304 | |
| High/Low Salary range | | $22,700-$38,000 | | |
| Number receiving a Part Time salary | 8 | 1 | 1 | |
| Median Hourly Part Time wage | $14.75 | $15.00 | $14.00 | |
| High/Low Part Time Salary range | $14.18-$17.43 | | | |
| Range of Hours of Part Time position | 10-21 | 30 | 15 | |
| Median number of years in position | 9 | 14 | 14.5 | |
| Position serves more than one parish | 1 | 0 | 0 | |

***Office Manager*** *Midwest Salary range: $11.69-17.91, Median: $15.49 (or $32,219 Annually FT)*
Performs sensitive and complex office functions, e.g., maintains office systems, schedules and monitors staff hours and facility usage, coordinates keys and petty cash, executive secretary functions. May supervise volunteers.

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|

**18. Bookkeeper/Administrative Assistant:** Diocese of Green Bay Description

Provides bookkeeping and payroll services to the parish office. Collects parish financial data and enters into computer system for accounting and tax record keeping. Prepares bank deposits and records receipts. Prepares purchase orders and payment of invoices.

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 9 | 10 | 9 | 6 |
| Number NOT compensated/volunteer | | | | 1 |
| Number receiving a Full Time salary | | 2 | 3 | 2 |
| Median Annual Full Time wage | | $37,000 | $32,381 | $35,300 |
| High/Low Salary range | | $29,500-$44,700 | $25,300-$36,525 | $30,500-$40,100 |
| Number receiving a Part Time salary | 9 | 8 | 7 | 4 |
| Median Hourly Part Time wage | $15.42 | $15.80 | $17.80 | $15.47 |
| High/Low Part Time Salary range | $10.50-$25.50 | $11.66-$19.80 | $12.00-$20.65 | $11.50-18.50 |
| Range of Hours of Part Time position | 3-30 | 10-33 | 10-28 | 15-35 |
| Median number of years in position | 10.5 | 7 | 10 | 11 |
| Position serves more than one parish | 3 | 2 | 1 | 0 |

***Bookkeeper*** *Midwest Salary range: $11.53-18.11, Median: $15.39 (or $32,011 Annually FT)*
Maintains records for general ledger, subsidiary ledgers, payroll, accounts receivable, accounts payable, other accounts and current financial information on all funds.

***Account Clerk*** *Midwest Salary range: $11.08-28.81, Median: $15.38 (or $31,990 Annually FT)*
Performs more routine accounting, clerical, data enter and bookkeeping functions. May utilize accounting computer program to process and keep records.

**19. Secretaries – Parish/School:** Diocese of Green Bay Description

Provides clerical support for the Pastor and/or staff. Performs administrative services for the parish/school. Receptionist duties as necessary, typing/word processing, office record keeping, bulletin preparation, and membership lists. May also be involved with posting of parish contributions, tuition, and mailing of contribution statements to parishioners. Supervises volunteers during major office projects.

| | | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 9 | 16 | 16 | 6 |
| Number NOT compensated/volunteer | | | | 0 |
| Number receiving a Full Time salary | 1 | 9 | 8 | 9 |
| Median Annual Full Time wage | $12.00 | $14.28 | $14.20 | $14.70 |
| High/Low Salary range | | $11.00-$18.75 | $11.73-$17.00 | $11.00-$18.00 |
| Number receiving a Part Time salary | 11 | 14 | 22 | 6 |
| Median Hourly Part Time wage | $12.43 | $11.70 | $14.20 | $11.40 |
| High/Low Part Time Salary range | $10.00-$15.60 | $9.30-$16.80 | $10.00-$19.65 | $7.60-$16.90 |
| Range of Hours of Part Time position | 3-32 | 4-30 | 6-32 | 5-30 |
| Median number of years in position | 6.7 | 8.3 | 8.4 | 7.7 |
| Position serves more than one parish | 3 | 8.5 | 2 | 0 |
| Position also supports the school | 3 | 0 | 2 | 1 |

***Administrative Assistant/Secretary*** *Midwest Salary range: $11.50-15.00, Median: $13.25 (or $27,560 Annually FT)*
Performs administrative support, secretarial, clerical, and record keeping duties. May include typing of reports, correspondence, and weekly bulletin; processing mail, entering data, greeting visitors, etc.

