

2016  
Parish Personnel Survey  
Diocese of Green Bay

Salary & Benefit Information

December 2016

Prepared by:  
Stewardship and Pastoral Services

**“A just wage is the legitimate  
fruit of work.”**

Catechism of the Catholic Church #2434



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December 2016

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.

The data reflects information collected from parishes using the 2015/16 Salary Surveys. We had responses from 81 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.

The National Association of Church Personnel Administrators (NACPA) information from the 2011 Wage & Salary Survey of Catholic Parishes has been omitted, as the information is too outdated to be useful and has not been updated by the organization.

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

## Section I: Parish Personnel Salary Survey

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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Number of Parishes responding to survey	31	26	19	5
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1. Deacon:				Diocese of Green Bay Description
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 or parish director.				
Number of Parishes with this position	18	20	14	5
Number NOT compensated/volunteer	10	14	15	4
Number receiving a Full Time salary	8	3	2	1
Median Annual Full Time wage	\$24,039	\$22,770	\$36,903	\$53,605
High/Low Salary range	\$15,199-\$54,770	\$16,200-\$43,300	\$33,440-\$40,365	--
Number receiving a Part Time salary	2	4	3	1
Median Annual Part Time wage	\$3,400	\$1,823	\$10,255	\$18,750
High/Low Part Time Salary range	\$175-6,625	\$3,125-\$20,550	\$3,098-\$2,4000	--
Range of Hours of Part Time position	2-12	1-20	4-15	20
Median number of years in position	5	5	6	15
Position serves more than one parish	15	15	4	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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2. Pastoral Associate:				Diocese of Green Bay Description
Holds a Master's Degree and has completed Diocesan Certification process. Collaborates with the 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 the pastor or parish director.				
Number of Parishes with this position	4	3	10	3
Number NOT compensated/volunteer	1	0	0	0
Number receiving a Full Time salary		1	7	3
Median Annual Full Time wage		\$46,600	\$49,500	\$47,785
High/Low Salary range			\$36,900-\$52,090	\$42,630-\$58,700
Number receiving a Part Time salary	3	2	3	
Median Annual Part Time wage	\$7,800	\$27,970	\$35,885	
High/Low Part Time Salary range	\$4,000-\$7,822	\$25,740-\$30,200	\$33,700-\$51,170	
Range of Hours of Part Time position	5-10	25-30	30-32	
Median number of years in position	3	3	2	18
Position serves more than one parish	3	1	0	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>3. Pastoral Minister:</b> 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 or parish director.				Diocese of Green Bay Description
Number of Parishes with this position	1	8 **	8 **	1
Number NOT compensated/volunteer	1	0	1	0
Number receiving a Full Time salary		1	3	
Median Annual Full Time wage		\$36,500	\$35,000	
High/Low Salary range		--	\$34,688-\$39,598	
Number receiving a Part Time salary		5	5	1
Median Annual Part Time wage		\$16,188	\$29,214	\$25,740
High/Low Part Time Salary range		\$2,801-\$32,700	\$12,252-\$38,750	--
Range of Hours of Part Time position		3.5-32	15-30	30
Median number of years in position		7	9	2
Position serves more than one parish		3	1	1
<b>** Includes Parish Nurses and Care Ministers</b>				

<b>4. Social Concerns Minister:</b> 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	4	3	2	1
Number NOT compensated/volunteer	4	5	2	1
Number receiving a Full Time salary				
Median Annual Full Time wage				
High/Low Salary range				
Number receiving a Part Time salary				
Median Hourly or Annual Part Time wage				
Range of Hours of Part Time position				
High/Low Part Time Salary range				
Median number of years in position				

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>5. Director of Youth Ministry:</b>				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	1	3		
Number NOT compensated/volunteer	0	1		
Number receiving a Full Time salary		1		
Median Annual Full Time wage		\$34,475		
High/Low Salary range		--		
Number receiving a Part Time salary	1	1		
Median Hourly or Annual Part Time wage	\$6,952	\$13,800		
High/Low Part Time Salary range	--	--		
Range of Hours of Part Time position	13.5	26.5		
Median number of years in position	.5	3		
Position serves more than one parish	1	2		

