Important Information for:

- **Ministry Personnel**
- **Treasurers, M&P Ctee.**

The United Church of Canada
L'Église Unie du Canada

Effective January 1, 2012–Minimum Salaries for Ministry Personnel

The following minimum salaries have been adjusted to reflect a 1.8% cost of living increase.

	YEARS OF ELIGIBLE SERVICE (INCREMENT CATEGORY)					
TYPE OF MINISTRY LEADERSHIP	1–2 (**A**)	3–4 (**B**)	5–7 (**C**)	8–10 (**D**)	11–13 (**E**)	14 + (**F**)
ORDER OF MINISTRY	$32,841	$34,319	$35,797	$37,276	$38,753	$40,230
RECOGNIZED DESIGNATED LAY MINISTERS	$31,783	$33,213	$34,645	$36,074	$37,504	$38,933
DESIGNATED LAY MINISTERS	$31,082	$32,480	$33,879	$35,278	$36,678	$38,075
INTERN SUPPLY	$31,783	$33,213	$34,645	$36,074	$37,504	$38,933
CANDIDATE SUPPLY	$31,783	$33,213	$34,645	$36,074	$37,504	$38,933
STUDENT SUPPLY	$31,082	$32,480	$33,879	$35,278	$36,678	$38,075

Other adjustments for 2012:

- Continuing Education & Learning Resources ($1,275 annually)
- Weekend Supply ($232 per weekend)
- Worship Leadership and Preaching ($116 per occasion)
- Travel ($0.41 per kilometer – no change from 2011)

The Minimum Salary and Allowances for Ministry Personnel (2012) document is posted on the United Church website at http://www.united-church.ca/minstaff/pastoral/salary/schedule. If you would like a hard copy, contact Martha Watt at 416-231-7680, ext. 3161, or toll-free 1-800-268-3781.

This document provides general information on: progressing through the salary schedule, calculating pro-rated salaries, calculating housing allowance, other reimbursements (i.e., travel, telephone, continuing education and learning resources), and remuneration for visiting ministry personnel.

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Summer Closure for Pastoral Charges: What to do

If your pastoral charge closes over the summer, and employees at the pastoral charge remit United Church pension and benefit premiums through the Pastoral Charge Payroll Service (payroll service), remittances missed over the summer months will need to be made up.

To do this:

1. Send ADP (the payroll service provider) notification 1 week prior to the payroll date the employee is NOT to receive their pay using the New/Change Employee Sheet.
    a. Complete "Section 2—Employee Status"
        i. check off 'Inactive Status'
        ii. check off 'Summer Closure'
        iii. fill in 'Effective Date' (the last day worked)
    b. Tell ADP the number of payrolls that are to be cancelled
2. Notify ADP Client Services 1 week prior to the payroll date the employee is to RECEIVE their pay to reactivate their status.

    ADP Client Services phone: 1-877-377-4784, fax: 1-877-701-7329
3. In the month following the employee's return to work, The Benefits Centre, administered by Aon Hewitt will calculate the **benefits** remittances that were missed, and forward that information to ADP for processing. Depending on the amount owing, the retroactive deductions may apply over several pay periods.

    To monitor the benefits remittance deductions, refer to the ADP Payroll Register report. If you, or the employee, have questions about the deductions, call The Benefits Centre (Aon Hewitt) at 1-866-859-5025 (after July 1).
4. If the employee wishes to make up the **pension** remittances missed over the summer closure period, one-time adjustments can be made prior to, or immediately following the summer closure period (or both). In order to calculate the one-time adjustment amount(s) that need to be passed on to ADP), use the amount that was deducted immediately prior to the closure as indicated on the ADP Payroll Register report; or use "Tools for Treasurers (Lay/Ministry)" to calculate the amount.

Tools for Treasurers (Lay/Ministry) can be found at: www.united-church.ca ; search and select "budgeting tools for treasurers" link. Scroll down the page and click on the appropriate spreadsheet link (lay or ministry).

ADP's New/Change Employee form is available from ADP Client Services; or download a copy from the Church Leadership Network: http://churchleadership.united-church.ca In "Conversations" scroll to 'Church Finances' at the bottom of the page. The 'New/Change Employee' form is posted at the featured link of the same name.

Recent Communication from ADP: The United Church was recently made aware of a letter from ADP, the payroll service provider, to all ministry units and pastoral charges. The Ministry and Employment unit, responsible for coordinating the payroll service, followed up with ADP immediately to evaluate the impact of the information communicated in the letter on the pastoral charge payroll service, currently used by approximately 90% of all pastoral charges and ministry units. As more information becomes available, this will be communicated to treasurers and members in as timely and thorough a manner as possible.

Thank you for your patience as we work with ADP on this matter.