



COMPENSATION GUIDELINES  
FOR MINISTERS OF WORD  
AND SACRAMENT (PASTORS)  
FOR 2024

Northwest Intermountain Synod, ELCA

Approved by the Northwest Intermountain Synod Council, October 2023

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## **Introduction:**

The enclosed 2024 compensation guidelines for clergy were approved by the Northwest Intermountain Synod Council at its October 2023 meeting. They are provided as a starting point for determining compensation and benefits for pastors. Please keep in mind that these are guidelines and should be used with thoughtful flexibility as congregations work to come up with fair and just compensation and benefits packages. These guidelines cannot possibly speak to all our congregations with their varying financial and personnel resources and expectations. Congregations are encouraged to use the guidelines as minimum standards of financial support and hopefully go beyond them.

Each year a pastor has an additional year of experience which adds value to the shared ministry of the whole congregation. This added experience needs to be considered in providing fair compensation. Therefore, a yearly increase for ministry experience is factored into these guidelines. If your congregation's pastor is paid below guidelines, a concerted effort should be made to increase their compensation to meet guidelines. Congregations in such situations are encouraged to create a plan over three to five years to increase compensation to guidelines. Adequate and fair compensation encourages good morale on the part of both professional leaders and the congregation as they work together to do ministry and mission in the name and Spirit of Jesus Christ.

This document is meant to help congregational leaders complete the Definitions of Compensation, Benefits, and Responsibilities Form. It would be helpful to have this form while discussion compensation. It can be found here:

[http://download.elca.org/ELCA%20Resource%20Repository/Compensation\\_and\\_Benefits\\_for\\_a\\_Pastor\\_Form.pdf?\\_ga=2.19535224.1559947307.1565563552-896208811.1535046420](http://download.elca.org/ELCA%20Resource%20Repository/Compensation_and_Benefits_for_a_Pastor_Form.pdf?_ga=2.19535224.1559947307.1565563552-896208811.1535046420)

## **A Theology of Call:**

“Within the Evangelical Lutheran Church in America rostered ministers may serve as pastors or deacons. The process of calling rostered ministers within the life of the church is therefore primarily about discerning God’s will for and God’s call upon the congregation or ministry in which they will serve. Prayerfully, the church calls forth those they believe God can best use to help them carry out their mission together.

Rostered leadership is not a self-called vocation but a unique calling from God through the church to serve and equip the whole people of God. This is so that the church can live together faithfully as the body of Christ, equip the baptized for their work, and fulfill its purpose to proclaim and embody the redemptive intentions of God in the world.”

“A Theology of Call” -ELCA Website

A “calling” implies a mutuality between those rostered people being called and the agency or congregation issuing the call. This mutuality means that congregations and other ministry sites are to live for the well-being of the rostered ministers that they call, and rostered ministers are to live for the well-being of the communities into which they are called, so that together –with the whole church –they might live in Christ for the life of the world. “We do not live to ourselves...” (Romans 14:7)

The Northwest Intermountain Synod embraces Biblical values with regard to the relationship between rostered ministry and congregational life and mission:

- The church is the body of Christ; called to live out the implications of the gospel for the sake of the world. As members of the body of Christ, all members of a congregation provide ministry in

the name of Christ. Rostered ministers that equip the church for the work of mutual ministry are valued. (Ephesians 4:11ff)

- In the Lutheran tradition, in order that the church may be equipped for ministry, high worth is placed on equipping rostered ministry. The personal, ethical, and educational standards required of leaders are valued. (1st Timothy 3:1ff)
- Congregations are to be centers of "word and sacrament" as well as caring, compassionate communities that are evangelical in seeking and welcoming the "homeless" and the "stranger." Rostered ministers that equip the church to be so Christ centered that it is outwardly focused are valued. (Matthew 25:31ff)
- Congregations are to continually seek out Christ's calling to mutual ministry in their context. Rostered ministers that inspire an ongoing mutual discernment for ministry are valued. (Romans 12:1-3)

Since a calling implies mutuality and a healthy relationship between a rostered leader and a congregation, it is vital to ground this important conversation about compensation in Scripture and prayer. The following is a suggested way to engage Scripture called Dwelling in the Word. It is also suggested that Romans 12:1-12 would be a good Scripture passage to use for this exercise.