<b>6. Coordinator of Youth Ministry:</b>				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				
Number of Parishes with this position	5	5	4	5
Number NOT compensated/volunteer	1	0	0	0
Number receiving a Full Time salary		1	3	4
Median Annual Full Time wage		\$36,665	\$30,274	\$37,437
High/Low Salary range		--	\$22,281-\$31,200	\$31,830-\$40,300
Number receiving a Part Time salary	4	4	1	3
Median Hourly or Annual Part Time wage	\$7,351	\$18,738	13,656	\$16,819
High/Low Part Time Salary range	\$7,200-\$16,300	\$14,420-\$28,130	--	\$9,527-\$19,450
Range of Hours of Part Time position	5-20	16-30	18	10-27
Median number of years in position	3	3	2	3
Position serves more than one parish	4	2	0	0



Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>7. Facilitator of Youth Ministry:</b> 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  <b>Some positions work 30-46 weeks/year.</b>
Number of Parishes with this position	3	3	2	1
Number NOT compensated/volunteer	0	0	0	0
Number receiving a Full Time salary				
Median Annual Full Time wage				
High/Low Salary range				
Number receiving a Part Time salary	3	3	2	1
Median Hourly or Annual Part Time wage	\$10.20	\$12.75	\$15.05	\$15.00
High/Low Part Time Salary range	\$9.00-\$12.40	\$10.20-\$15.00	\$15.00-\$15.09	--
Range of Hours of Part Time position	2-9	5-10	5-24	15
Median number of years in position	2.5	2.5	1.5	3
Position serves more than one parish	0	1	1	0

<b>8. Director of Religious Education:</b> 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 a parish resource in methods and some areas of theology.				Diocese of Green Bay Description  <b>Some positions work 38-48 weeks/year.</b>
Number of Parishes with this position	1	1	5	2
Number NOT compensated/volunteer	0	0	0	0
Number receiving a Full Time salary			5	2
Median Annual Full Time wage			\$50,664	\$40,596
High/Low Salary range			\$42,434-\$53,472	\$38,192-\$43,000
Number receiving a Part Time salary	1	1		
Median Hourly or Annual Part Time wage	\$25,755	\$33,280		
High/Low Part Time Salary range	--	--		
Range of Hours of Part Time position	32	30		
Median number of years in position	16	--	6	2
Position serves more than one parish	0	0	0	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>9. Coordinator of Religious Education</b>				Diocese of Green Bay Description
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.				Some positions work 36-40 weeks/year.
Number of Parishes with this position	1	1	5	2
Number NOT compensated/volunteer	0	0	0	0
Number receiving a Full Time salary		3	11	6
Median Annual Full Time wage		\$36,300	\$36,070	\$34,946
High/Low Salary range		\$3,000-\$37,250	\$36,130-\$44,235	\$24,183-\$40,974
Number receiving a Part Time salary	16	16	6	
Median Hourly or Annual Part Time wage	\$12,688	\$16,542	\$25,360	
High/Low Part Time Salary range	\$1,663-\$30,012	\$2,000-\$38,625	\$8,080-\$31,200	
Range of Hours of Part Time position	3.5-35	5-30	12-32	
Median number of years in position	7	4	2	8
Position serves more than one parish	6	3	3	0

<b>10. Facilitator of Religious Education</b>				Diocese of Green Bay Description
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.				Some positions work 30-46 weeks/year.
Number of Parishes with this position	12	5	4	1
Number NOT compensated/unpaid volunteer	2	0	0	0
Number receiving a Full Time salary		2		
Median Annual Full Time wage		\$28,252		
High/Low Salary range		\$26,276-\$30,227		
Number receiving a Part Time salary	11	4	5	1
Median Hourly or Annual Part Time wage	\$5,200	\$9,742	\$7,595	\$3,906
High/Low Part Time Salary range	\$2,080-\$16,200	\$4,000-\$30,227	\$2,100-\$12,554	--
Range of Hours of Part Time position	4-20	7-15	3-15	10
Median number of years in position	3.5	6	2	1
Position serves more than one parish	0	2	2	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>11. Adult Faith Formation Minister:</b>				Diocese of Green Bay Description
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.				
Number of Parishes with this position	2	5	8	1
Number NOT compensated/volunteer	1	5	2	0
Number receiving a Full Time salary			1	
Median Annual Full Time wage			\$47,519	
High/Low Salary range			--	
Number receiving a Part Time salary	1	1	6	1
Median Hourly or Annual Part Time wage	\$5,794	\$26,300	\$19,397	\$17,309
High/Low Part Time Salary range	--	--	\$1,000-\$25,644	--
Range of Hours of Part Time position	9	30	2-20	18
Median number of years in position	2	1.5	4.5	15
Position serves more than one parish	0	0	1	0

