



Archdiocese of Los Angeles

Archdiocesan Catholic Center
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May 2020

TO: Pastors, Major Superiors, School Principals,
Religious Education Coordinators, Campus
Ministry Coordinators and Chancery Department Heads

FROM: Most Reverend José H. Gomez
Archbishop of Los Angeles

SUBJECT: 2020-2021 Religious Compensation

My dear brothers and sisters,

I want to thank all of you for your extraordinary work during this challenging time caused by the coronavirus pandemic.

I have been amazed and inspired to see you standing in solidarity with our people in their sufferings, as they struggle with the loss of businesses and jobs, with anxiety about the future. You have been a beautiful witness to the love of Christ and to the meaning of the Church as the family of God.

As you all know, along with its impact on the wider economy, the coronavirus has caused serious financial difficulties for our parishes and schools and for every ministry in the Church. As a result, regretfully, I have to let you know that the decision has been made to not increase the salaries of all Priests and Religious for the fiscal year 2021. I ask your understanding and prayers.

As we begin to reopen society, our people are going to need the Church and each one of our ministries now more than ever. So, let us keep standing with our people, bringing the joy of Christ and the love of God. We are in this together. And we are stronger together, better together.

Please know that my prayers are with you and your families and with the people you serve. Even in these days that are so uncertain, we know that Jesus is walking with us. He never leaves us alone.

Entrusting you all to the loving heart of Mary our Blessed Mother, I wish you peace.



MEMORANDUM

May 2020

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

FROM: Financial Services

SUBJECT: **2020-2021 Religious Compensation**

The following enclosed information concerns religious stipend and benefits for fiscal year 2020-2021. 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, 2020. 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.

As was noted in the memo from the Archbishop, due to the financial impact to the parishes and schools resulting from COVID-19, there will be no increase of salary for the Religious Compensation.

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 2020-2021"; and (4) the compensation schedules for each of the three levels for fiscal year 2020-2021.

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 2020-2021 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 (***must be available, regardless of the number of hours worked¹***)

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 \$16,108* \$ _____

5. Total compensation including longevity \$ _____

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

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

¹ The required eligibility of 30 hours and 30 day waiting period no longer applies to the Members of Religious Institutes

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.

This formal performance appraisal process serves to:

- Document performance in relation to reasonable job expectations and standards.
- Determine how the religious might improve work performance.
- Evaluate ministry opportunity and development.
- Achieve a closer working relationship between the religious (sister/brother/priest) and the supervisor/department head.
- Set goals and timetables for projects supporting the mission statement values of the Archdiocese.

Special performance appraisals may be conducted at any time, as circumstances warrant.

Personnel File

A personnel file for the religious should be retained by the pastor, principal or supervisor. If the source of stipend is the Archdiocesan Catholic Center, the file should be retained by the Vicar for Women Religious in the case of a woman religious or by the Vicar for Clergy in the case of a male religious (brother or priest). The file should contain:

- a. Application Form for Service of Religious
- b. Resumes/references
- c. Emergency Information Form
- d. Agreement for Services
- e. Evaluations
- f. Job Description
- g. Fingerprint Clearance

Religious who work at the Archdiocesan Catholic Center will receive a copy of the *Staff Handbook*.

Termination

Whenever the pastor, principal or supervisor determines not to renew a contract or to terminate a religious, great care needs to be taken to follow sound personnel guidelines including a discussion of the matter as early as possible, with careful attention to the justice due to all parties involved and the overall good of the Church.

In the event of a non-renewal of the agreement, notification will be given by the party not renewing at least three (3) months prior to the concluding date of the agreement. 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.

When the reason for dismissal, termination or non-renewal is a failure of the religious to fulfill the job expectations, then the written evaluations and documentation of meetings with the individual should be part of the personnel records. Any dismissal, termination or non-renewal should include careful attention to all fiscal and benefit aspects of the initial agreement.

Whenever a religious believes his/her termination decision has not been justly and/or equitably made, an appeal is available. In the case of a woman religious, the Vicar for Woman Religious should be informed; in the case of a male religious (brother or priest), the Vicar for Clergy should be informed.

Approved by Archbishop José H. Gomez on March 8, 2012

N.B. School personnel refer to the Administrative Handbook.