## Dwelling in the Word

### The 10 - Step Process\*

1. **Pray:** Turning to God's Word we look forward to how the Spirit is showing up among us, and we pray, *"Come Holy Spirit, and guide our attention to you, amen."*
2. **Text:** Make sure everyone has a copy of the passage or use Bibles.
3. **Invite** two different voice to read the designated text; **"Who will read for us?"**
4. **Read** for the first time. Following the first read, allow some silence in between readings.
5. **Read again**, allowing a little more silence after the second reading.
6. **Pair up**
7. **Listen** to your partner's response to only one of three questions: (1) Where was your imagination caught? (2) What word, phrase or idea stood out to you? (3) Where do you hear the Spirit nudging you in this text? *Be prepared to listen to well enough to your partner that you could report on what they say, and yes, you may take notes.*
8. **\*\*Revoicing:** Share what you heard from your partners.
9. **Track the conversation:** Designate one person to track the contributions on a white board or large post-it board.
10. **What is God saying?** After everyone has shared, stand back and look at the responses, and ask, *"What might God be saying to us today?"*

\*Adapted from *Dwelling in the Word: A Pocket Handbook*, by Pat Taylor Ellison & Patrick Keifert (Church Innovations, 2011).

\*\*These portions of the practice are particularly important for cultivating the kind of listening that we are hoping to build capacity for, suspending one's voice for a bit, while making space for another's voice to be shared publicly.

**A: COMPENSATION**

1. **Base Cash Salary:** A pastor’s base cash salary is based on several considerations—the number of years of experience, additional factors related to the context of the ministry, cost of living, and job responsibility. Pastors serving in part-time positions should receive prorated salary and benefits. The information that follows will assist you in determining a starting point for salary. These figures are guidelines and are not intended to restrict a congregation in fairly compensating a pastor beyond these amounts.

In this document you will find two separate charts. The first is used for base cash salary for pastors for whom the congregation provides housing (i.e., a parsonage). The second is for pastors who own or rent their own home. Due the wide variation in housing expenses across the Northwest Intermountain Synod, Housing Allowance is based on 30% to 40% of the base cash salary.

For 2024, there is an estimated 3.0% Cost of Living Adjustment increase over 2023. Additionally, the multiplier for experience has be modified. The following multipliers are used: 1.5% for years 1-10; 1.35% for years 11-20; 1.2% for years 21-30; 1.1% for years 31+

**Base Cash Salary for Pastors living in a parsonage:**

years of experience	2024 Base Compensation	years of experience	2024 Base Compensation
0	46910	16	59002
1	47614	17	59799
2	48328	18	60606
3	49053	19	61424
4	49789	20	62253
5	50535	21	63000
6	51293	22	63756
7	52063	23	64522
8	52844	24	65296
9	53636	25	66079
10	54441	26	66872
11	55176	27	67675
12	55921	28	68487
13	56676	29	69309
14	57441	30	70140
15	58216	31	70912

**Base Cash Salary plus 30% - 40% Housing Allowance:**

years of experience	2024 Compensation + 30% for housing	2024 Compensation + 40% for housing		years of experience	2024 Compensation + 30% for housing	2024 Compensation + 40% for housing
0	60980	65675		16	76699	82604
1	61895	66660		17	77735	83720
2	62823	67660		18	78784	84850
3	63765	68675		19	79848	85995
4	64722	69705		20	80925	87156
5	65693	70751		21	81897	88202
6	66678	71812		22	82879	89260
7	67678	72889		23	83874	90332
8	68694	73982		24	84880	91416
9	69724	75092		25	85899	92513
10	70770	76219		26	86930	93623
11	71725	77247		27	87973	94746
12	72693	78290		28	89029	95883
13	73675	79347		29	90097	97034
14	74669	80418		30	91178	98198
15	75677	81504		31	92181	99278