<b>11. Stewardship (Volunteer) Coordinator:</b>				
Directs parish Stewardship activities with help of parish committee members. May also coordinate parish volunteers.				
Number of Parishes with this position	4	6	6	1
Number NOT compensated/volunteer	3	3	3	0
Number receiving a Full Time salary		2	1	
Median Annual Full Time wage		\$30,320	\$44,291	
High/Low Salary range		\$30,115-\$30,525	--	
Number receiving a Part Time salary	1	1	2	1
Median Hourly or Annual Part Time wage	\$10.00	\$15.87	\$12.94	\$14.41
High/Low Part Time Salary range	--	--	\$10.00-\$15.87	--
Range of Hours of Part Time position	5	12.5	10-12.5	15
Median number of years in position	1	9	4.5	1
Position serves more than one parish	0	1	1	1

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>12. Worship/Liturgy Director:</b>				
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 parish director.				
Number of Parishes with this position	7	5	11	2
Number NOT compensated/volunteer	6	4	2	0
Number receiving a Full Time salary			5	1
Median Annual Full Time wage			\$42,000	\$44,819
High/Low Salary range			\$20,000-\$53,820	--
Number receiving a Part Time salary	1	1	4	1
Median Hourly or Annual Part Time wage	\$17.76	\$11.31	\$24,726	\$21,250
High/Low Part Time Salary range	--	--	\$78,00-\$33,116	--
Range of Hours of Part Time position	3	10	10-30	20
Median number of years in position	8	6	3	11
Position serves more than one parish	0	0	0	0

<b>13. Music Director:</b>				
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	9	11	7	4
Number NOT compensated/volunteer	6	0	0	0
Number receiving a Full Time salary			1	1
Median Annual Full Time wage			\$45,000	\$48,000
Number receiving a Part Time salary	3	12	8	3
Median Annual Part Time wage	\$30.00	\$17.12	\$22.69	\$20.43
High/Low Part Time Salary range	\$15.00-\$60.00	\$10.30-\$55.00	\$15.13-\$55.00	\$15.00-\$20.90
Range of Hours of Part Time position	2-3	1-25	1.2-28	10-22
Median number of years in position	6	6	11	7
Position serves more than one parish	1	3	2	0

<b>13a. Directors of parish music</b>				
Music groups, chorus groups, musicians or cantors (most responses were for musicians/accompanists)				
Number of Parishes with this position	24	24	18	14
Number NOT compensated/volunteer	4	8	7	1
Median stipend paid per mass	\$35.00	\$33.00	\$40.00	\$35.00
Range stipend paid per mass	\$10.00-\$50.00	\$16.50-\$50.00	\$9.50-50.00	\$24.00-\$53.00
Median stipend paid per month	\$122	\$130	\$120	--
Median stipend paid per practice	\$25.00	\$34.00	\$17.50	\$20.00
High/Low stipend per practice	\$25.00	\$5.00-\$50.00	\$11.00-\$30.00	\$17.00-\$27.00
Range of Hours of position/per month	4	1-16	1-18	8
Position serves more than one parish	0	0	0	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>14. Professional state certified Interpreter for the Deaf for liturgy</b>				
Number of Parishes with this position	0	0	0	0
Median stipend paid per mass				

<b>15. Business Administrator:</b>				
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 parish director.				
Number of Parishes with this position			7	1
Number NOT compensated/volunteer			0	0
Number receiving a Full Time salary			4	1
Median Annual Full Time wage			\$51,198	\$61,342
High/Low Salary range			\$30,000-\$72,780	--
Number receiving a Part Time salary				
Median Annual Part Time wage				
High/Low Part Time Salary range				
Range of Hours of Part Time position				
Median number of years in position			12	11
Position serves more than one parish			1	0