***Office Assistant*** *Midwest Salary range: $10.63-12.11, Median: $11.43 (or $23,774 Annually FT)*
Performs routine clerical tasks such as distributing mail, data entry, typing, file maintenance, photocopying and duplicating of materials. Requires no previous experience.

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **20. Maintenance Person or Supervisor:** Provides supervision and direction for paid/volunteer/summer staff assisting in maintenance/custodial/janitorial/grounds keeping duties. Provides and/or arranges for the performance of routine and preventive maintenance for parish HVAC Systems. Exhibits high level of skills/knowledge with mechanical/electrical systems. Arranges for/oversees outside contract services as needed/approved. | | | | |
| Number of Parishes with this position | 6 | 11 | 11 | 5 |
| Number NOT compensated/volunteer | 2 | 0 | 0 | 0 |
| Number receiving a Full Time salary | 1 | 3 | 6 | 5 |
| Median Annual Full Time wage | $17.85 | $17.00 | $19.25 | $43,100 |
| High/Low Salary range | | $14.70-$18.70 | $17.50-$21.70 | $29,100-$61,800 |
| Number receiving a Part Time salary | 3 | 8 | 7 | 0 |
| Median Hourly Part Time wage | $11.30 | $13.15 | $16.00 | |
| High/Low Part Time Salary range | $9.10-$13.75 | $11.25-$17.70 | $11.00-$21.25 | |
| Range of Hours of Part Time position | 3-12 | 15-30 | 12-32 | |
| Median number of years in position | 6 | 6.7 | 8.3 | 10 |
| Position serves more than one parish | 0 | 1 | 1 | 0 |
| Position is contracted or outsourced | 0 | 0 | 0 | 0 |
| Position also supports the school | 1 | 0 | 1 | 1 |
| ***Facilities Maintenance Supervisor*** *Midwest Salary range: $15.36-21.63, Median: $19.31 (or $40,165 Annually FT)* Supervises maintenance, renovation and upkeep of building and grounds. Supervises maintenance and ground employees. May oversee outside contractors. | | | | |

| **21. Maintenance/Custodial/Janitorial Assistants:** Positions may be paid or volunteer, seasonal or part-time. Staff provides cleaning, painting, grounds care, snow-clearing, and general maintenance projects under the direction of supervisor, Pastor or building and grounds committee. | Diocese of Green Bay Description | | | |
|---|---|---|---|---|
| Number of Parishes with this position | 17 | 18 | 12 | 4 |
| Number NOT compensated/volunteer | 2 | 0 | 0 | 0 |
| Number receiving a Full Time salary | | 2 | 1 | 5 |
| Median Hourly or Annual Full Time wage | | $13.25 | $14.13 | $12.95 |
| High/Low Salary Range | | $11.00-$15.50 | | $9.80-$17.90 |
| Number receiving a Part Time salary | 22 | 23 | 18 | 4 |
| Median Hourly Part Time wage | $10.40 | $11.10 | $11.25 | $11.65 |
| High/Low Part Time Salary range | $8.25-$12.80 | $7.65-$18.00 | $8.10-$15.45 | $10.00-$15.00 |
| Range of Hours of Part Time position | .5-20 | 1-32 | 1-24 | 5-25 |
| Median number of years in position | 6 | 6.5 | 5.25 | 12 |
| Position serves more than one parish | 1 | 1 | 1 | 0 |
| Position is contracted or outsourced | 0 | 0 | 0 | 1 is seasonal |
| Position also supports the school | 3 | 2 | 0 | 3 |
| ***Facilities Maintenance Coordinator*** *Midwest Salary range: $11.25–16.05, Median: $14.42 (or $29,994 Annual FT)* Coordinates maintenance of buildings and grounds through volunteers, seasonal help and outside contractors. May oversee outside contractors. | | | | |
| ***Maintenance Worker*** *Midwest Salary range: $11.62-17.16, Median: $13.49 (or $28,059 Annual FT)* Performs maintenance of building and grounds including semi-skilled carpentry, plumbing, electrical, painting and other maintenance and repair work. | | | | |
| ********** *Includes Cemetery Superintendent and Groundskeeper* | | | | |

