

**Diocese of New Jersey
Report for Full-Time Clergy
of Compensation Paid in 2007
and Budgeted for 2008**

1. Name of church _____
2. Town _____ Convocation _____
3. Level of church _____ *[Find the Level & Convocation on the enclosed chart of church level classifications.]*
4. Name of member of clergy _____
5. Position: *Check one box and follow the directions given.*
- a. Ordained to the diaconate after July 1, 2004, and employed full-time in parish ministry.
Date of ordination to the diaconate: Month _____ Year _____
If you check this box enter "Newly Ordained" on line 6.
- b. Full-time rector or vicar. If you check this box your position level is the same as the level of the church on line 3. Enter that level on line 6.
- c. Full-time assistant minister. 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 your position by the vestry when you were appointed. It is usually not the same as the church level. Enter your position level on line 6.
- d. Full-time interim rector or vicar. If you check this box your position level is the same as the level of the church on line 3. Enter that level on line 6.
6. Position level _____
7. Date of appointment to present position: Month _____ Year _____
Your years in position begin with the first of January nearest to the date of your appointment to your present position and are counted to January 1, 2008. Enter the figure on line 8.
8. Years in position _____

Report of Compensation Paid in 2007

In this section report amounts actually paid in 2007 unless otherwise directed.

Cash Salary

9. On this line report cash salary before any reallocations were made _____
- a. If any of the cash salary reported on line 9 was reallocated as cash housing allowance, enter the amount reallocated on this line. _____
- b. If any of the cash salary reported on line 9 was reallocated into a tax-deferred savings plan, enter the amount reallocated on this line. _____
- c. If any of the cash salary reported on line 9 was reallocated for other purposes, explain and enter the amount on the line below.

Housing

Check one box (10, 11 or 12) and answer the questions in that section.

10. Live in rectory or church-owned living quarters

a. Utilities [Check one box]

Church paid all utility bills directly Amount paid _____

Church provided a utilities allowance Amount of allowance _____

b. Amount of cash salary reallocated as cash housing allowance [Should agree with amount entered on line 9a] _____

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

11. Live in own home and receive a housing allowance

a. Amount of allowance _____

b. Amount of cash salary reallocated as housing allowance, if any. [Should agree with amount entered on line 9a] _____

12. Live in rented quarters [Check all applicable boxes]

a. Church pays rent directly Amount paid _____

b. Church pays utilities directly Amount paid _____

c. Church pays rental allowance to cleric Amount paid _____

d. Church pays utilities allowance to cleric Amount paid _____

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

Professional Expense Reimbursement

Check one box (14 or 15) and answer the questions in that section.

14. Church provides automobile and pays the cost of operating it. On this line enter the amount paid for reimbursement of other professional expenses _____

15. Church does not provide automobile

a. Amount paid to member of clergy for reimbursement of professional expenses _____

b. If the amount reported on line 15a is less than \$4,500 were all submitted expenses up to \$4,500 reimbursed? Yes No

16. Continuing Education Allowance: Report the amount paid on this line _____

If the amount reported on line 16 is less than \$1,026 how much was budgeted and made available to the member of the clergy for continuing education? _____

17. Social Security Offset _____

18. Church Pension Fund Premium _____

19. Health Insurance _____ Life Insurance _____ Dental Plan _____

20. Other: _____

Report of Compensation Budgeted for 2008

In this Section report amounts budgeted for 2008

Cash Salary

Before answering question 21, complete Section A on the enclosed worksheet.

21. On this line report cash salary before any reallocations are made _____
- a. If any of the cash salary reported on line 21 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 21 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 21 is to be reallocated for other purposes, explain and enter the amount on the line below.
- _____

Housing

Check one box (22, 23 or 24) and answer the questions in that section.

22. 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 21a] _____
- 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 2008 is:
- | | | |
|--------------|---------|-------|
| Level 1 | \$1,857 | |
| Level 2 | \$2,166 | |
| Level 3 | \$2,476 | |
| Levels 4 & 5 | \$3,095 | _____ |

23. Live In own home and receive a housing allowance

- a. Amount of allowance [Note: The canonical minimum for 2008 is \$16,000] _____
- b. Amount of cash salary to be reallocated as housing allowance, if any. [Should agree with the amount entered on line 21a] _____

24. 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 _____

25. Total of lines 24a, 24b, 24c and 24d. _____

Professional Expense Reimbursement

Check one box (26 or 27) and answer the questions in that section

26. Church provides automobile and pays the cost of operating it- On this line enter the amount budgeted for reimbursement of other professional expenses. _____

27. Church does not provide automobile.
Amount budgeted for reimbursement of professional expenses _____
[Note: The canonical minimum for 2008 is \$4,500]

28. Continuing Education Allowance: Report the amount budgeted on this line _____
[Note: The canonical minimum for 2008 is \$1,026]

29. Social Security Offset - Report the amount budgeted on this line. _____
To calculate the amount, complete Section B on the enclosed worksheet.

30. Church Pension Fund Premium - Report the amount budgeted on this line _____
To calculate the amount of the premium, complete Section C on the enclosed worksheet.

31. Health Insurance _____

32. Life insurance _____

33. Dental Plan _____

34. Other _____

35. 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. _____

36. 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 _____

36a. 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. On this line enter the date of the Vestry resolution. _____ Date _____

37. Treasurer's Signature _____

38. Warden's Signature _____

39. Signature of Priest or Deacon _____

40. Date Submitted _____

This report must be returned to the Diocesan Treasurer by March 1st.

Return both this form and the endorsed worksheet.

Mail to: Finance Department, Diocese of New Jersey, 808 West State Street, Trenton, NJ 08618-5398.

Comments: