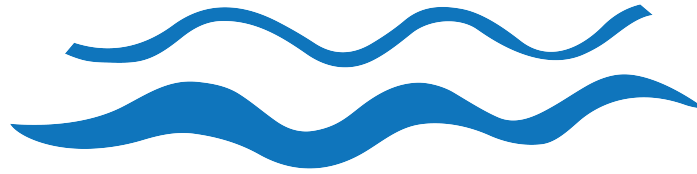


SAINT LAWRENCE
DISTRICT
SAINT-LAURENT



SALARY GUIDELINES 2019

FOR OFFICIAL WORKERS OF THE ST LAWRENCE DISTRICT

DEFINITION OF SALARY TERMS

When considering salaries, there are 3 different salary figures that are important to understand in order to avoid confusion and misunderstandings between the pastor (*employee*) and the church leadership (*employer*).

1. **Gross salary:** This is the amount of money that an employer agrees to pay to an employee for their work. For those in ministry this is usually on an annual basis.
2. **Net salary:** By law all salaried employees in Quebec are to contribute certain amounts towards their personal income tax and to various social programs - Quebec Pension Plan (QPP), Quebec Parental Insurance Plan (QPIP) & Employment Insurance (EI). In addition, there are also personal benefit programs that employees may contribute to according to the conditions agreed upon with their employer - Alliance Retiral Fund (ARF), Group Insurance plan - Life & Medical. All of these contributions are deducted from the employee's gross salary and remitted by the employer to the proper authorities on a monthly basis. The balance of the salary is then paid to the employee; this is their net salary.
3. **Total Payroll:** By law all employers in Quebec are to contribute certain amounts to various social programs on behalf of their salaried employees - Quebec Pension Plan (QPP), Quebec Parental Insurance Plan (QPIP), Health Services Fund (HSF) & Employment Insurance (EI). These contributions are over and above the employee's deductions. In addition, the employer is required to contribute to the Alliance Retiral Fund. They also may be required to contribute to the Group Life & Medical Insurance plan. These contributions are to be remitted by the employer to the proper authorities on a monthly basis. Total payroll costs for an employer equals the gross salary amount plus the employer contributions.

The figures in the following Salary Scale are gross salary amounts.

SALARY SCALE

(Salary amounts do not include employee benefits; see **EMPLOYEE BENEFITS** section below)

SCALE	YEARS OF SERVICE	UNORDAINED WORKER	ORDAINED WORKER
1	1-3 years	\$37,105	\$44,523
2	4-6 years	\$38,216	\$45,859
3	7-9 years	\$39,363	\$47,234
4	10-12 years	\$40,544	\$48,651
5	13-15 years	\$41,759	\$50,110
6	16-18 years	\$43,011	\$51,613
7	19-21 years	\$44,301	\$53,150
8	22-24 years	\$45,632	\$54,758
9	25-27 years	\$47,922	\$56,401
10	28-30 years	\$48,409	\$57,068
11	31 years +	\$49,862	\$59,834

1. One increment level corresponds to 3 years of ministry experience.
2. Years of service are defined as the number of years in full-time pastoral ministry, with CMA on non-CMA ministry; one year of ministry equals one year of service. For non-pastoral Christian ministry, CMA or non-CMA, 2 years of full-time ministry equals one year of service. For years of service in other related Christian ministries, equivalence may be granted by the District Superintendent according to the age of the person and their appropriate experience.
3. There is a salary increase of 3% for every level.
4. The salary for an ordained worker is 20% more than the salary for an un-ordained worker.
5. Additional increases are accorded for completed formal theological training:
 - Bachelor's degree - no supplemental increase as this is already calculated in the ordained worker's salary
 - Master's degree - a supplement of 5% over an ordained worker's salary
 - Doctoral degree - a supplement of 10% over an ordained worker's salary
6. Unless otherwise decided, salaries are adjusted annually by one's employer (Church/District) according to the annual cost of living index for Quebec. Please note that this is not to be considered as a salary increase, but as a financial increase to compensate for the increased cost of living in order to maintain the same living standard.

7. The pastor's salary is a fixed yearly salary, based on his responsibilities, like those at management level, and is not based on the number of hours worked. However, for comparison, an annual salary of \$45 000 is equivalent to \$21.63/h for a 40h/week.
8. A pastor is considered a full time employee if he is an active, permanent employee, working full-time for at least 30 hours per week.

EMPLOYEE BENEFITS

1. One's employer (Church / District) will pay all employee benefits as required of an employer to the appropriate federal (EI) and provincial (QPP, QPIP, HSF) government agencies.
2. All full-time employees must register with the Alliance Retiral Fund (ARF) of the CMA in Canada. This is obligatory. Part-time workers may register under certain conditions.
3. The District offers to all workers a group life, disability and medical insurance plan through The Great West Life Insurance Company. Unless otherwise decided, one's employer (Church / District) will assume payment of the premiums for their Official Worker. If a worker decides to not participate in this plan, he must sign a waiver form to this effect.
4. The combined employee benefits (federal & provincial contributions, ARF and Group Insurance premiums) paid by the employer (Church / District) are equivalent to about 22% of the employee's gross salary. This means that for a salary of \$45 000, one must budget ±\$9 900 in addition to the gross salary.

VACATION

The Commission des normes du travail du Québec has established guidelines and rules for vacations, statutory holidays and sick leave and maternity and paternity leave for all workers in Québec. For more information consult <http://www.cnt.gouv.qc.ca/accueil/index.html>.

Please note that statutory holidays are to be considered over and above regular days off and sick leave and maternity and paternity leave are over and above regular vacation time. It is understood that the pastor will receive his full salary during his vacation and not vacation pay.

Using these guidelines, as well as referring to other CMA districts, the St Lawrence District has established the following scale for annual vacation time

YEARS OF SERVICE	NUMBER OF WEEKS OF VACATION PER YEAR
1-2 years	2 weeks
3-9 years	3 weeks
10-19 years	4 weeks
20-29 years	5 weeks
30 years +	6 weeks