

Diocese of New Jersey Full-Time Clergy Compensation 2012 Report Form

1. Name of church _____

2. Town _____ Convocation _____

3. Level Classification of Church _____

4. Name of clergy _____

5. Position: *Check one*

- Ordained to the diaconate after July 1, 2009, and employed full-time in parish ministry.
 Diaconate Ordination: Month _____ Year ____ Position Level is "Newly Ordained"..
- b. Full-time rector, priest in charge, or vicar. *Position level is the same as Church Classification Level.*
- c. Full-time curate/assistant/associate. If your position is of an apprenticeship nature it is considered as level one. If your position is not of an apprenticeship nature, a level should have been assigned to assistant position by the vestry when appointed. (Not the same as the church level.)

6. Date of appointment to present position: Month _____ Year _____

Years in position begin with January 1st nearest to the date of clergy appointment to present position and are counted to January 1, 2012. Enter the figure below.

7. Years in position _____

Report of Compensation Budgeted for 2012

Cash Salary

Before answering question 8, complete Section A on the enclosed worksheet.

8. On this line report cash salary before any reallocations are made _____

a. If any of the cash salary reported on line 8 is to be reallocated as cash housing allowance, enter the amount to be reallocated on this line _____

b. If any of the cash salary reported on line 8 is to be reallocated into a tax-deferred savings plan, enter the amount to be reallocated on this line _____

c. If any of the cash salary reported on line 8 is to be reallocated for other purposes, explain and enter the amount on the line below.

Housing Provisions

Check one box (9, 10, 11) and answer the questions in that section.

9. Live In rectory or church-owned living quarters

a. Utilities [*Check one box.*]

Church pays all utility bills directly Amount budgeted _____

Church provides a utilities allowance Amount of allowance _____

b. Amount of cash salary to be reallocated as cash housing allowance [Should agree with the amount entered on line 8] _____

c. Housing Equity Allowance - Amount of Housing Equity Allowance to be paid by church into a tax-deferred savings plan.

[*Note: The canonical minimum for 2012 is:*

Level 1 \$1,937 Level 2 :\$2,260 Level 3 \$2,582

Levels 4 & 5 :\$3,228] _____

- 10. **Live In own home and receive a housing allowance**
 - a. Amount of allowance [Note: The canonical minimum for 2012 is \$16,000] . . . _____
 - b. Amount of cash salary to be reallocated as housing allowance, if any. [Should agree with the amount entered on line 9b] . . . _____
- 11. **Live In rented quarters** [Check all applicable boxes.]
 - a. Church pays rent directly Amount budgeted _____
 - b. Church pays utilities directly Amount budgeted _____
 - c. Church pays rental allowance to cleric Amount _____
 - d. Church pays utilities allowance to cleric Amount _____

12. Total of lines 9a, 9b, 9c and 9d. _____

Professional Expense Reimbursement

Check applicable and answer the questions in that section

- 13. Church provides automobile and pays the cost of operating it. Enter the amount budgeted for reimbursement of other professional expenses. _____
- 14. Church does not provide automobile. Amount budgeted for reimbursement of professional expenses _____
[Note: The canonical minimum for 2012 is \$4,500]

15. Continuing Education Allowance: Report the amount budgeted on this line _____
[Note: The canonical minimum for 2012 is \$1,117]

16. Social Security Offset - Report the amount budgeted on this line. _____
Calculate SECA offset amount found Section B Worksheet.

17. Church Pension Fund Premium - Report the amount budgeted _____
Calculate of premium amount found in Section C Worksheet.

- 18. Health Insurance Expense _____
- 19. Life insurance Expense _____
- 20. Dental Insurance Expense _____
- 21. Other (list: _____)

22. All clergy should meet annually for a compensation review with the vestry or a designated committee. On this line enter the date of your last review. Date _____

23. Changes in compensation should be reported to the Church Pension Fund when they take effect. On this line enter the date when your latest compensation increases were reported and the name of the person who submitted the report. If possible, attach a copy of the report. Name _____ Date _____

The I.R.S. requires that a Vestry designate the housing allowance for clergy each year prior to January 1st. A new resolution is required each year. 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. Date of the Vestry Resolution. _____

Treasurer's Name & Signature _____

Warden's Name & Signature _____

Clergy Name & Signature _____

This report must be returned to the Diocesan Treasurer & The Standing Commission on Clergy Compensation NO LATER THAN MARCH 1, 2012. Return this form and the Worksheet.

Mail to: Finance Department, Diocese of New Jersey, 808 West State Street, Trenton, NJ 08618-5326.