In addition to years of experience since ordination, there are several factors that should be considered when determining a pastor's salary. Some of these factors are:

- Multi-Point Parish \$500 per congregation (2-point equals \$1000 additional, 3-point equals \$1500, etc.)
- Supervisory Responsibilities for Program Staff
  - \$1500 for supervision of 2-3 program staff
  - \$2500 for supervision of 4 or more program staff
- Additional Education \$1000 for additional degrees earned beyond the Master of Divinity
- Unusual Cost of Living Expenses
- Size of Congregation
- Previous professional experience before ordination

**2. Housing Allowance:**

**Parsonage:**

See section 4 of this document on page 7.

**Clergy owed/rented housing:**

When a clergy person owns or rents a home (rather than a parsonage), it is expected that a housing allowance will be provided. That allowance should be enough to pay for and maintain an adequate home for the pastor and family in the community in which the congregation is located.

What is a fair way to determine an appropriate housing allowance? There seem to be many ways to do this. Traditionally in the Northwest Intermountain Synod **housing allowance has been between 30% and 40% of the pastor's base cash salary**. Another way is to consider using the fair-rental value of an appropriate home in your community and add the cost of utilities and other expenses. For example, \$12,000 fair-rental value of an appropriate home + \$5,000 for utilities and expenses (gas, electric, phone, insurance, etc.) = \$17,000.

As congregations contemplate raising the pastor's salary each year, they should also consider including the housing allowance or value of the parsonage in that percentage calculation. Otherwise a pastor's raise is only on a portion of their compensation.

It is important to distinguish between what churches pay for housing expenses and what a pastor declares as "housing allowance" on income tax forms. Pastors do not pay federal or state income tax on housing allowances. It is the responsibility of the pastor to determine the amount officially declared as housing allowance on tax forms. In general, a housing allowance should be designated as high as possible, keeping in mind that the amount that can be excluded from taxable income cannot exceed the lowest of the following:

- 1) The allowance itself,
- 2) The amount actually used "to provide a home," or
- 3) The fair rental value of the furnished home, plus utilities.

The pastor determines the Housing Allowance amount portion from the total compensation package and submits that housing amount to the church council. The church council must annually include the amount to be designated for housing in the council minutes prior to the beginning of the new tax year. The pastor assumes full responsibility for complying with IRS definitions of the cost to provide a house. See Appendix A on page 6 for a sample "Housing Allowance Resolution" the Church Council can use.

3. **Self Employed Social Security payment allowance (Social Security Offset):** All pastors are considered self-employed for social security purposes and therefore pay a self-employment tax of 15.3 percent of their income. It is strongly recommended that the church or calling body give a Social Security allowance, even though it is taxable, to their pastor to pay at least half (7.65%) of his or her self-employment tax as they do for the other employees of the church when they pay the employer's share of the FICA tax. This allowance is included on the pastor's W-2 as taxable income.

This tax is levied on the Social Security tax base which includes the following:

- Cash salary
- Housing allowance or fair rental value of the parsonage
- Furnishings allowance
- Utilities allowance (paid to or on behalf of the pastor)
- \*Social Security Offset (formula on the next page)
- Other taxable income

\*FORMULA FOR CALCULATING SOCIAL SECURITY OFFSET

- 1. Cash Salary \_\_\_\_\_
- 2. Housing Allowance, or if parsonage: 30% of Cash Salary or fair market value \_\_\_\_\_
- 3. Other Cash Compensation (utilities allowance, furnishings allowances, etc.) \_\_\_\_\_
- Subtotal \_\_\_\_\_

Sub-total \_\_\_\_\_ x .0765 x .9235\*\* = \_\_\_\_\_ (Social Security Offset)

\*\* Schedule SE, the IRS Form that determines self employed contributions to Social Security and Medicare, adjusts gross income by 92.35% when calculating the tax due. Hence the formula is income x 0.0765 x 0.9235

