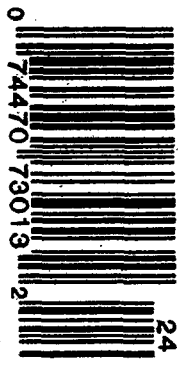


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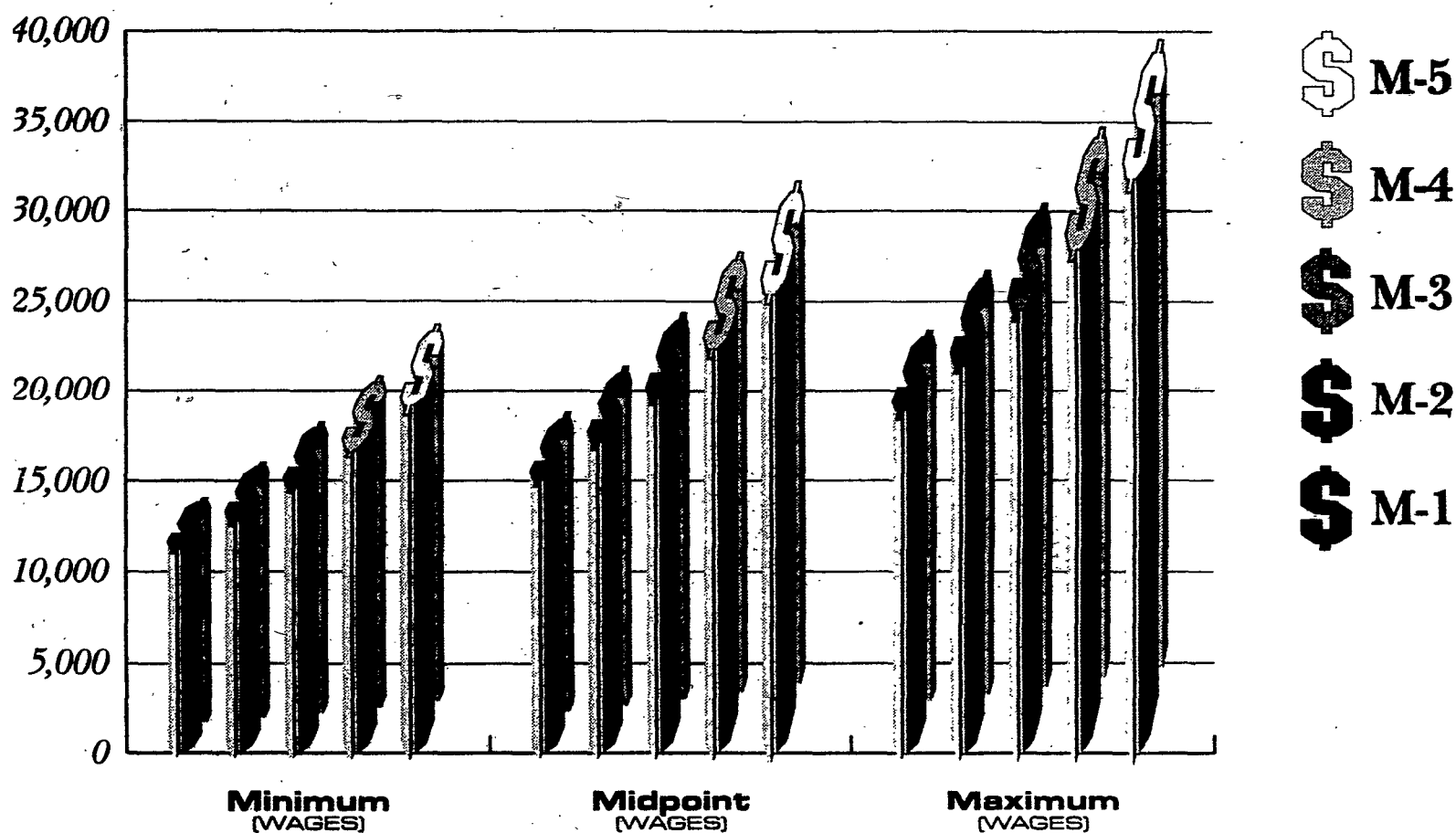
Catholic Courier

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COMPENSATION PACKAGE

1995-96 Pay Ranges for Ministerial Positions

Annual (12-month) Rates
(Based on a 35-hour work week)



Figures in graphs above and below are based on a 35-hour work week. For 40-hour-per-week employees, wages are proportionately higher; 35-hour-per-week employees would earn 7/8 the annual wage of 40-hour-per-week employees. Hourly rates are used for part-time employees.

