



MEMORANDUM

March 2014

TO: Pastors, Major Superiors, School Principals,
Religious Education Coordinators, Campus Ministry Coordinators,
Archdiocesan Catholic Center Department Directors

FROM: Financial Services

SUBJECT: **2014-2015 Religious Compensation**

The following enclosed information concerns religious stipend and benefits for fiscal year 2014-2015. The compensation schedule applies to religious institutes of women and men engaged in Archdiocesan ministry (whether it be in schools, campus ministry, parish ministry, diocesan offices, etc.) beginning July 1, 2014. It does not apply to religious order priests appointed as pastors, associates or administrators.

Please note that the new compensation for religious schedules for levels 1, 2 and 3, enclosed, reflect the maximum amount of compensation provided by a parish, school, agency or ministry. In the past, several religious institutes elected not to receive the maximum amount because of the nature of their ministry and/or because they work in poverty-stricken areas.

Effective July 1, 2014, there is a 1.5% increase of salary for all priests, religious and lay employees, therefore the enclosed schedule reflect this increase as well as the insurance rate changes, which are based on the actual for the 2015 Medical Anthem premium for the Archdiocese of Los Angeles.

Enclosed you will find: (1) "Policy for the Agreement for Services, Supervision and Termination of Women and Men Religious"; (2) a form entitled "Agreement for Full-Time Services"; (3) an information sheet entitled "Compensation for Women and Men Religious – Financial Guidelines for Fiscal Year 2014-2015"; and (4) the compensation schedules for each of the three levels for fiscal year 2014-2015.

The enclosed compensation schedules presume all automobiles for the use of religious have been eliminated. If you are still providing an automobile for a religious person on your staff, deduct \$5,000.00 from the stipend. The stipend includes the housing contribution.

When determining compensation, please note that "years" means length of time the religious has served in that particular apostolate or ministry, *not the length of time as a religious in service to the Church.*

Thank you for your cooperation in implementing the adjustments for this coming fiscal year.

/dr

Enclosures

**AGREEMENT FOR FULL-TIME SERVICES
ARCHDIOCESE OF LOS ANGELES**

THIS AGREEMENT is entered into by _____
(Name of Parish/Department Hiring)

of the Archdiocese of Los Angeles and the religious institute of

for the services of Sister/Brother/Father: _____

for the period of _____ to _____.

POSITION: _____

START DATE: _____

SUPERVISOR: _____

LEVEL OF MINISTRY (*check one*) [] Level 1 [] Level 2 [] Level 3

YEARS IN MINISTRY AT DESIGNATED LEVEL: _____

COMPENSATION AND RELATED BENEFITS:

1. Stipend 2014-2015 Scale (includes housing contribution) \$ _____

2. Longevity: Years as religious from first profession (*check one*)
_____ (1-6 \$500) _____ (7-19 \$1,000) _____ (20+ \$1,200) \$ _____

3. Retirement (*see Scale*) \$ _____

4. Health Insurance (*available if ministering over 30 hours/week*)

Insurance allotment to religious choosing the Archdiocesan plan will be deducted from the compensation amount. *This is a projected figure.

Insurance allotment to religious having a congregational plan will be included in the compensation amount. Verification of insurance plan should be attached to agreement.

_____ Archdiocesan plan – No stipend adjustment
_____ Congregational plan – Add \$13,500* \$ _____

5. Total compensation including longevity \$ _____

Total amount \$ _____ per year = \$ _____ monthly

6. FTE (40 hours/week = 1.0 – Insert 1.0 or decimal) x _____

7. Transportation: The compensation schedule presumes all cars for the use of religious have been cashed out; however, if the Archdiocese is providing an automobile, deduct \$5,000. Reimbursement for work-related transportation is at the Archdiocesan rate.

8. Vacation Days and Retreat: Three (3) weeks' vacation plus one week for retreat or according to ministry schedule.
9. Holidays: According to ministry schedule.
10. Paid Sick Leave: Ten (10) days per year with a maximum amount of thirty (30) days, which can be accumulated.
11. Family/Medical Leave: According to Archdiocesan policy.
12. Religious Institute Affairs: Up to ten (10) days (___ number days agreed in consultation with immediate supervisor).

(All checks will be made payable to religious institute.)

It is mutually understood that the religious is not an employee of or under an employment contract with the Archdiocese of Los Angeles and is not covered by worker's compensation. The Archdiocese of Los Angeles assumes liability for the acts of religious while engaged in the performance of services for the Archdiocese of Los Angeles.

It is understood that payment for these services is not subject to withholding or reporting for any income, Social Security or any other taxes or any other deduction. All such reporting to the extent required is the responsibility of the religious institute.

In the event of non-renewal of said agreement, notification will be given by the party not renewing to the other party at least three (3) months prior to the concluding date of this agreement, which is _____. The ministry of the individual religious can be terminated thirty (30) days after the religious receives a written letter explaining the reasons for terminating the agreement and the religious can resign with thirty (30) days' notice.