- 4. **If a parsonage or other housing is provided:** A congregation and pastor would benefit from a mutually created parsonage use agreement. Pastors are subject to social security tax (15.3%) on the fair-rental value of the parsonage. ***The Fair rental value of the parsonage plus any utility/cell phone payments made to either the pastor or directly to the utility/phone company need to be on the W-2 as part of housing.***
  - a. **Utilities Allowance:** When a **parsonage is provided** (rather than a housing allowance) the congregation pays for all maintenance and utilities of the parsonage. Utility expenses should be paid directly to the utility provider by the congregation. On the Definitions of Compensation, Benefits, And Responsibilities form, this section should then be zero (0).
  - b. **Furnishings Allowance:** A Furnishings Allowance may be designated as a portion of annual salary and may be used by a pastor for purchasing and repairing furnishings, and for certain other household maintenance expenses for pastors living in an unfurnished parsonage. To the extent that the allowance is used for household furnishings, etc., it is excluded income for federal income taxation. The designation is still considered part of the base for calculating social security payments (SECA or FICA) and is considered part of "Defined Compensation" by the ELCA Portico Benefits Services.
  - c. **Housing Equity Allowance:** Congregations that provide their pastor with a church owned parsonage should contribute a housing equity payment to the ELCA Pension Fund, the ELCA Mission Investment Fund or another appropriate investment fund. It is recommended that the fund be set at 3% of the "Salary without Parsonage" figures on the minimum guidelines chart. This equalizes the retirement possibilities for pastors who are housed in parsonages and those who own their own homes. Since home ownership provides tax breaks and equity at retirement time, this payment keeps the pastor on a more equal par with his or her peers while allowing the congregation the flexibility of a parsonage.



## B: PENSION AND OTHER BENEFITS

The congregation enrolls the pastor in the ELCA Pension Plan, including provision for major medical and dental coverage with family coverage as needed. Information is available at the Portico website:

<https://www.porticobenefits.org>

1. **ELCA Pension:** The standard ELCA pension is 10-12% of defined salary, with 10% being the minimum for Rostered Leaders.
2. **ELCA Medical and Dental Insurance:** There is a package of materials from Portico that each pastor and congregation receives that outlines the monthly contribution rates. You can find the latest contribution rates on Porticos website or by calling them at (800) 352-2876, to work on the amount to put in the budget for this item. Remember they are on Central time and it is best to save the computation of the pension for the last part of the process, since you will need a complete picture to arrive at the pension figures. The Gold+ package is considered the standard in the Northwest Intermountain Synod.
3. **Other insurance of benefits:** Each call and compensation package is unique. This section of the Definitions of Compensation, Benefits, And Responsibilities for Ministers of Word and Sacrament document can be used to clarify those other insurance or benefits, if there are any. Please contact the Synod Office (509-838-9871 or [cathy.steiner@nwimsynod.org](mailto:cathy.steiner@nwimsynod.org)) if you have questions.

## C. EXPENSES

1. **Automobile or Travel Allowance:** The automobile allowance is considered as reimbursement for ministry-related expenses and is not part of a pastor's salary, if substantiated through an **Accountable Plan**. Mileage should be reimbursed at the current IRS mileage rate (\$0.655/mile for the rest of 2023). **It is important that reimbursements be made through an Accountable Plan system; otherwise the pastor must pay taxes on them.**
2. **Other Professional Expenses:** Many congregations provide an allowance to offset the expenses a pastor incurs as a part of their daily work. New books, office supplies, computer upgrades, internet access, professional journal subscriptions and other things that a pastor uses in daily work on behalf of the congregation should be reimbursed, either directly or as a line item budgeted. If one uses this plan, appropriate motions must be made by the congregational council at its first meeting after the church's budget is passed and a system for submitting vouchers and receipts for reimbursement established. A recommended figure is between \$150 and \$400 annually for professional books and subscriptions.
3. **Expenses for Official Meetings of the Synod, as reimbursed:** Congregations should provide a policy that sets forth that attendance at conferences, both regional and synodical, are not to be considered vacation time, or if required by the letter of call, synod or bishop, continuing education time. This is a part of the letter of call to the greater church. Congregations should consider providing an allowance so that both pastors and spouses may attend these events. Attendance is necessary to conduct the business of our church and keep pastors and

congregations up to date on events in the church. Spouses also need time to be refreshed in the greater vision of the church.

