

## **DIRECTIONS FOR COMPLETING 2011 CLERGY COMPENSATION REPORT(S)**

Enclosed are the following materials:

- A 2-page Report Form for Full Time Clergy (DUE MARCH 1, 2011)
- A 2-page Compensation Worksheet (DUE MARCH 1, 2011)
- A 1 page Report Form for Part Time Clergy (DUE MARCH 1, 2011)
- A Salary Schedule, effective **January 1, 2011**
- A Salary Schedule effective **January 1, 2012**
- List of Church Level Classifications
- A sample Housing Resolution statement

Most of the information to be reported on this form should be readily available from your church's annual financial report for **2010** and your **2011** church budget.

This report will be easier to complete if:

- ***You read through the whole report before you begin to fill it out***
- ***You make a photo-copy of the form and do a first draft in pencil***

### Filing Instructions

- File a separate report form for each member of the clergy whether full-time or part-time. Additional forms may be obtained from the Diocesan Office, (877) 394-5281, Extension 41, or online at [www.newjersey.anglican.org](http://www.newjersey.anglican.org) under "forms."
- Provide additional information to explain unusual circumstances or offer comments.
- Send one copy to Diocese and also make two photocopies of the completed and signed report form and worksheet—one for the Vestry file and one for the Clergy file.

### **SPECIAL NOTES:**

1. *The term "fair rental value" of the rectory needed to answer question 45a is obtained through consultation with a real estate agent who would be willing to help you establish an accurate value. The "fair rental value" should not be confused with the value of housing set arbitrarily by the Church Pension Fund for its own purposes in calculating pension premiums, which is 30% of (cash salary + utilities +housing equity allowance + Social Security offset). The Pension Fund's housing figure is usually well below the "fair rental value."*

2. *The I.R.S. requires that a vestry designate the housing allowance for clergy each year prior to January 1. **A new resolution is required each year.** A sample is attached The allowance figures include budgeted amounts for housing, utilities and household expenses estimated by the member of the clergy "required to furnish and maintain" housing. The total housing allowance, both budgeted and estimated expenses, shall not exceed the fair rental value of housing, utilities, furnishings and expenses. On Line 36a enter the date of the Vestry resolution.*

The compensation of clergy who are employed part-time as interims, vicars, curates, assistants/associates should be reported on the one-page report form for part-time clergy. A copy is enclosed.

**All reports must be reviewed and signed by the Treasurer, Warden, and Clergy.**

### Assistance

If you have questions or need help with the form you may contact the following members of The Standing Commission on Clerical Compensation:

The Rev. Dr. Gina Walsh-Minor, Chair  
(908) 276-4047 (w) (908) 758-5656 (c)

The Rev. Dr. Kenneth Gorman, Vice Chair  
(908) 791-0338 (w)

**Return the Report Form and the Compensation Worksheet no later than March 1, to:**

**Finance Department Diocese of New Jersey**

808 West State Street  
Trenton, NJ 08618-5398