The terms of this agreement include the "Policy for the Agreement for Services, Supervision and Termination of Women and Men Religious for the Archdiocese of Los Angeles," to be consistent with the compensation summary.

Signature of Individual Religious

Date

Signature of Pastor/Principal/Supervisor

Date

Major Superior/Institute Representative*

Date

**While some religious institutes no longer require the signature of the major superior on the agreement, it is recommended the agreement continue to be signed by both the religious and the major superior.*

**POLICY FOR THE AGREEMENT FOR SERVICES, SUPERVISION AND
TERMINATION OF WOMEN AND MEN RELIGIOUS
FOR THE ARCHDIOCESE OF LOS ANGELES**

Status

Whenever a religious with his/her superior's approval seeks a position with the Archdiocese of Los Angeles at the Archdiocesan Catholic Center or an Archdiocesan entity, he/she remains an agent of his/her religious institute. The religious who takes a position with one of our Archdiocesan entities is not an employee in the technical meaning of that term, receiving no salary for services. A stipend, however, is made in favor of and sent directly to the religious institute. This procedure is in compliance with the norms of *Canon Law* regarding vowed religious. However, although the religious is not an employee as such, in the interests of a deep respect for religious life and the ministries of religious, from a sense of justice and equity and for the better collaboration of the Church among all its members, those responsible for the placement of religious in our institutions are requested to observe the following policies in the processes involved. These processes include:

Hiring Process

The pastor, principal or supervisor who negotiates a position with a religious must follow sound personnel practices in regard to the careful examination of the individual's resume, consultation with his/her religious institute, a follow-up on his/her references from places in which he/she previously served, and hold a formal interview. If there are doubts about the person's suitability for the position, great caution should be exercised before any agreement is finalized.

Agreement for Services

A written agreement for services is required for all positions involving religious in the Archdiocesan entities. The agreement is included with this policy statement.

The agreement is with both the religious institute and the religious (sister/brother/priest) and the Archdiocesan entity and must be signed by the individual religious and the pastor, principal or hiring supervisor. While some religious institutes no longer require the signature of the major superior on the agreement, it is recommended that the agreement continue to be signed by both the religious and the major superior.

The agreement should include explicit mention of the religious stipend, terms of payment, health benefits, retirement considerations, the expected hours and times of work, vacation time, sick leave, times away for religious institute affairs, retreat and, where appropriate, transportation, living arrangements and any other fiscal aspects of the agreement with the Archdiocese as well as any other special negotiations.

This agreement is for a one-year period and must be renegotiated annually.

Job Description and Performance Appraisal

A job description and a format/process for regularly scheduled job performance evaluations of the religious by the pastor, principal or supervisor should be included with the written agreement.

The Archdiocese expects all persons to strive for excellence in performance and to adhere to professional work place standards. Therefore, the Archdiocesan Catholic Center uses a performance appraisal process designed to help religious and supervisors/department heads document performance and achievements.

Job performance is normally evaluated by the supervisor/department head under who the religious serves at the conclusion of the 90-day introductory period. In certain instances, the introductory period may be extended to six months. After that, the religious will be evaluated at regular intervals.

**COMPENSATION FOR WOMEN AND MEN RELIGIOUS
FINANCIAL GUIDELINES FOR FISCAL YEAR 2014-2015
ARCHDIOCESE OF LOS ANGELES**

The following guidelines serve as the reference manual for the enclosed three levels of compensation for women and men religious (sisters, brothers and priests) engaged in religious education work (whether it be in schools, campus ministry, parish ministries or Archdiocesan offices), with respect to the stipend and benefit arrangements which were adopted *July 1, 1993*.

COMPENSATION CRITERIA

There is a three-level religious compensation policy adopted by the bishops of the Los Angeles Province. The compensation for the services of religious consists of remuneration, both direct (stipend) and indirect (benefits).

The monetary differences between the three levels of compensation are directly related to the responsibilities of the positions within each level category. The following describes the basic assumptions representative for each level of compensation.

COMPENSATION LEVELS

LEVEL 1

A lower level of compensation than for the standard ministries of level 2, for religious who serve in some way, by appointment to an Archdiocesan parish or entity, but are unable for whatever reason (e.g., age, health, etc.) to bear the full rigors of ministry.

LEVEL 2

Compensation for religious serving by appointment to an Archdiocesan parish or entity in one of the standard ministries relating to the life and mission of the Church.

LEVEL 3

This is a higher level of compensation for a special category of Archdiocesan-level positions with religious holding executive posts demanding exceptional preparation and qualifications.