4. **Continuing Education:** The congregation provides funds in the amount of \$1000-\$1500, and two weeks each year (including Sundays), for continuing education. Continuing Education benefits the congregation. It allows the pastor to take time to intentionally update and acquire new skills, which is essential for effective, ongoing ministry. The ELCA expects a minimum of fifty (50) contact hours annually in continuing education. A contact hour is defined as a typical fifty-minute classroom instructional session or the equivalent.
5. **Other:** Any other professional allowance or reimbursement is listed here. What follows is a list of common items to list in the "Other" category. Please note this list is not exhaustive.
  - a. **First Call Theological Education** for congregations calling a pastor right out of seminary. It is \$500 per year for the first three (3) years of a pastor's call.
  - b. **Sabbatical:** There is a growing movement to provide for a three to six (3-6) month sabbatical in congregations. This time away from the congregation is to renew a pastor's energies and vision. It is an excellent investment in the congregation's future. In a sabbatical, the congregation gets many of the benefits of a fresh start without the additional expenses of a new call process and lost momentum frequently experienced in calling a new pastor. It also provides the benefits of a longer-term pastorate in the parish, since studies show that a sabbatical often extends a pastor's stay within a parish. Usually this time away is after a pastor has been in the parish for at least five (5) years. It is recommended by the Northwest Intermountain Synod for ministry sites to provide a sabbatical every seven (7) years at a minimum.

By advance budgeting, monies are set aside each year to cover the expenses. During a sabbatical leave, the congregation pays full salary and benefits to the pastor on sabbatical, plus the expense of pastoral supply during the period.

You may not realize it, but the vacation and sabbatical packages are powerful symbols of love and respect for a pastor and these offerings are well noted during the process of calling a new pastor. They are also powerful symbols of health and vitality for a congregation. Both congregation and pastor benefit by the use of renewal and recreation time.

To learn more about our Synod's sabbatical policy, please contact the Synod office at 509-838-9871.
6. **Pay the moving expenses to this field of service as follows:** Accepting a call to a ministry site in the Northwest Intermountain Synod often necessitates a move for the pastor. It is expected that the ministry site reasonably reimburse (or pay for directly) the moving expenses. The amount needed can vary depending upon the distance of the move, size of the household, etc. This amount, and how it is to be paid, should be negotiated as part of the call process. ***Moving expenses are considered taxable income per IRS guidelines.***

## D: AGREEMENT

1. **Vacation Time:** Pastors are “on call” day and night, carrying heavy responsibilities daily, are often separated from family and relatives for great lengths of time, must regularly produce fresh material for the spiritual growth of parishioners, and are seldom able to take advantage of three-day weekends and other holidays. Therefore, vacation time is a necessary priority for pastors. **It is the Northwest Intermountain Synod’s expectation that all pastors receive a minimum of four (4) weeks annual paid vacation, including four (4) Sundays\***. Keep in mind that part-time clergy cannot be given a straight percentage of vacation time. For instance, if you gave a half-time pastor half of the full vacation leave, the part-time pastor would end up working more Sundays than a full-time pastor, so please keep the 4 Sundays for all rostered clergy. (see Payment for Supply Pastors below)
  - \* Unused Vacation Time. In the absence of any other officially recognized agreement or policy about the accumulation of unused vacation days, the synod recommends that congregations adopt the following ELCA Churchwide policy, as follows:  
*A maximum of ten (10) days of vacation time may be “carried-over” from one year to the next. No more than ten (10) days of additional vacation time may ever be retained.*
2. **Continuing Education Time:** It is the expectation of the Northwest Intermountain Synod that each clergy have at minimum of two (2) weeks, including two (2) Sundays for Continuing Education. Time away for Synod events, such as Synod Assembly, is not to be counted as Continuing Education Time.
3. **First Call Theological Education:** This is required for the first three years that a pastor serves in their first call. This does not count as vacation or continuing education time.
4. **Mutual Ministry Committee:** The Northwest Intermountain Synod encourages congregations to form a Mutual Ministry Committee for each member of its rostered leadership. The function of the Mutual Ministry Committee is to provide a space for “conversation between ministerial staff, council and congregational members in order to grow together in ministry. The functions of a Mutual Ministry Committee fall into four areas:
  - a. Identifying professional leadership needs for the congregation, preparing job descriptions, assisting the call or interview committee at the time when a congregation seeks to call a pastor, or as the exit interview group when a pastor leaves. They may also serve as the personnel committee, dealing with other staff, such as the secretary, organist, choir director, or custodian
  - b. Identifying continuing education possibilities with the pastor considering his/her and the congregation’s needs, enabling the rostered minister to participate in such opportunities.
  - c. Providing on-going reflection on the needs and expectations of both minister and congregation, guided by the mission statement of the congregation, and periodically reviewing the call/contract/appointment extended to the pastor, as provided for in the Letter of Call.