| Category | 249 or less Contributing Units | 250-499 Contributing Units | 500-999 Contributing Units | 1000-1999 Contributing Units |
|---|---|---|---|---|
| **22. Housekeeper:** Performs cleaning and laundry services for the rectory. Cleans rectory according to established schedule. Maintains cleaning supplies and orders as needed. Assures rectory staff that laundry is washed, dried and ironed as specified. | | | | Diocese of Green Bay Description |
| Number of Parishes with this position | 3 | 9 | 10 | 3 |
| Number NOT compensated/volunteer | 1 | 0 | 0 | 0 |
| Number receiving a Part Time salary | 0 | 9 | 10 | 3 |
| Median Hourly Part Time wage | $12.50 | $12.43 | $12.70 | $12.39 |
| High/Low Part Time Salary range | | $9.20-$18.00 | $10.20-$14.25 | $12.00-$12.80 |
| Range of Hours of Part Time position | 4 | 1-15 | 1-8 | 3-15 |
| Median number of years in position | 1 | 7 | 6 | 2 |
| Position serves more than one parish | 1 | 1 | | 0 |
| Position is contracted or outsourced | 1 | | | 0 |
| ***Housekeeping/Janitor*** *Midwest Salary range: $10.00-12.82, Median: $10.75* Maintains church, other parish buildings and school in a clean and orderly manner including dusting, vacuuming and waxing of floors, cleaning bathrooms, washing walls and windows and trash removal. | | | | |
| ***Rectory Housekeeper/Cook:*** *Midwest Salary range: $8.83–13.54, Median: $10.00* Provides cleaning, cooking and/or laundry services for persons living in rectory. | | | | |

**Midwest salary ranges were taken from the *Wage & Salary Survey of Catholic Parishes, 2011 Edition*, compiled by the National Association of Church Personnel Administrators (NACPA). (The 2014 update did not include updated salary information.) See "Notes" page for more information.**

## NOTES

1. The titles for Office Manager, Bookkeeper/Administrative Assistant and Secretary-Parish/School appear to be used inter-changeably. Duties from all these areas are included in some positions.
2. The Religious Educators often work 9 - 10 months of the year, the weeks are noted in these categories. Also, because so many parishes share staff, many work Full Time but divide their time between 2 or more parishes.
3. The national salaries reported for the Midwest region are taken from the *Wage & Salary Survey of Catholic Parishes, © 2011 Edition*, compiled by the National Association of Church Personnel Administrators (NACPA). (2011 is the latest edition available for salary information.) A copy of the survey can be ordered at www.nacpa.org.
4. The Midwest region includes Illinois, Indiana, Michigan, Ohio and Wisconsin. Used with permission.

## OTHER CATEGORIES

The following is a list of other categories that were mentioned in the survey, but not included in the compilation. There was a combination of paid and volunteer staff in these areas.

- Bulletin Editor
- Cafeteria Staff
- Care Minister
- Cemetery Family Coordinator/Manager
- Communications Coordinator/Media Tech
- Director of Food Service/Cook
- Director of Special Projects/Special Events Coordinator
- Evangelization & Ministries Coordinator
- Event Planner
- Family Ministry Coordinator
- Hispanic Minister/Ministry Coordinator
- Liturgy Coordinator
- Marriage Enrichment Coordinator
- Multi-Media/Social Communications
- Parish Nurse
- ParishSoft data entry
- Rummage Hall Coordinator

## Employee Benefits Offered by Parishes

**Full-time Employee** - A full-time employee is one who is hired on a continuous basis for at least 40 hours per week. Full-time employees are eligible for other benefits available in accordance with Diocesan policies and/or plans in effect at the time.

**Primary Part-time Employee** - A primary part-time employee is one who works at least 20 hours per week and less than full-time on a continuous basis, with a minimum of 1000 hours per year, or as specified in a contract. Primary part-time employees are eligible for benefits on a pro-rated basis available in accordance with policies and/or plans in effect at the time. Such benefits are pro-rated according to a percentage based on hours worked compared to full-time hours.

| Category | **249 or less Contributing Units** | **250-499 Contributing Units** | **500-999 Contributing Units** | **1000-1999 Contributing Units** |
|---|---|---|---|---|
| **Number of Parishes responding to the survey** | **13** | **22** | **16** | **5** |