**COMPENSATION FOR WOMEN AND MEN RELIGIOUS
FINANCIAL GUIDELINES FOR FISCAL YEAR 2019-2020
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 - MAY 2020
 COMPENSATION FOR RELIGIOUS
 (DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
 FISCAL YEAR 2020-2021**

LEVEL 1

(1) YEARS	(2) RETIREMENT CONTRIBUTION	(3) MEDICAL COVERAGE	(4) TOTAL COMPENSATION COLUMNS 1, 2, 3	
0	23,284	2,945	16,108	42,337
1	24,007	3,037	16,108	43,152
2	24,733	3,129	16,108	43,970
3	25,457	3,220	16,108	44,786
4	26,183	3,312	16,108	45,603
5	26,911	3,404	16,108	46,423
6	27,634	3,496	16,108	47,237
7	28,361	3,588	16,108	48,057
8	28,747	3,637	16,108	48,492
9	29,142	3,686	16,108	48,936
10	29,536	3,736	16,108	49,381
11	29,930	3,786	16,108	49,823
12	30,322	3,836	16,108	50,266
13	30,710	3,885	16,108	50,703
14	31,106	3,935	16,108	51,149
15	31,498	3,984	16,108	51,590
16	31,890	4,034	16,108	52,032
17	32,281	4,084	16,108	52,472
18	32,676	4,134	16,108	52,918
19	33,064	4,183	16,108	53,354
20+	33,456	4,232	16,108	53,796

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 - MAY 2020
COMPENSATION FOR RELIGIOUS
(DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
FISCAL YEAR 2020-2021

LEVEL 2

(1)	(2)	(3)	(4)	
YEARS	STIPEND	RETIREMENT CONTRIBUTION	MEDICAL COVERAGE	TOTAL COMPENSATION COLUMNS 1, 2, 3
0	34,472	4,361	16,108	54,941
1	34,866	4,411	16,108	55,384
2	35,257	4,460	16,108	55,825
3	35,650	4,510	16,108	56,268
4	36,042	4,559	16,108	56,709
5	36,432	4,609	16,108	57,148
6	36,826	4,658	16,108	57,593
7	37,216	4,708	16,108	58,031
8	37,753	4,776	16,108	58,637
9	38,290	4,844	16,108	59,242
10	38,825	4,911	16,108	59,844
11	39,361	4,979	16,108	60,448
12	39,900	5,047	16,108	61,056
13	40,435	5,115	16,108	61,658
14	40,972	5,183	16,108	62,263
15	41,507	5,251	16,108	62,865
16	42,046	5,319	16,108	63,473
17	42,582	5,387	16,108	64,077
18	43,118	5,454	16,108	64,681
19	43,654	5,522	16,108	65,284
20+	44,188	5,590	16,108	65,885

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:**

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

**ARCHDIOCESE OF LOS ANGELES - MAY 2020
 COMPENSATION FOR RELIGIOUS
 (DOES NOT APPLY TO RELIGIOUS PRIESTS SERVING IN A PARISH)
 FISCAL YEAR 2020 - 2021**

LEVEL 3

YEARS	(1) STIPEND	(2) RETIREMENT CONTRIBUTION	(3) MEDICAL COVERAGE	(4) TOTAL COMPENSATION COLUMNS 1, 2, 3
0	44,740	5,660	16,108	66,508
1	45,188	5,716	16,108	67,012
2	45,638	5,773	16,108	67,520
3	46,089	5,830	16,108	68,027
4	46,534	5,887	16,108	68,530
5	46,990	5,944	16,108	69,042
6	47,437	6,001	16,108	69,546
7	47,891	6,058	16,108	70,058
8	48,507	6,136	16,108	70,753
9	49,123	6,214	16,108	71,445
10	49,741	6,292	16,108	72,141
11	50,356	6,370	16,108	72,834
12	50,974	6,448	16,108	73,530
13	51,591	6,526	16,108	74,225
14	52,207	6,604	16,108	74,920
15	52,821	6,682	16,108	75,610
16	53,439	6,760	16,108	76,307
17	54,057	6,838	16,108	77,004
18	54,670	6,916	16,108	77,694
19	55,289	6,994	16,108	78,392
20+	55,909	7,072	16,108	79,089

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