- d. Serving as the personal and confidential support group to the rostered minister(s) and spouse (and lay staff), providing opportunities for open communication between congregation and minister, initiating possibilities for reconciliation in times of conflict.

The Northwest Intermountain Synod suggests a Mutual Ministry resource, "Pastor and People, Making Mutual Ministry Work," which can be ordered at <https://www.augsburgfortress.org/store/product/6811/Pastor-and-People-Making-Mutual-Ministry-Work>

A Mutual Ministry Committee may be composed of six (6) members, three (3) to be appointed each year for a term of two (2) years. This committee shall be appointed jointly by the council president and pastor (or senior pastor). Committee members will hold no other office in the congregation during their term.

5. **Disability and Family/Medical Leave:** It is expected that a congregation pay full salary and benefits for the first two (2) months if a pastor becomes disabled while serving. It is also recommended that each ministry site develop a generous and clear policies regarding extended family or medical leave.  
**\*Military Time:** It is recommended that a congregation develop a policy on Military Time/Leave policy when applicable.
6. **Maternity/Paternity or Adoptive Leave:** It is the expectation of the Northwest Intermountain Synod that a minimum of six (6) weeks of parental leave be given to pastors with full pay and benefits.  
**\*Sick Leave:** Pastors should be allowed to take personal sick days as well as use sick leave to care for immediate family members when ill. Vacation and continuing education time should not be jeopardized by this.

**Appendix A – Housing Allowance Resolution Example**

Pastors and congregations may wish to use this Housing allowance resolution to formalize the Housing Allowance agreement.

*This resolution should be included in the minutes of the Church Council prior to January 1 of each year. A copy should be made, signed and titled by the president or secretary of the congregation, and given to the pastor(s) for his/her records.*

*Please note that this is only for tax purposes for the pastor. It is not part of the process a congregation goes through in determining the amount paid to the pastor for housing above the base salary. The Pastor determines that amount from their total compensation and gives it to the Church Council.*

Housing Allowance Resolution [To be inserted in Church Council Minutes]

In order to permit (Name of Pastor) to benefit from the provisions of Section 107 of the Internal Revenue Code, the council specifies that the total compensation paid to her/him during the fiscal year() includes a housing allowance. (Name of Pastor) estimates that she/he will spend \$\_\_\_\_\_ during the year for housing expenses. Since such approval by the council would permit her/him to deduct that amount from her/his taxable income and has no further effect upon our congregation or budget, it was:

RESOLVED That the total compensation of \$\_\_\_\_\_ paid to (Name of Pastor) includes a housing allowance of \$\_\_\_\_\_.

