

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.

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.

Blessings,



Deborah Wegner-Hohensee
Parish Planning Director
Diocese of Green Bay