M-1 — Business Manager I; Religious-Education Administrator I; Day Care Teacher; Liturgical Musician; Pastoral Minister I; Youth Minister I.
M-2 — Religious-Education Administrator II; Liturgy Coordinator; Youth Minister II.
M-3 — Business Manager II; Religious-Education Coordinator; Day-Care Coordinator; Music Director I; Pastoral Minister II; Youth Minister III.

M-4 — Business Manager III; Campus Minister I; Catholic School Administrator I; Director of Religious Education I; Liturgy Director; Music Director II; Pastoral Associate.
M-5 — Campus Minister II; Catholic School Administrator II; Director of Religious Education II; Pastoral Administrator.

Parish employee wages: Recent study strives to establish consistent guidelines

BY MIKE LATONA, STAFF WRITER

Few would argue that careful stewardship of "time, talent and treasure" is critical to the proper functioning of any Catholic parish.

Although this axiom's application to fundraising and volunteer campaigns is well understood, applying it to parish staffing is much more complicated. Here, the amount of a parish's treasure determines its use of time and talent in the form of paid employees.

Despite such individual variables as size, demographics and area economic factors, diocesan parishes seem to struggle equally in determining their optimum staff sizes as well as how much employees should be paid.

To help parishes apportion their limited treasure to staff various ministerial priorities, the Rochester diocese's Human Resources Department issues annual compensation guidelines to the parishes. The figures in these guidelines are based on such factors as an employee's educational achievement, years of experience and job responsibilities.

This year — for the first time — the diocese based its recommended pay rates on a study performed by the National Association of Church Personnel Administrators (NACPA), based in Cincinnati, Ohio.

As a result, information presented by NACPA breaks parish positions down into more levels than ever before. For instance, the guidelines include three grades of business managers and youth ministers, and two levels for several other positions.

NACPA derived its information by comparing salary and benefit packages of workers in similar positions at other dioceses within the United States. In addition, NACPA examined the compensation levels local support-staff people — such as secretaries and cooks would receive — for similar positions outside Catholic parishes.

Mary Kessler, diocesan director of human resources, said the diocese commissioned the study "to help rectify past pay inequities. The information helps pastors make adjustments and it also provides a consistent, reliable framework."

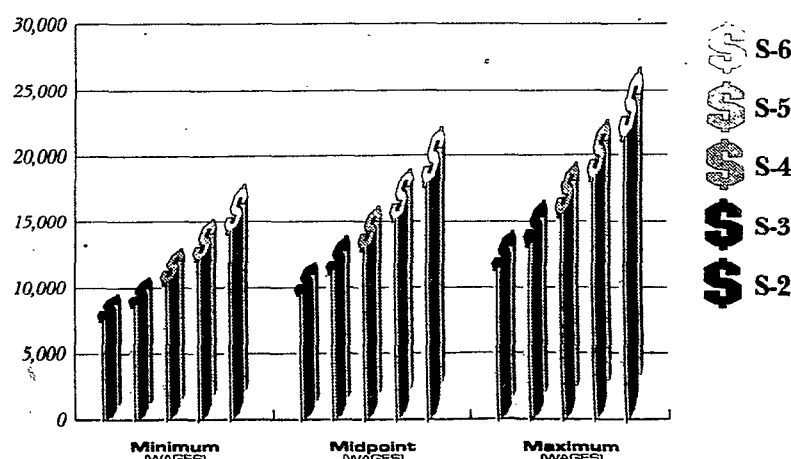
"The (Rochester) diocese had done some guidelines, but they weren't comprehensive — they didn't list all the parish positions," observed Bill Daly, NACPA's director of consultation services, who coordinated the study.

NACPA issued its findings and recommendations to the Rochester diocese in May of 1994. The diocese's Personnel Commission used the NACPA information to make its own recommendations, which were then approved by the diocesan Finance Committee. Final recommended figures for 1995-96 — scheduled to go into effect when the new budget year begins July 1 — were released to diocesan parishes in the early fall of 1994.

Recommended compensation ranges are presented at minimum, midpoint and maximum for three classifications of workers: full-time employees at 35 hours per week; full-time employees at 40 hours per week. **Continued on page 12**

1995-96 Pay Ranges for Support-Staff Positions

Annual (12-month) Rates
(Based on a 35-hour work week)



S-1 — No annual compensation information available.
S-2 — Kitchen Worker I; Maintenance Helper; Office Helper/Receptionist I.
S-3 — Cook; Housekeeper; Cook/Housekeeper; Day-Care Worker; Kitchen Worker II; Office Helper/Receptionist II.
S-4 — Bookkeeper I; Institutional Cook; Maintenance Worker; Secretary I.
S-5 — Bookkeeper; Maintenance Supervisor I; Secretary II.
S-6 — Maintenance Supervisor II.