

Diocese of Atlanta
Report of Lay Employees and Benefits

December 21, 2007

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This is an updated report of data that was initially gathered in 2003. In 2007 Information was requested from each parish regarding their lay employees. We asked for all lay employee positions, annual salary, hours worked per week, and whether employees received medical benefits, life insurance, or pension. Sixty out of ninety-three parishes returned completed forms, an impressive response and helpful to this analysis.

Your parish is an ever-changing, growing structure making it necessary to perform reviews and re-evaluate staff and job descriptions on a regular basis. This data was collated in a way we hope will be a helpful aid to rectors and parish vestries who are reviewing their current parish staff job descriptions, hiring new employees or creating new staff positions to maintain the needs of the parish.

Although lay employees in all parishes share similar, required and routine responsibilities, there are no two job descriptions or positions that would look exactly the same. Parish sizes range from small physical plant and part-time personnel to quite large and complex organizations, requiring a number of staff to maintain and secure the physical plant, supply bookkeeping needs, assist education, worship and outreach programs, and assist the clergy and church leadership.

We placed the various descriptions into several categories: *Administration, Worship, Maintenance, Youth, Nursery, and Parish Programs*. Although category *Youth* would fall under *Programs*, responses were numerous enough to break this out from *Parish Program* category.

When interpreting this data, keep in mind job descriptions and salaries will greatly vary depending on parish size and location, responsibilities, the number of people on a staff, and number of years experience in that job.

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Summary of Categories

Position	Lowest Salary	Highest Salary	# Employees	% of Eligible Employees with Benefits
Administration	2,600	72,520	91	64.0%
Worship	1,215	714209	61	46.2%
Maintenance	1,200	37,000	42	84.6%
Parish Programs	4,800	49,600	19	50.0%
Youth Ministries	1,680	60,240	18	50.0%
Nursery	1,000	9,410	20	0.0%
Total # reported lay employees in the diocese			251	

Based on our experiences working with parishes, we estimated the number of employees from non-responsive parishes and added this to the actual number of employee reported in the survey.

of estimated lay employee by category

Administration	148
Worship	70
Maintenance	60
Parish Program	28
Youth	30
Nursery	30
Total estimated lay employees	366

Category Reports

- The following individual reports by category give the various staff titles, a median salary, average full time salary, percentage of eligible employees to employees receiving benefits, total number of employees in that category and hours per week range. To be eligible for medical dental life, pension, an employee must work at least 20 hours per week. This report shows that out of 153 employees eligible for benefits 95 employees or 62.1% received a benefit of medical, dental, life, disability or pension.

Administration

Staff Titles: *Parish Administrator, Secretary, Administration, Facilities Manager, Manager of Office Operations, Communication Manager, Assistant, Financial Director, Receptionist, Rector's Secretary, Coordinator, Business Manager*

- This category includes positions involved in administration and internal organization.
- Median Salary: \$25,865
- Average Full-time Salary \$35,174
- Hours per week: 6 to 40+ hours
- 64.0% of eligible employees receive benefits, Employees may receive all or any combination of benefits, medical, dental, life, disability, and pension.
- Total number of employees in Administration 91.
- Out of 75 eligible employees, 48 received benefits.

Salary Range	# of Employees	Hours per Week
600 - 12,999	22	4.5 - 24
13,000 - 15,999	6	12 - 25
16,000 - 20,999	12	24 - 40
21,000 - 24,999	5	35 - 40+
25,000 - 29,999	12	32 - 40
30,000 - 34,999	12	35 - 40+
35,000 - 49,999	21	35 - 40+
50,000 - 72,520	4	30 - 40+

Worship

Staff Titles: Organist, Choirmaster, Music Assistant, Youth Music Director, Children's Choir Assistant, Accompanist, Director of Music, Assistant Organist, Liturgical Assistant

- This category includes positions directly involved in worship services including service planning.
- Median Salary: \$12,779
- Average Full Time: \$42,786
- Hours per week: 1 – 40 hours
- Total number of employees reported 61
- Out of 26 eligible employees, 12 receive benefits or 46.2%.

Salary Range	# of Employees	Hours per Week
\$1,000 – 9,999	21	1 – 20
10,000 – 15,999	11	5 – 20
16,000 – 21,999	10	5 – 30
22,000 – 32,999	6	20 – 40
33,000 - 43,999	6	20 – 40
44,000 – 71,420	6	30 - 50

Maintenance

Staff Titles: Manager of Facilities Support, Sexton, Housekeeper, Security, Mechanical Engineer, Custodian, Building Superintendent, Sexton's Assistant

- This category includes positions whose responsibilities are related to the upkeep of the physical plant.
- Median Salary: \$19,000
- Average Full time Salary: \$25,496
- Hours per week: 4 to 48 hours
- Out of 26 eligible employees, 22 are provided benefits or 84.6%.
- Total number of Maintenance employees reported 42.

Salary Range	# of Employees	Hours per Week
\$1,200 – 7,999	12	1 - 16
8,000 – 14,999	5	20 – 35
15,000 – 19,999	6	20 – 40
20,000 – 24,999	9	20 – 40
25,000 – 37,000	10	20 – 40

Parish Program

Staff Titles: Children's Ministries Coordinator, Christian Education Director, Lay Assistant Children's Ministries, Program Assistant, Special Projects Coordinator, Christian Formation Director, Director of Christian Education for Adults and Youth, Catechesis Director, Director of English Second Language/Missions, Outreach Director, Director of Hospitality

- This category includes staff whose responsibilities are to direct *parish program* ministries.
- Median Salary: \$20,000
- Average full time salary: \$36,051
- Hours per week: 20 – 45
- Out of 14 eligible employees, 7 are provided benefits or 50.0%.
- Total number *Program* employees reported 19.

Salary Range	# of Employees	Hours per Week
\$4,000 – 8,999	2	7 – 10
9,000 – 17,999	5	18 – 20
18,000 – 24,999	3	19 - 20
30,000 – 35,999	4	20 – 40
36,000 – 75,000	5	35 – 45

Youth Ministries

Staff Titles: Youth Minister, Youth Coordinator, Youth Assistant, Minister to Youth, Youth Ministries Coordinator, Youth Director, Director of Youth Spiritual Formation, Director of Youth Ministries

- Median Salary: \$17,377
- Average Full Time: \$34,858
- Hours per week: 10 - 45 hours
- Total number of employees reported 18
- Out of 12 eligible employees, 6 are provided benefits or 50.0%.

Salary Range Week	# of Employees	Hours per
\$1,600 – 4,999	3	4 - 12
5,000 – 17,499	6	10 - 20
17,500 – 36,999	5	10 - 40
24,000 – 34,999	9	20 - 40
37,000 – 60,999	4	35 - 45

Nursery

Staff Titles: Sitter, Nursery Attendant, Nursery Supervisor, Provider, Director, Manager, Coordinator

- Median Salary: \$2,080
- Average Salary: \$2,619
- Hours per week: 2 - 4 hours
- Total number of employees reported 20
- This chart indicates positions are part-time and employees receive no benefits. There is a definite division between nursery caregivers and nursery coordinators in both salary and number of hours worked.

Nursery		
Salary	# of employees	hours/week
\$1,040 – 1,999	9	2 - 4
\$2,000 – 2,999	9	2 - 4
\$3,000 – 9,500	5	2 - 4