<b>16. Business Manager:</b>				
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 parish director.				
Number of Parishes with this position	1	8	8	4
Number NOT compensated/volunteer	0	0	0	0
Number receiving a Full Time salary		6	6	2
Median Annual Full Time wage		\$35,122	\$40,020	\$42,015
High/Low Salary range		\$15,224-\$41,555	\$28,210-\$45,645	\$41,310-\$42,720
Number receiving a Part Time salary	1	2	2	2
Median Hourly or Annual Part Time wage	\$7,265	\$12,822	\$23,730	\$33,986
High/Low Part Time Salary range	--	\$10,400-\$15,242	\$11,412-\$36,050	\$29,120-\$38,850
Range of Hours of Part Time position	8	8-16	15-20	30-35
Median number of years in position	4	4	3	2
Position serves more than one parish	3	0	1	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>17. Office Manager:</b> 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.				Diocese of Green Bay Description
Number of Parishes with this position	10	6	4	0
Number NOT compensated/volunteer	0	0	0	
Number receiving a Full Time salary	1	3	3	
Median Annual Full Time wage	\$13.85	\$15.38	\$15.85	
High/Low Salary range	--	\$14.58-\$17.91	\$14.27-\$17.85	
Number receiving a Part Time salary	9	3	1	
Median Hourly Part Time wage	\$17.00	\$16.37	\$15.00	
High/Low Part Time Salary range	\$10.00-\$23.10	\$13.37-\$17.50	--	
Range of Hours of Part Time position	4-20	22-32	28	
Median number of years in position	7	9	12	
Position serves more than one parish	3	0	0	

<b>18. Bookkeeper/Administrative Assistant:</b> 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.				Diocese of Green Bay Description
Number of Parishes with this position	22	18	9	4
Number NOT compensated/volunteer	2	1	0	0
Number receiving a Full Time salary	1	3	4	2
Median Annual Full Time wage	\$15.38	\$15.38	\$17.67	\$16.86
High/Low Salary range	--	\$14.68-\$21.09	\$16.40-\$18.87	\$14.81-\$18.91
Number receiving a Part Time salary	19	14	5	2
Median Hourly Part Time wage	\$12.84	\$14.21	\$20.00	14.19
High/Low Part Time Salary range	\$10.00-\$28.85	\$11.85-\$18.00	\$18.40-\$21.10	\$12.25-\$16.13
Range of Hours of Part Time position	2-24	12-35	20-30	15-28
Median number of years in position	5	2.5	9	5
Position serves more than one parish	9	2	2	0

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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<b>19. Secretaries – Parish/School:</b> 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.				Diocese of Green Bay Description
Number of Parishes with this position	16	17	18	5
Number NOT compensated/volunteer	0	3	0	0
Number receiving a Full Time salary		7	9	8
Median Annual Full Time wage		\$13.39	\$15.45	\$15.07
High/Low Salary range		\$11.51-\$18.20	\$13.80-\$21.00	\$11.15-\$16.61
Number receiving a Part Time salary	16	16	18	5
Median Hourly Part Time wage	\$12.50	\$11.62	\$12.96	\$12.50
High/Low Part Time Salary range	\$10.00-\$17.25	\$10.00-\$18.91	\$10.30-\$19.39	\$11.67-\$17.70
Range of Hours of Part Time position	5-34	6-32	12-35	10-30
Median number of years in position	5.5	4	4	9
Position serves more than one parish	4	2	1	0
Position also supports the school	4	4	1	2

<b>20. Maintenance Person or Supervisor:</b> 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	4	12	1	4
Number NOT compensated/volunteer	2	3	1	0
Number receiving a Full Time salary		2	8	4
Median Annual Full Time wage		\$31,990	\$42,720	\$42,479
High/Low Salary range		\$31,200-\$32,780	\$33,358-\$51,000	\$31,200-\$34,938
Number receiving a Part Time salary	2	8	2	0
Median Hourly Part Time wage	\$13.17	\$13.51	\$14.61	
High/Low Part Time Salary range	\$11.90-\$14.40	\$10.92-\$18.59	\$14.20-\$15.00	
Range of Hours of Part Time position	10-16	10-25	18-23	
Median number of years in position	7	3.5	9	16
Position serves more than one parish	0	0	1	0
Position is contracted or outsourced	0	2	1	0
Position also supports the school	0	4	1	2

