

2011
SUMMARY
of
COMPENSATION
for
CONGREGATION
SUPPORT STAFF

GRAND CANYON SYNOD of the ELCA

2011 Summary of Compensation for Congregation Support Staff Grand Canyon Synod of the ELCA

The purpose of this document is to provide our congregations with information about compensation that is currently being paid to support staff within our congregations. We hope this information helps you as you seek to fairly compensate your staff.

Participants

Thirty-five congregations responded to the survey providing information on staff positions. Several congregations noted that they do not have any paid support staff and that they only use volunteers. Participation came from all across the synod and the breakdown is as follows:

Colorado River Conference	5
High Country	2
Tucson and Area	10
Valley	18
Yuma	0

The data shared is strengthened by greater participation. Thank you for participating and encourage those around you to participate in the future.

Position Categories

We collected compensation information on these categories:

- Administrative Assistant
- Custodian
- Financial Manager
- Office Administrator/Operations Manager

If you would like information on compensation for musicians, try the Association of Lutheran Church Musicians at www.alcm.org or the American Guild of Organists at www.agohq.org.

Reporting Categories

We have reported on four categories. They are:

- Years of Experience
- Baptized Membership
- Receipts
- Education

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The Baptized Membership and Receipts information is taken from the participating congregation's **Congregation Report** (parochial report) for the calendar year 2010. Each congregation provided the Years of Experience and Education information when they completed the survey forms. As you are reviewing compensation levels for your staff, it is important to refer to your 2010 Congregation Report to determine which reporting level you should use.

Average Compensation

The average compensation by position is:

- Administrative Assistant \$13.40
- Custodian \$11.61
- Finance Manager \$18.23
- Office Administrator/Operations Manager \$17.77

Please remember that the level of responsibility for each position may vary greatly. As you seek to fairly compensate your staff, you will need to consider the responsibility given to each staff person.

Benefits

A total of **89** surveys were completed. **Twenty** of the participants receive **some** type of benefit (not necessarily all benefits). Benefits noted include health insurance, pension, 403(b), and continuing education. Many of you noted that those who do not receive any benefits are less than full-time.

Position	# of Participants	# receiving benefits
Admin. Asst.	29	5
Custodian	33	6
Financial Mgr.	12	1
Off. Mgr./Ops. Mgr.	15	8

Summary Report and Graphs

Each position has a summary report providing data by the four categories noted above and graphs for each of those categories. You can select the position you are most interested in and review the information for just that position or read through the information on each position.

Summary

Thank you for taking the time to complete the surveys. Information like this is helpful to the whole community, but it takes time to complete the forms. We appreciate that you set aside time to do this. Please contact Barbara Dykman-Thomas at the Synod Office with questions or suggestions for improvements! She can be reached at 602-957-3223, extension 110 or at bthomas@gcsynod.org.