



Deacons: Ministers of Word  
and Service

## COMPENSATION DEVELOPMENT WORKSHEET

### The Rocky Mountain Synod of the Evangelical Lutheran Church in America

*The particular aims of this Rostered Minister Compensation Development Worksheet are:*

- *to clarify the important factors in determining baseline levels of compensation (low/high range) for rostered ministers called to service in the Rocky Mountain Synod, and*
- *to provide congregations of the Rocky Mountain Synod with tools to help congregations and deacons understand the elements in considering compensation for those called to rostered ministry in their community.*

*Actual annual compensation levels, as well as other aspects of the total compensation package, are best determined through the mutual conversation of congregational leaders and their called/rostered staff.*

When calling a new deacon, congregations are strongly encouraged to meet the previous salary of your new deacon. If your congregation cannot meet these financial obligations, other compensation should be considered. See Section 1 in the 'Definition of Compensation and Benefits for Rostered Ministers', paragraph 9.

ROCKY MOUNTAIN SYNOD Deacons Compensation Development Worksheet

Step 1	DETERMINING BASELINE COMPENSATION	FORMULA
<b>BASELINE COMPENSATION</b>	The Rocky Mountain Synod annually reviews and sets a "Baseline Compensation" for its deacons guided by the admonition: <i>"Let the elders who rule well be considered worthy of compensation, especially those who labor in preaching and teaching..."</i> This passage points to the need for regular performance reviews and regular compensation reviews for those who are called to congregational leadership.	Baseline Compensation for deacons with a B.A. degree and M.A. degree are listed separately. Use the appropriate baseline compensation figure in Box A for the rostered minister you are reviewing.  The annual amount is \$45,000 (M.A. degree) or \$38,250 (B.A. degree) (Note that if the terms of the call are less than full-time this amount should be adjusted accordingly.)  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         BOX A: \$45,000 – M.A Degree                          \$38,250 – B.A. Degree                     </div>

Step 2	DETERMINING COMPENSATION RANGE ADJUSTMENTS	FORMULA
<b>YEARS OF SERVICE</b>	As per most professional compensation systems, we acknowledge the value of acquired skills, wisdom, and experiences that can only come from actual rostered minister experience.	Credit one point for each year of service as a rostered minister (up to a maximum of 30) in Box B.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         BOX B: _____ points                     </div>
<b>YEARS OF PRIOR RELATED EXPERIENCE</b>	Increasingly, persons with prior experience in relevant fields enter rostered ministry in our church. We seek to acknowledge the value of prior experience in relevant fields (e.g. teaching, finance, counseling, administration, social work, etc.) with this adjustment.	Credit is given for each year of prior experience in a relevant field. Multiply those "years of related prior experience" by .5 [# years x .5 /up to a maximum of 8 points) and credit in Box C.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         BOX C: _____ points                     </div>
<b>FURTHERED EDUCATION</b>	Lutherans have long expected that their deacons be well educated. This credit seeks to account for and encourage life-long learning for leadership.	Credit is given (3 points) to those who have taken the time and made the commitment to earn a degree in a ministry-related field over the M.A. level or have completed over 450 hours of Continuing Education. If such is the case, enter 3 points in Box D.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         BOX D: _____ points                     </div>
<b>COMPENSATION ADJUSTMENT POINTS</b>	Boxes B-D quantify the value of experience and education a deacon may possess. These factors will become a basis for adjustment to compensation.	Add together the credits in Boxes B, C and D to create a "point total" and write that number in Box E.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         BOX E: _____ point total                     </div>

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Step 3	NEGOTIATING ACTUAL COMPENSATION	FORMULA
ADJUSTED BASELINE COMPENSATION RANGE LOW	Step 1 allowed you to determine the Baseline level of Compensation for a deacon serving in your community.	Transfer the amount recorded in Box A on page 1 of this form to Box A below.  BOX A: \$ _____
COMPENSATION ADJUSTMENT	Step 2 (Boxes B, C and D) comprises a point total (with identified maximums), which quantifies an appropriate adjustment to compensation. As of October 2014, the value of that modifier is set at \$1400 per point.	The number of points recorded in Box E, multiplied by the point modifier, quantifies the added value of your rostered leader's experience and education. Complete that calculation to determine the dollar amount for Box F.  BOX F: (Box E x \$1400) \$ _____
ADJUSTED BASELINE COMPENSATION RANGE HIGH	By adding the "Adjusted Baseline Compensation Range Low" and the "Compensation Adjustment", you will be able to determine an "Adjusted Baseline Compensation Range High" compensation for your deacon.	Add Box A and Box F together and write that amount in Box G.  BOX G: (Box A + Box F) \$ _____
NEGOTIATED DEACON COMPENSATION	<p><b>Acknowledging the amounts in Box A as an "Adjusted Baseline Salary Range Low" and Box G as "Adjusted Baseline Salary Range High," it is the responsibility of the congregation to determine the actual annual compensation.</b></p> <p>During the course of the conversation, consider the following questions:</p> <ul style="list-style-type: none"> <li>• Does our deacon bring any special skills to this ministry that ought to be compensated?</li> <li>• Does our deacon bear significant added administrative / leadership responsibility?</li> <li>• During the past year, has our deacon met the ministry goals, which had been mutually established by the deacon and the congregation?</li> <li>• Are we expecting our deacon to take on any significant new responsibilities this year?</li> <li>• Are there any unique financial stresses or circumstances we should address?</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;">                     BOX H: (other adjustments as negotiated) \$ _____                 </div>	

The amount entered in Box I represents our mutually negotiated deacon compensation for the coming year. (Note: Adjust accordingly if the terms of call are less than full-time.)

Adjusted Salary Range Low (Box A)	\$ _____
Adjusted Salary Range High (Box G)	\$ _____

Our Deacon's Compensation for this past year was:	\$ _____
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BOX I: Our Deacon's Compensation for the coming year will be:	\$ _____
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Step 4	ADDITIONAL BENEFIT CALCULATIONS TO CONSIDER	
ELCA PENSION AND HEALTH BENEFITS		
CONTINUING EDUCATION		
AUTO EXPENSE	<i>Long distance commutes should be considered as additional expenses in this line item.</i>	
PERIODICALS, BOOKS AND PUBLICATIONS		
PROFESSIONAL EXPENSES		
TECHNOLOGY EXPENSES	<i>(i.e. cell phone, laptops, etc.)</i>	
OTHER		
TOTAL OF ADDITIONAL BENEFITS		<div style="border: 1px solid black; padding: 5px; text-align: right;">                     \$ _____                 </div>