Category	249 or less Contributing Units	250-499 contributing units	500-999 contributing units	1000-1999 contributing units
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**21. Maintenance/Custodial/Janitorial Assistants:**

Diocese of Green Bay  
Description

Positions may be paid or volunteer, seasonal or part-time. Staff provides cleaning, painting, grounds care, snow-clearing, and general maintenance projects under direction of supervisor, pastor or building and grounds committee.

Number of Parishes with this position	33	21	17	5
Number NOT compensated/volunteer	11	2	0	0
Number receiving a Full Time salary		2	8	6
Median Hourly or Annual Full Time wage		\$15.10	\$12.89	\$12.77
High/Low Salary Range		\$14.05-\$16.15	\$8.05-\$18.80	\$11.33-\$16.00
Number receiving a Part Time salary	27	29	16	4
Median Hourly Part Time wage	\$10.50	\$11.39	\$11.75	\$11.97
High/Low Part Time Salary range	\$7.50-\$16.25	\$8.20-\$18.80	\$10.00-\$25.00	\$9.00-\$15.30
Range of Hours of Part Time position	1.5-26.5	2-32	1-28	5-25
Median number of years in position	4	3	3	1
Position serves more than one parish	0	2	1	0
Position is contracted or outsourced	0	3	3	0
Position also supports the school	2	3	8	2

\*\*\*\* Includes Cemetery Superintendent and Groundskeeper

**22. Housekeeper:**

Diocese of Green Bay  
Description

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.

Number of Parishes with this position	9	11	8	3
Number NOT compensated/volunteer	2	1	0	0
Number receiving a Part Time salary	1	10	8	3
Median Hourly Part Time wage	\$11.53	\$11.78	\$13.06	\$13.59
High/Low Part Time Salary range	\$9.86-\$20.19	\$9.70-\$14.80	\$10.20-\$20.00	\$12.00-\$41.80
Range of Hours of Part Time position	1-6	1-6	.5-7	5-10
Median number of years in position	3	2	10	6
Position serves more than one parish	0	1	1	0
Position is contracted or outsourced	1	1	0	0



## **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.

## **OTHER CATEGORIES**

The following is a list of other categories that were mentioned in the survey, but not included in the compilation.

- Bulletin Editor (2)
- Communications Coordinator/Assistant (2)
- Evangelization & Ministries Coordinator (2)
- Hispanic Ministry/Coordinator/Assistant (4)
- Sacristan

## 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+ contributing units
----------	--------------------------------	----------------------------	----------------------------	--------------------------

Number of Parishes responding to the survey	17	24	19	5
Number of Parishes without benefits due to all employees non-benefit eligible Part Time staff	14	2	0	0

		Yes	No	Yes	No	Yes	No	Yes	No
1.)	Full-time employees offered Arise Health Insurance Plan	13	4	22	2	17	2	5	0
1.a)	Health Insurance offered to primary part-time employees	11	6	13	11	16	3	5	0
1.b)	Percentage of premium paid by Parish	80%, 70%, 65-70%, 70%, 60% 50% Fixed amt ft/pt 0%		100%, 80% 80% single 75% single, 75% HMO/\$1500 ded 75%, 70%, 65% 61-74%, 60% 50% single 50% family 50% Fixed amt ft/pt negotiated		85-90% 80% /\$1500 HMO 80%, 75% 75% HMO 500/ single; EE+1 & Fam 50%/ HMO 500 70%, 65% if spouse ins elig 65-70%, 61-74% 68%, 60%, 80% 75%, 70%, 50% 20%		75% 74%	

2.)	Full-time employees offered Delta Dental Insurance	14	3	22	2	19	0	5	0
2.a)	Dental Insurance offered to primary part-time employees	9	8	13	11	16	3	5	0
2.b)	Percentage of premium paid by Parish	100% 65-70% 50%		100% 75% 20% 0% negotiated		100% 80% 65-70% 60% 50% 0%		74% 0%	
2.c)	Other plan(s) offered:								

