

St. John Lutheran Church
Salary Structure Policy

POLICY

St. John will pay its employees at a competitive rate based on an annual survey of appropriate groups and organizations.

PROCEDURE

- Regular and part time employees will have their salary reviewed annually in correlation with the beginning of the fiscal year.
- Ranges for each regular full time position will be established by conducting annual salary surveys. Where the source of our professionals is the total church body, the survey will be national in scope. Teachers and the support staff survey will generally be local in scope. Teacher salary ranges will be established in agreement with the School Ministry Team.

For non teaching positions:

- Survey data will be used to establish three salary points for each position; minimum, mid-point and maximum. By plan, minimum will be 80% of mid-point and maximum will be 150% of mid-point.
- An employee entering a position will be compensated at least at the minimum of the range.
- Generally, an employee with sustained performance at the agreed upon expected level will reach the mid-point of the salary range within three to five years. The mid-point of the salary range for the position represents the salary an employee could reasonably expect to receive if they moved to the same position in a similar organization.
- Sustained exceptional levels of performance will permit an employee to move beyond the mid-point toward the maximum rate. Time in position or seniority will not warrant a move beyond mid-point.
- The Human Resources Committee (HRC) will recommend a merit increase budget to the Board of Directors (BOD). The Core Leaders will recommend individual increases to the Senior Pastor.
 - The increase should range between 50% and 150% of the HRC merit increase budget. For example, if the average raise is established at 4%, the minimum that an employee can receive is a 2% raise and the maximum is a 6% raise. Deviations must be approved in advance by the Director of Staff and the Chairperson of the HRC.
- When a position is vacated, the range will not change since the range is established based on the work to be done and not the individual in the position.
- There may be instances when, due to experience level of the individual, their salary exceeds the maximum range. In such a situation, the employee's salary will be frozen until annual range changes permit a salary increase consistent with sustained performance.
- There may also be cases where, due to the work accomplished, a very senior individual is required to assure success of the mission. In such a situation, the Board of Directors, in consultation with the HRC, will determine a special range for the employee, which will remain in effect so long as the individual is the incumbent.

Individual compensation levels of employees at St. John will not be discussed or made public except at the Human Resource Committee (HRC), Core Leader or Board of Directors level. Job mid points and ranges will be finalized by HRC and issued to members or employees upon request, but individual compensation will not be shared. Employee's or members of St. John's that wish to discuss the ranges and mid-points established under the review of HRC will be encouraged to do so with the HRC.

Motion passed by Council of Lay Ministry – August 1999

Modified and adopted by the Council – September 2001