**ARCHDIOCESE OF LOS ANGELES - MARCH 2014
 COMPENSATION FOR RELIGIOUS
 (DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
 FISCAL YEAR 2014-2015**

LEVEL 1

(1)	(2)	(3)	(4)	
YEARS	STIPEND	RETIREMENT CONTRIBUTION	MEDICAL COVERAGE	TOTAL COMPENSATION COLUMNS 1, 2, 3
0	21,402	2,707	13,500	37,609
1	22,067	2,791	13,500	38,358
2	22,734	2,876	13,500	39,110
3	23,400	2,960	13,500	39,860
4	24,067	3,044	13,500	40,611
5	24,736	3,129	13,500	41,365
6	25,400	3,213	13,500	42,113
7	26,069	3,298	13,500	42,867
8	26,424	3,343	13,500	43,267
9	26,787	3,389	13,500	43,675
10	27,149	3,434	13,500	44,084
11	27,511	3,480	13,500	44,490
12	27,871	3,526	13,500	44,898
13	28,228	3,571	13,500	45,299
14	28,592	3,617	13,500	45,709
15	28,952	3,662	13,500	46,115
16	29,313	3,708	13,500	46,521
17	29,672	3,753	13,500	46,925
18	30,036	3,800	13,500	47,335
19	30,392	3,845	13,500	47,736
20+	30,752	3,890	13,500	48,142

LONGEVITY IN RELIGIOUS LIFE

**THE FOLLOWING AMOUNT IS TO BE ADDED TO THE TOTAL REMUNERATION
 OF EACH RELIGIOUS (RECKONED FROM THE DAY OF FIRST PROFESSION)
 BASED ON THE YEARS COMPLETED IN RELIGIOUS LIFE:**

YEARS	AMOUNT
1-6	500
7-19	1,000
20+YRS	1,200

ARCHDIOCESE OF LOS ANGELES - MARCH 2014
COMPENSATION FOR RELIGIOUS
(DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
FISCAL YEAR 2014-2015

LEVEL 2

(1)	(2)	(3)	(4)	
YEARS	STIPEND	RETIREMENT CONTRIBUTION	MEDICAL COVERAGE	TOTAL COMPENSATION COLUMNS 1, 2, 3
0	31,686	4,008	13,500	49,195
1	32,048	4,054	13,500	49,602
2	32,407	4,100	13,500	50,007
3	32,769	4,145	13,500	50,414
4	33,129	4,191	13,500	50,820
5	33,487	4,236	13,500	51,223
6	33,850	4,282	13,500	51,632
7	34,208	4,327	13,500	52,035
8	34,702	4,390	13,500	52,591
9	35,195	4,452	13,500	53,148
10	35,687	4,514	13,500	53,701
11	36,180	4,577	13,500	54,256
12	36,676	4,639	13,500	54,815
13	37,167	4,702	13,500	55,369
14	37,661	4,764	13,500	55,925
15	38,152	4,826	13,500	56,479
16	38,648	4,889	13,500	57,037
17	39,141	4,951	13,500	57,592
18	39,633	5,014	13,500	58,147
19	40,126	5,076	13,500	58,702
20+	40,616	5,138	13,500	59,254

LONGEVITY IN RELIGIOUS LIFE

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	AMOUNT
1-6	500
7-19	1,000
20+YRS	1,200

**ARCHDIOCESE OF LOS ANGELES - MARCH 2014
 COMPENSATION FOR RELIGIOUS
 (DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
 FISCAL YEAR 2014 - 2015**

LEVEL 3

(1)	(2)	(3)	(4)	
YEARS	STIPEND	RETIREMENT CONTRIBUTION	MEDICAL COVERAGE	TOTAL COMPENSATION COLUMNS 1, 2, 3
0	41,125	5,202	13,500	59,827
1	41,536	5,254	13,500	60,290
2	41,950	5,307	13,500	60,757
3	42,364	5,359	13,500	61,223
4	42,773	5,411	13,500	61,685
5	43,192	5,464	13,500	62,156
6	43,603	5,516	13,500	62,619
7	44,021	5,569	13,500	63,090
8	44,587	5,640	13,500	63,728
9	45,153	5,712	13,500	64,364
10	45,721	5,784	13,500	65,005
11	46,287	5,855	13,500	65,642
12	46,854	5,927	13,500	66,281
13	47,422	5,999	13,500	66,921
14	47,988	6,071	13,500	67,559
15	48,552	6,142	13,500	68,193
16	49,120	6,214	13,500	68,834
17	49,689	6,286	13,500	69,474
18	50,252	6,357	13,500	70,109
19	50,820	6,429	13,500	70,750
20+	51,390	6,501	13,500	71,391

LONGEVITY IN RELIGIOUS LIFE

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 OF EACH RELIGIOUS (RECKONED FROM THE DAY OF FIRST PROFESSION)
 BASED ON THE YEARS COMPLETED IN RELIGIOUS LIFE:**

YEARS	AMOUNT
1-6	500
7-19	1,000
20+YRS	1,200