3.)	Full-time employees offered Superior Vision Insurance	13	4	22	2	19	0	5	0
3.a)	Vision Insurance offered to primary part-time employees	9	8	14	10	17	2	5	
3.b)	Percentage of vision premium paid by Parish	50% 0%		negotiated 0%		50% 0%		74% 0%	
3.c)	Other plan(s) offered:								14

		Yes	No	Yes	No	Yes	No	Yes	No
4.)	Required 1/2 day per month Sick days offered	15	2	23	1	19	0	5	0
4.a)	Sick time offered per month if more or less than required	1 day/month 10 days/year		1 day/month 8 hrs max of 60 days Prorated based on hrs		1 day/month 1 day/mo up to 60 days 5 days/year		1 day/month	
5.)	Vacation Days offered to full-time staff as required	16	1	23	1	18	1	5	0
5.a)	Vacation Days offered to primary part-time employees	12	5	19	5	17	2	5	0
The Diocesan Plan is: Two Weeks for first day through end of 5 years Three Weeks for 6 <sup>th</sup> year through end of 10 years Four Weeks after 11 <sup>th</sup> Year and over				Exceptions based on experience Prorated based on hours		Negotiated at time of hire/based on experience			
5.b)	Other plan(s) offered:			Exceptions based on experience Prorated based on hours		Negotiated at time of hire/based on experience			
6.)	Personal Days (2 paid) offered to eligible employees required	12	5	21	3	18	1	5	0
6.a)	Personal days if more or less than required is offered			4 days 10+ yrs employed Offer more holidays instead Prorated FT 2 days, PT prorated		1 per year			
7.)	Funeral Leave to employees as required	17	0	22	2	19	0	5	0
8.)	Jury Duty time off offered to eligible employees required	15	2	21	1	17	2	5	0
8.a)	Jury Duty pay differential offered	1	16	6	18	7	12	3	2
9.)	Retirement benefits (required 6%) offered to full-time employees	16	1	23	1	19	0	5	0
9.a)	Retirement benefits offered to primary part-time employees	5	12	7	17	10	9	3	2
Retirement benefits comments				1 Empl enrolled		8% instead 6% 10% contribn			
10.)	Life Insurance offered to full time employees	3	14	8	15	5	14	2	3
10.a)	Life Insurance offered to primary part-time employees	0	17	5	18	4	15	1	4
10.b)	Formula used to determine Life Insurance limits			\$15000 1X salary At empl cost		Flat \$15000			
11.)	Employee Assistance Program offered	1	16	7	17	2	17	0	5
12.)	Tax Sheltered Benefit 403(b) offered	10	6	17	7	18	1	5	0
12.a)	Comments	Great West Employees contribute 2 EE's participate		Great West Employees contribute 2 EE enrolled		Great West Employees can contribute 2 EE's participate		Great West Employees can contribute	
13.)	Flexible Spending benefit (to cover medical/dental/vision or dependent care expenses pre-tax)	2	15	2	19	5	14	3	2
14.)	Premium Only Plan (POP) offered (to pay insurance premiums pre-tax)	4	13	4	20	7	12	1	4
15.)	Leave of Absence for full time employees/new parents	5	13	13	11	10	9	4	1
15.a)	Leave of Absence for primary part time employees/new parents	3	14	9	15	10	9	4	1
		Yes	No	Yes	No	Yes	No	Yes	No

15.b)	Is the Leave of Absence Paid	2	15	1	22	2	17	1	4
15.c)	Number of weeks Leave of Absence paid	Never used No policy for LOA		Can use sick/ vacation time Never used		Can use sick/ vacation time FMLA Never used Up to 6 ws pd			
16.)	Leave of Absence for full time employees for other reasons?	2	15	11	13	7	12	3	2
16.a)	Describe Leave of Absence	No policy for LOA To care for loved one For medical/ personal reasons		At Pastor's discretion Not used For health reasons Medical leave, etc . Military Never used, would disc w/ PL and councils Case by case To care for loved one		Health/ Family issues To care for loved one Unpaid, approved by pastor Flexible for care of parents, illness, etc only one or two days at a time, on case-by-case basis. depends on circumstance FMLA guidelines		LOA hasn't been use	

August 3, 2016

**Dear Pastors, Pastoral Leaders/Coordinators, Business Administrators and Bookkeepers:**

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 September 9, 2016.** It is our plan to have the results tabulated and back to you later this Fall.

