



Deacon

## COMPENSATION WORKSHEET

### **Northwest Washington Synod of the Evangelical Lutheran Church in America**

*The goals of this Deacon Compensation Worksheet:*

- *to clarify the important factors in determining baseline levels of compensation (low/high range) for deacons called to service in the Northwest Washington Synod, and*
- *to provide congregations of the Northwest Washington Synod with tools to help congregations and pastors 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 rostered staff.*

| Step 1                       | DETERMINING BASELINE COMPENSATION   | FORMULA   |
|------------------------------|---|---|
| <b>BASELINE COMPENSATION</b> | The Northwest Washington Synod annually reviews and sets a "Baseline Compensation" for its deacons. | 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 deacon you are reviewing.<br><div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         Box A: \$52,000 – M.A. Degree<br/>                         \$45,000 – 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 deacon experience.   | Credit one point for each year of service as a deacon (up to a maximum of 25) in Box B.<br><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 0.5 [# years x 0.5 /up to a maximum of 8 points) and credit in Box C.<br><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 leaders 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.<br><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.<br><div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">                         Box E: _____ points                     </div>   |

| Step 3   | NEGOTIATING ACTUAL COMPENSATION   | FORMULA   |
|--|---|---|
| <b>ADJUSTED BASELINE COMPENSATION RANGE LOW</b>  | Step 1 allowed you to determine the Baseline level of Compensation for your deacon.   | Box A: \$ _____   |
| <b>COMPENSATION ADJUSTMENT</b>                   | Step 2 (Boxes B, C and D) comprises a point total (with identified maximums), which quantifies an appropriate adjustment to compensation. The value of that modifier is set at \$1,000 per point.   | <p>The number of points recorded in Box E, multiplied by the point modifier, quantifies the added value of your deacon's experience and education. Complete that calculation to determine the dollar amount for Box F.</p> <p>Box F: (Box E x \$1,000)<br/>\$ _____</p> |
| <b>ADJUSTED BASELINE COMPENSATION RANGE HIGH</b> | 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.  | <p>Add Box A and Box F together and write that amount in Box G.</p> <p>Box G: (Box A + Box F) \$ _____</p>  |
| <b>NEGOTIATED DEACON COMPENSATION</b>            | <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>• For how many programs is our deacon responsible?</li> <li>• What is the ratio of members to paid staff?</li> <li>• Are there any unique financial stresses or circumstances on the part of the deacon that we should address?</li> <li>• Is the term of call less than full time?</li> </ul> <p>Box H: (other adjustments as negotiated)<br/>\$ _____</p> |   |

Adjusted Salary Range Low (Box A) \$ \_\_\_\_\_

Adjusted Salary Range High (Box G) \$ \_\_\_\_\_

Our Deacon's Compensation for this past year was: \$ \_\_\_\_\_

Our Deacon's Compensation for the coming year will be: \$ \_\_\_\_\_