| | | Yes | No | Yes | No | Yes | No | Yes | No |
|---|---|---|---|---|---|---|---|---|---|
| 1.) | Full-time employees offered Arise Health Insurance Plan | 12 | 1 | 21 | 1 | 16 | 0 | 5 | 0 |
| 1.a) | Health Insurance offered to primary part-time employees | 7 | 6 | 16 | 6 | 15 | 1 | 5 | 0 |
| 1.b) | Percentage of premium paid by Parish | 0.00%, 50.00%, 65.00%, 70.00%, 75.00%, 80.00%, 100.00%, 80% full time/ 60% part time | | 0%, 50%, 55%, 60%, 65%, 75%, 100%, 61-74%, 75% of HMO $1500 ded, 75-80%, 80% (single), 75% single/ 50% Family pro-rate | | 50%, 60%, 65%, 75%, 80%, 60% HMO 1500, 61-74%, 85-90%, 75% for FT/50% for PT, 75% single/50% other, 80% FT/50% PT | | 65%, 70%, 74%, 75%, fixed 640/1040/1300 per month | |
| 2.) | Full-time employees offered Delta Dental Insurance | 12 | 1 | 20 | 2 | 16 | 0 | 5 | 0 |
| 2.a) | Dental Insurance offered to primary part-time employees | 6 | 7 | 18 | 4 | 16 | 0 | 5 | 0 |
| 2.b) | Percentage of premium paid by Parish | 0%, 50%, 100%, | | 0%, 75%, 55%, 64%, 100% | | 0%, 20-95%, 50%, 65%, 80% FT, 50% PT | | 0%, 74% | |
| 2.c) | Other plan(s) offered: | Delta | | Delta | | Delta | | Delta | |
| 3.) | Full-time employees offered Delta Vision Insurance | 10 | 3 | 21 | 1 | 15 | 1 | 5 | 0 |
| 3.a) | Vision Insurance offered to primary part-time employees | 5 | 8 | 18 | 4 | 15 | 1 | 5 | 0 |
| 3.b) | Percentage of vision premium paid by Parish | 0%, 50%, 100% | | 0%, 55%, 100% | | 0% | | 0%, 74% | |
| 3.c) | Other plan(s) offered: | VIPA | | VIPA | | VIPA | | VIPA | |

| | | Yes | No | Yes | No | Yes | No | Yes | No |
|---|---|---|---|---|---|---|---|---|---|
| | Category | **249 or less Contributing Units** | | **250-499 Contributing Units** | | **500-999 Contributing Units** | | **1000-1999 Contributing Units** | |
| 4.) | Required 1/2 day per month Sick days offered | 13 | | 22 | | 16 | | 5 | |
| 4.a) | More than 1/2 day/month sick offered | | | | | Y | | | |
| 4.b) | Sick time offered per month if more than required | | | 10 sick per year, 1 day per month, 3 per year | | 1 day/month | | 1 day/month | |
| 5.) | Vacation Days offered to full-time staff as required | 13 | 0 | 12 | 0 | 16 | 0 | 5 | 0 |
| 5.a) | Vacation Days offered to primary part-time employees | 9 | 2 | 14 | 4 | 16 | 0 | 5 | 0 |
| | The Diocesan Plan is:<br>Two Weeks for first day through end of 5 years<br>Three Weeks for 6th year through end of 10 years<br>Four Weeks after 11th Year and over | | | | | | | | |
| 5.b) | Other plan(s) offered: | | | 4 weeks for the deacon | | | | | |
| 6.) | Personal Days (2 paid) offered to eligible employees required | 13 | 0 | 21 | 1 | 22 | 1 | 5 | |
| 6.a) | Personal days if more than required is offered | | | Added Personal days to Holidays, also give to PPT | | 2 per days to FT only | | | |
| 7.) | Funeral Leave to employees as required | 13 | | 22 | | 16 | | 5 | |
| 8.) | Jury Duty time off offered to eligible employees required | 13 | | 21 | 1 | 16 | | 5 | |
| 8.a) | Jury Duty pay differential | 2 | | 9 | | 14 | | 5 | |
| 9.) | Retirement benefits (required 6%) offered to full-time employees | 13 | | 22 | | 16 | | 5 | |
| 9.a) | Retirement benefits offered to primary part-time employees | 6 | | 17 | | 13 | | 5 | |
| | Retirement benefits comments | | | | | Offer 8% | | | |
| 10.) | Life Insurance offered to full time employees | 1 | 12 | 5 | 17 | 7 | 9 | 2 | 3 |
| 10.a) | Life Insurance offered to primary part-time employees | 0 | 13 | 5 | 16 | 6 | 10 | 2 | 3 |
| 10.b) | Formula used to determine Life Insurance limits | 1 x salary | | 1X salary $15K | | 1-1.2 X salary | | | |
| 11.) | Employee Assistance Program offered | 0 | 13 | 2 | 20 | 5 | 11 | 0 | 5 |
| 11.a) | Description of plan(s) offered: | | | | | | | | |
| 12.) | Tax Sheltered Benefit 403(b) offered | 1 | 6 | 14 | 8 | 14 | 2 | 5 | 0 |
| 12.a) | Description of plan(s) offered: | Great West | | Great West | | Great West AFLAC | | Great West | |
| 13.) | Flexible Spending benefit (to cover medical/dental/ vision or dependent care expenses pre-tax) | 3 | 10 | 5 | 18 | 7 | 9 | 3 | 2 |