The survey is available electronically as both a *fill-in Word form* and an **Excel spreadsheet**.

<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. If you want to get the paper copy of the survey tool mailed to you, please contact Patty at (920) 272-8295 or email [pastserv@gbdioc.org](mailto:pastserv@gbdioc.org).

Some basic guidelines in helping you provide the most complete information:

1. Provide **hours worked per week for every position** regardless if FT or PT.
2. Provide the **number of weeks worked, for every position, especially if it is seasonal** such as Religious Education or Maintenance.
3. Provide **hours per month worked for musicians**.
4. Where possible, please note **the estimated number of hours your volunteers work**.

*Provide salary information for the time period of July 1, 2016 through June 30, 2017. We will tabulate your responses into five categories by size of parish (similar to the population groups used in other dioceses):*

- Less than 250 contributing members,
- 250-499 contributing members,
- 500-999 contributing members 1000-1999, and
- Over 2000 contributing members. This is.

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 you provide for various positions.

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 2016. All those parishes participating in the survey will receive a hard copy of the booklet free of charge.

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

Blessings,



Deborah Wegner-Hohensee  
Parish Planning Director  
Diocese of Green Bay

2014-2015 Parish Salary Survey

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

Sample Position	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	Hourly Wage (\$xx.xx)	Annual Wage (\$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
						If hourly/enter hourly, if salary/enter annual wage						
Deacon		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
Pastoral Associate												
Pastoral Associate												
Pastoral Minister												
Pastoral Minister												
Social Concerns Minister												
Director of Youth Ministry												
Director of Youth Ministry												
Coordinator of Youth Ministry												
Coordinator of Youth Ministry												
Facilitator of Youth Ministry												
Facilitator of Youth Ministry												
Director of Religious Education												
Director of Religious Education												
Coordinator of Religious Ed												
Coordinator of Religious Ed												
Facilitator of Religious Ed												
Facilitator of Religious Ed												
Adult Faith Formation Minister												
Stewardship or Volunteer Coordinator												
Worship/Liturgy Director												
Worship/Liturgy Director												
Music Director												
Music Director												
Business Administrator												
Business Administrator												
Business Manager												
Business Manager												
Office Manager												
Office Manager												
Bookkeeper/Admin Asst												
Bookkeeper/Admin Asst												
Bookkeeper/Admin Asst												
Secretaries-Parish/School												
Secretaries-Parish/School												
Secretaries-Parish/School												
Secretaries-Parish/School												
Maintenance Person/Supvr												
Maintenance Person/Supvr												
Maintenance Person/Supvr												
Maintenance/Custodial/Lanitor												
Maintenance/Custodial/Lanitor												
Maintenance/Custodial/Lanitor												
Maintenance/Custodial/Lanitor												
Housekeeper												
Housekeeper												
Other:												
Other:												
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						
Musician						
Interpreter for 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.

Benefit Offered	To Full time? Y / N	To Primary time? Y / N	% of Premium Paid by Parish?	Name of Insurer (ie. Arise, Delta, VIPA, etc.)	Employees all Part Time?		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 (ie 1x annual salary)	# of Weeks Leave is Paid	Comments
					Yes	No						
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	xxx	
Vacation Days *(see below)			xxx				xxx	xxx	xxx	xxx	xxx	
Personal Days (2 per year)			xxx				xxx	xxx	xxx	xxx	xxx	
Funeral Leave			xxx				xxx	xxx	xxx	xxx	xxx	
Jury Duty Leave			xxx				xxx	xxx	xxx	xxx	xxx	
6% Retirement Benefit			xxx				xxx	xxx	xxx	xxx	xxx	
Life Insurance			xxx				xxx	xxx	xxx	xxx	xxx	
Employee Assistance Program			xxx				xxx	xxx	xxx	xxx	xxx	
Tax Sheltered Benefit (403b)			xxx				xxx	xxx	xxx	xxx	xxx	
Flexible Spending Benefit (for medical/dental/vision or dependent care pre-tax)			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.