(if moving expenses apply) RESOLVED that \$\_\_\_\_\_ paid to (Name of Pastor or name of moving company) for moving expense

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **Appendix B – Pastor’s Reimbursement; Accountable or Non-Accountable?**

If a pastor is paid a set amount each month towards the professional allowance or the car allowance, this amount also is taxed and must appear in Box 1 of the W-2. This is called a “**non-accountable plan.**” Because the pastor is considered an employee, the congregation is responsible for the pastor’s expenses, such as professional allowance and mileage. Therefore, all pastors need to be using an “**accountable plan**” for expenses. Reimbursed amounts are not considered taxable income only if the pastor has an “accountable plan.” It is extremely important that churches structure their reimbursement plans to be accountable.

An “accountable plan” has a line item amount in the budget. Each month the pastor submits verification of what was spent during the month (receipts and log of mileage driven). It is strongly recommended that the treasurer then submits a separate check to cover reimbursements.

IRS guidelines for an “accountable plan” include:

1. The church is required to have a written reimbursement plan that must be recorded in the Council minutes. (See below.)
2. The church is required to identify reimbursements either by making separate payment or by specifying the amount of both wages and reimbursement if they are combined in a single payment.
3. The pastor must adequately account to the church for the expenses he/she wishes to have reimbursed. The pastor needs to keep a daily expense book, receipts, canceled checks, and credit card slips as well as an auto mileage log.
4. If a pastor receives an advance of expenses, (e.g. if a pastor is going to a conference or school) the pastor must save receipts and return any excess reimbursement over the expenses for which he/she did not adequately account.
5. A church person other than the pastor needs to examine the substantiating records, which should be kept at least four (4) years by the church.

### **A written accountable professional expense reimbursement plan might read as follows:**

“The parish recognizes the pastor will incur expenses for which the congregation is responsible. Such professional expenses include, but are not limited to the following:

1. Purchases of books, magazines and CDs up to a designated amount.
2. Entertainment of visiting church leaders.
3. Hosting and entertaining local church members and groups.
4. Dues to clergy associations and other professional organizations.
5. Professional clothing (robes, stoles, collars, etc.), including dry cleaning.
6. Office supplies, postage.
7. Auto -If a pastor and congregation wishes, the auto and professional reimbursement can be combined under one line item which includes mileage reimbursement at IRS recommended rate and professional reimbursement as listed in 1-6.

We name the following person from the congregation \_(name)\_\_\_\_\_ who will substantiate the records.”

*It is recommended that this person not be the treasurer but perhaps someone from the executive committee, council, or finance committee.*

## **Appendix C – For congregations in the State of Washington: Minimum Wage, Overtime & Exemptions, and Sick Leave**

The Washington State Department of Labor and Industries says that church workers are **NOT** exempt from the overtime, minimum wage, or paid sick leave requirements.

### **Minimum Wage:**

L&I will make a cost-of-living adjustment to the minimum wage based on the federal Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). This new minimum wage took effect Jan 1, 2021, and will continue to do so yearly thereafter. Please be sure to check <https://li.wa.gov/workers-rights/wages/minimum-wage/> for current minimum wage rates.

### **Overtime and Exemptions:**

In the state of Washington, most employees who work more than 40 hours in a 7-day workweek must be paid overtime unless those employees meet the minimum salary threshold, which can be found here: <https://lni.wa.gov/forms-publications/F700-207-000.pdf>

Overtime pay must be at least 1.5 times the employee's regular hourly rate. Other overtime rates, like double time pay are not required under Washington state law, with the exception of certain public works projects. Employees cannot waive their right to overtime pay. For more information, please check <https://lni.wa.gov/workers-rights/wages/overtime/>

### **Sick Leave:**

Paid sick leave requirements: Starting January 1, 2018, employers in Washington are required to provide all of their employees with paid sick leave.

- Paid sick leave must accrue at a minimum rate of one hour of paid sick leave for every 40 hours worked. This includes part-time and seasonal workers.
- Workers will be eligible to use paid sick leave 90 days after start of employment.
- Workers will be able to carry over up to 40 hours of unused sick leave to following year.
- Workers will be able to use all accrued hours for authorized purposes.
- For absences exceeding three (3) days, employers may require documentation that shows that the leave was used for an authorized purpose.

For more information, please visit <https://www.lni.wa.gov/workers-rights/leave/paid-sick-leave/>