Diocese of Green Bay

June 10, 2014

Dear Pastors, Pastoral Leaders/Coordinators and Business Administrators:

We are asking for your assistance in updating the attached Parish Personnel Salary Survey. Our goal is to have 100% parish participation. Please complete and return to Stewardship & Pastoral Services by **July 31, 2014**. It is our plan to have the results tabulated and back to you this Fall.

During the year our department receives requests from parishes on wage/benefit data to assist in creating their budget. As the Catechism #2434 states: "A just wage is the legitimate fruit of work." This survey tool helps parishes determine appropriate compensation packages for employees from the compilation of responses for various positions.

The survey is being disseminated to Pastors, Pastoral Leaders/Coordinators and Business Administrators/Managers. We have made it available electronically as both a *fill-in Word form* and also as an *Excel spreadsheet*. These can be downloaded from the diocesan website at: http://www.gbdioc.org/stewardship-and-pastoral-services/parish-administration.html. You may find it helpful to use the Word form for the job descriptions and as a worksheet, when completing the information in the simpler Excel format.

Please provide salary information for the time period of July 1, 2014 through June 30, 2015.
We will tabulate your responses into five categories by size of parish: less than 250 contributing members, 250-499 contributing members, 500-999 contributing members 1000-1999, and over 2000 contributing members. This is similar to the population groups used in other dioceses.

The data you submit will be held in the strictest confidence. The survey compilation will provide salary averages and ranges based on size of parish. The booklet will be published in Autumn 2014. All those parishes participating in the survey will receive their paper copy of the booklet free of charge.

Thank you very much for your assistance. If you have any questions, please contact Deb Wegner-Hohensee at (920) 272-8286, toll free 1-877-500-3580 ext. 8286, or dhohensee@gbdioc.org.

Blessings,

Deborah Wegner Hohensee

Deborah Wegner-Hohensee
Parish Planning Director
Diocese of Green Bay

P.O. Box 23825 Green Bay WI 54305-3825 • 920-437-7531 • Fax: 920-435-1330 • www.gbdioc.org

**2014-2015 Parish Salary Survey**

| Parish Name | Parish City | Person Completing Survey | Email | List Parishes if Linked |
|---|---|---|---|---|
| | | | | |

| Parish Postion | Is this an Unpaid Volunteer (V if Vol) | # parishes the position serves | FT (F) PT (P) | # hrs per *WEEK* worked | # of *WEEKS per year* this position works | If hourly/enter hourly, if salary/enter annual wage: Hourly Wage ($xx.xx) | Annual Wage this parish ($xx,xxx) | Years in this position | If position outsourced enter C | % time this position supports a *school* | % of pay *this parish pays* towards this position | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sample Position | | 2.00 | PT | 32 | 12 | | $12,000.00 | 5.00 | | 0.00% | 50.00% | 1/2 time St William, 1/2 time at St. Lucy, position is 32 weeks of the year |
| Deacon | | | | | | | | | | | | |
| Pastoral Associate | | | | | | | | | | | | |
| Pastoral Minister | | | | | | | | | | | | |
| Social Concerns Minister | | | | | | | | | | | | |
| Director of Youth Ministry | | | | | | | | | | | | |
| Coordinator of Youth Ministry | | | | | | | | | | | | |
| Facilitator of Youth Ministry | | | | | | | | | | | | |
| Director of Religious Education | | | | | | | | | | | | |
| Coordinator of Religious Ed | | | | | | | | | | | | |
| Facilitator of Religious Ed | | | | | | | | | | | | |
| Adult Faith Formation Minister | | | | | | | | | | | | |
| Stewardship or Volunteer Coordinator | | | | | | | | | | | | |
| Worship/Liturgy Director | | | | | | | | | | | | |
| Music Director | | | | | | | | | | | | |
| Business Administrator | | | | | | | | | | | | |
| Business Manager | | | | | | | | | | | | |
| Office Manager | | | | | | | | | | | | |
| Bookkeeper/Admin Asst | | | | | | | | | | | | |
| Secretaries-Parish/School | | | | | | | | | | | | |
| Secretaries-Parish/School | | | | | | | | | | | | |
| Maintenance Person/Supvsr | | | | | | | | | | | | |
| Maintenance/Custodial/Janitor | | | | | | | | | | | | |
| Housekeeper | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | |

***For the musicians/deaf interpreter - please only complete the columns that apply (if paid per mass, use per mass column. if paid per week or per month, use the appropriate column)***

| Musicians - cantor, organist, choir director, etc | **Amt Pd per Mass ($xx.xx)** | **Amt Pd per week ($xx.xx)** | Amt Pd per Month ($xx.xx) | Amt Pd per practice ($xx.xx) | **# of masses per month worked** | **Yrs in Position** |
|---|---|---|---|---|---|---|
| Sample Position | $25.00 | | | $0.00 | 10.0 | 5.0 |
| Musician | | | | | | |
| Musician | | | | | | |
| Interpreter for the the Deaf | | | | | | |

## Section II: Employee Benefits Offered by the Parish

*Please note that the requirements of this section are regulated by the "Personnel Manual for Parish & School Employees Administrator's Version – February 16, 2009 edition. Refer to Bishop Ricken's letter dated February 13, 2009 in the front of the manual.*

Complete the corresponding information for each benefit. If the box contains XXX then, do not answer that portion of the question as it only applies to certain questions.

| If all of your employees are part time (less than 20 hrs/wk, less than 1000 hrs/yr) and do not qualify for benefits - Type YES to the right and do not answer any of the benefits questions below in Yellow. >> | | | | | Employees all Part Time? | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Benefit Offered** | **To Full time?** Y / N | **To Primary Part time?** Y / N | **% of Premium Paid by Parish?** | **Name of Insurer (ie. Arise, Delta, VIPA, etc.)** | | **Do you offer MORE than the minimum?** Y / N | **Do you offer LESS than the minimum?** Y / N | **Do you pay a Differential?** Y / N | **Formula used to determine limits** (i.e 1x annual salary) | **# of Weeks Leave is Paid** | **Comments** |
| Health Insurance | | | | | | xxx | xxx | xxx | xxx | xxx | |
| Dental Insurance | | | | | | xxx | xxx | xxx | xxx | xxx | |
| Vision Insurance | | | | | | xxx | xxx | xxx | xxx | xxx | |
| Sick Days (1/2 day per month) | | | xxx | xxx | | | | xxx | xxx | xxx | |
| Vacation Days *(see below) | | | xxx | xxx | | | | xxx | xxx | xxx | |
| Personal Days (2 per year) | | | xxx | xxx | | | | xxx | xxx | xxx | |
| Funeral Leave | | | xxx | xxx | | xxx | xxx | xxx | xxx | xxx | |
| Jury Duty Leave | | | xxx | xxx | | xxx | xxx | | xxx | xxx | |
| 6% Retirement Benefit | | | xxx | xxx | | | | xxx | xxx | xxx | |
| Life Insurance | | | xxx | | | xxx | xxx | xxx | | xxx | |
| Employee Assistance Program | | | xxx | xxx | | xxx | xxx | xxx | xxx | xxx | |
| Tax Sheltered Benefit (403b) | | | xxx | xxx | | xxx | xxx | xxx | xxx | xxx | |
| Flexible Spending Benefit (for medical/dental/vision or dependent care pre-tax) | | | xxx | xxx | | xxx | xxx | xxx | xxx | xxx | |

** Vacation days are:*
*2 weeks for 0 to end of 5 years*
*3 weeks start of 6th year to end of 10 years*
*4 weeks start of 11th year and over*

*Full-time Employee - A full-time employee is one who is hired on a continuous basis for at least 40 hours per week. Full-time employees are eligible for other benefits available in accordance with Diocesan policies and/or plans in effect at the time.*

*Primary Part-Time* Employee - A Primary Part-Time employee is one who works at least 20 hours per week and less than full-time on a continuous basis, with a minimum of 1000 hours per year, or as specified in a contract. Primary part-time employees are eligible for benefits on a pro-rated basis available in accordance with policies and/or plans in effect at the time. Such benefits are pro-rated according to a percentage based on hours worked compared to full-time hours.*