

Diocese of Atlanta
Report of Lay Employees and Benefits

December 21, 2010

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This is an updated report of data that was initially gathered in 2003. In 2010 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. Forty-four out of ninety-four 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	5,358	83,371	69	65.0%
Worship	2,100	85,875	49	63.0%
Maintenance	2,800	60,185	28	73.7%
Parish Programs	7,781	57,060	19	79.0%
Youth Ministries	4,200	48,263	10	98.0%
Nursery	1,000	11,700	8	0.0%
Total # reported lay employees in the diocese			182	

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	109
Worship	78
Maintenance	60
Parish Program	25
Youth	20
Nursery	18
Total estimated lay employees	310

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 125 employees eligible for benefits 69 employees or 69% 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: \$23,490
- Average Full-time Salary \$24,920
- Hours per week: 5 to 40+ hours
- 65.0% 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 74.
- Out of 63 eligible employees, 41 received benefits.

Salary Range	# of Employees	Hours per Week
600 - 12,999	17	4.5 - 25
13,000 - 15,999	8	12 - 30
16,000 - 20,999	8	24 - 30
21,000 - 24,999	9	15 - 40
25,000 - 29,999	4	32 - 40
30,000 - 34,999	6	32 - 40
35,000 - 49,999	14	35 - 40+
50,000 - 83,371	7	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: \$13,168
- Average Full Time: \$20,491
- Hours per week: 1 – 40 hours
- Total number of employees reported 49
- Out of 18 eligible employees, 12 receive benefits or 67%.

Salary Range	# of Employees	Hours per Week
\$1,000 – 9,999	16	1 – 20
10,000 – 15,999	11	5 – 20
16,000 – 21,999	6	5 – 30
22,000 – 32,999	7	20 – 40
33,000 - 43,999	4	20 – 40
44,000 – 85,875	5	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: \$14,363
- Average Full time Salary: \$33,251
- Hours per week: 4 to 40 hours
- Out of 20 eligible employees, 16 are provided benefits or 80%.
- Total number of Maintenance employees reported 28

Salary Range	# of Employees	Hours per Week
\$2,800 – 7,999	6	4 - 20
8,000 – 14,999	8	15 – 35
15,000 – 28,500	7	25 – 40
28,001 – 60,185	7	35 – 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: \$33,773
- Average full time salary: \$31,910
- Hours per week: 20 – 40
- Out of 18 eligible employees, 12 are provided benefits or 67%.
- Total number *Program* employees reported 19.

Salary Range	# of Employees	Hours per Week
\$7,700 – 17,000	3	20 - 24
17,001 – 30,000	5	18 - 40
30,001 – 38,000	7	30 – 40
38,001 – 57,000	4	35 – 40

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: \$18,000
- Average Full Time: \$27,959
- Hours per week: 10 - 45 hours
- Total number of employees reported
10
- Out of 6 eligible employees, 5 are provided benefits or 83.0%.

Salary Range Week	# of Employees	Hours per
4,200 – 13,350	4	10 - 16
13,351 – 30,250	2	20 – 40
30,251 – 48,270	4	35 - 45

Nursery

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

- Median Salary: \$2,100
- Average Salary: \$3,075
- Hours per week: 3 – 20 hours
- Total number of employees reported 8
- 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
\$1,000 – 1,999	4	3 - 8
\$2,000 – 2,999	3	3 - 6
\$3,000 – 9,500	1	20