

# ANE – Pastoral Salary & Benefits Memorandum

**To:** ANE Church Board Chairs & Pastors  
**From:** Craig H. Smith, District Executive  
*Craig H. Smith*  
**Subject:** 2017 Guidelines for Pastoral Salary & Benefits  
**Date:** July 2016  
**Email CC:** Director of Ministry / Area One District Executives / ANE Ministry Commission

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This annual Salary Memo and related materials are distributed to Church Board Chairs and Pastoral Leadership throughout the Atlantic Northeast District. Additional copies should be made available for all appropriate lay leadership involved in the contract and/or church budget planning process. Please review this material in preparation for planning pastoral compensation and your 2017 Congregational Budget.

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## A. GUIDELINES FOR PASTORS' SALARY & BENEFITS:

This document is included and should be self-explanatory. Please note the following:

1. The Congregational Ethics Paper calls upon congregations to make an honest effort to meet the *minimum* salary as shown on the approved Cash Salary Table for Pastors. This may not be possible; however, serious effort and prayerful deliberations should be given to this goal.
2. The *Cash Salary Guidelines & Recommended Minimum Cash Salary Table for Pastors - 2017*:  
This Salary Table was adopted by Annual Conference and represents a 1.0% increase over the previous year.
3. The IRS allowable mileage rate as of July 2016 is 54 cents per mile. Annual rate adjustments are set by IRS in October of each year and will be reported in the *Parking Lot* or emailed when they become available. Accurate record keeping is essential. A Ministry Travel Log should be kept for all church-related travel. Mileage reimbursement for actual miles driven is the best accounting for this item. Pastors should submit a monthly or quarterly mileage expense statement to the church treasurer for reimbursement. This system provides appropriate documentation for IRS and protects both pastor and congregation.
4. Congregations providing a parsonage should take seriously the *Church of the Brethren Housing Fund*. This plan calls for a 1% contribution of the fair market value of the parsonage to be set aside for the pastor's future and/or retirement housing needs. This action provides a long-term blessing to the pastoral family.

## B. CHURCH OF THE BRETHREN MEDICAL PLAN AND PENSION PLAN

1. **Medical Insurance:** Church of the Brethren pastoral employment practices call for each congregation to secure suitable insurance coverage for the pastor and family. Insurance Coverage(s) include: Health, Long-term Disability (LTD), and Term Life. While the health care insurance benefit must be obtained elsewhere, Brethren Benefit Trust (BBT) continues to provide LTD, Term Life, a Medicare Supplement, as well as *optional* dental and eye care coverage. The congregation is expected to pay a *minimum* of two-thirds ( $\frac{2}{3}$ ) of the total premium. The pastor is expected to pay one-third ( $\frac{1}{3}$ ) of the total premium.

2. **The Brethren Pension Plan:** See Guidelines for Pastors' Salaries and Benefits for instructions in calculating the pension amounts (Section I, Item C). Copy attached. All insurance and pension questions should be directed to Brethren Benefit Trust by calling: 1-800-746-1505.

### C. ANNUAL CONFERENCE & DISTRICT CONFERENCE:

#### 2017 Church of the Brethren Annual Conference

Location: Grand Rapids, Michigan

Dates: June 28 – July 2, 2017

1. Annual Conference expense estimates for 2017 are as follows:
  - **TRAVEL + SHUTTLE + AIRPORT PARKING** \$300 - 450  
 Airfare, mileage, rental and/or other forms of travel from various locations throughout ANE will need to be explored on your own. Obviously, expenses will vary according to method of travel and departure location.
  - **LODGING + TAX + HOTEL PARKING** \$600  
 4 nights at A.C. @ \$150/night
  - **MEALS: GENERAL / TRAVEL / EVENT** \$200  
 5 days @ \$40/day - includes travel day(s)
  - **REGISTRATION & A.C. BOOK** \$ 105-285\*  
 \* *Projected* advanced registration fee: non-delegate (\$105); delegate fee (\$285)
  - **MISCELLANEOUS EXPENSES** \$ 75  
 Tips, Tolls, Shuttle Service, & Etc.

**2017 ANNUAL CONFERENCE ESTIMATED EXPENSE RANGE:    \$1,280 – 1,635**

2. District Conference 2017: Elizabethtown College - October 7, 2017  
 Cost: \$50 should cover all expenses for District Conference\*  
 (\*Amount does not include travel reimbursement or lodging)

### D. GRACE NOTES TO LAY LEADERS:

- Seek God's best for your pastor and family.
- Cheerfully care for the financial and emotional needs of your pastor, spouse, and family.
- Find ways to express genuine appreciation and encouragement for your pastor: Plan a Pastor Appreciation Sunday – *October is Pastor Appreciation Month* / Ministry Celebration / Spouse Appreciation Event / Pastor-Spouse Weekend Getaway / Birthday Blessing / ... Be creative!
- Pray for your pastor and family on a regular basis.
- Be a blessing to your pastor and family.

## E. BUSINESS NOTES TO LAY LEADERS:

- **Complete & Return a signed copy of the *Renewal Agreement* (see attachment) to the ANE District Office NLT January 31, 2017.** This important document is a part of your Pastor's official Ministry File and employment history.

## F. CONGREGATIONAL GIVING TO DISTRICT MINISTRIES:

Finally, I am asking that your congregation adopt the recommended \$55.00 per member Self-Allocation Goal established to support ANE's Ministry Investment Plan – District Budget. (Challenge Goal is \$60.00 per member.) Your congregation's strong financial support is ANE's **only** significant means of financing our common vision and ministry. District Staff and District Board are working hard to encourage and develop faithful pastoral and lay leadership; to manage a strong Pastoral Placement Process; to provide exciting and relevant district-wide youth ministry; to lend support to a broad variety of congregational requests and needs; to promote the planting of new congregations; to advance Kingdom-work through multi-cultural experiences, work camps, service projects, disaster relief, evangelism, non-violent witness; to forward international cultural connections, as well as to partner with local congregations to elevate our mutual vision of developing "**spiritually healthy New Testament congregations who covenant and network together to further the Kingdom of God.**"

Together ... let's make ANE a place where Good News Happens!

Attachments: (5)

- Guidelines for Pastors' Salaries and Benefits – Office of Ministry Document 300
- Cash Salary Guidelines
- 2017 Recommended Minimum Cash Salary Table for Pastors
- Full-Time Renewal Agreement for Pastors and Congregations (for FULL-TIME pastors only)
- Part-Time Renewal Agreement for Pastors and Congregations (for PART-TIME pastors only)

Documents are located online at:

**[www.brethren.org](http://www.brethren.org)**

From the Home Page, select the "**Leadership**" tab; then move down the dropdown menu to **Ministry Office**; then select **Forms** on the left hand column ... there you will be able to access:

- Salary Guidelines and the current Salary Table.
- The Renewal Agreement is also available here.
- Please note other ministry-related forms and documents for your use.