

# FOUNTAINGATE CHRISTIAN ASSEMBLY SALARIES/BENEFITS POLICY

## Preamble

The following policy is for the pastoral staff of Fountaingate Christian Assembly in Cornwall, Ontario.

## Section A - Salary Levels (per annum of pastoral staff)

<u>Step</u>	<u>Experience</u>	<u>Youth Pastor</u>	<u>Associate Pastor</u>	<u>Senior Pastor</u>
1	1 to 3 years	\$34,322.48	\$38,780.46	\$43,821.99
2	4 to 5 years	\$35,384.00	\$39,981.92	\$45,177.31
3	6 to 8 years	\$36,478.35	\$41,218.48	\$46,574.55
4	9 to 10 years	\$37,606.54	\$42,493.27	\$48,015.00
5	10 plus years	\$38,769.63	\$43,807.50	\$49,500.00

- 1). A pastor's salary step is based upon the number of overall years of experience **not** the number of years serving with just our assembly.
- 2). These salary figures will be revisited once per year. Adjustments to these salaries may be made according to the current cost of living allowances of the province.
- 3). There is a cap on the senior pastor's salary of step 5 per annum.
- 4). If a pastor is reclassified, (i.e. a youth pastor is offered a position as an associate pastor), the pastor will begin at step 1 of the new classification. In this case, the number of years the pastor serves in this assembly at the new classification is the salary step that he will begin with. The Board of Directors may also recommend a change of the normal step progression to the membership if deemed appropriate.
- 5). Salaries are paid on a semi-monthly basis. The church presently issues cheques on the 15<sup>th</sup> and last day of each month.



**Section B - Holidays, Vacations and Absences** (per annum)

- 1). All pastors are to take their statutory holidays. If the holiday falls on a regular day off, then they are to take another day off. The pastors should submit their planned holidays to the Board of Directors. The board will ensure that there will always be a staff member able to handle the responsibilities of the church at all times
- 2). The number of weeks of paid vacation is based on the overall number of years experience a pastor has been serving with this assembly. Special consideration will be given to pastors who have served in a long term ministry elsewhere as well.

<b><u>Years Experience</u></b>	<b><u>Paid weeks of vacation per annum</u></b>
1 - 3 years	2 weeks
4 - 8 years	3 weeks
9 - 14 years	4 weeks
15 years plus	5 weeks

- 3). Additional leave for whatever reason requires the Board of Directors approval.
- 4). The pastors and their wives are encouraged and should attend the annual conference of the Fellowship of Christian Assemblies. The expenses are to be paid by Fountaingate Christian Assembly.
- 5). A pastor is given a maximum of 5 paid sick days per year. These cannot be accumulated or used as holiday days. They are not to be carried over from year to year. If they are not used, the pastor will still be given the same amount of days (5 maximum) for the following calendar year.

**Section C - Reimbursements**

- 1). Longer trips that are required to be made for the church will be brought before the Board of Directors in order to determine any compensation (i.e. - travel costs, meals, lodging etc.). These may include professional meetings and representative engagements on behalf of the church.

## **Section D - Continuing Education**

Fountaingate Christian Assembly will not compensate a pastor who wishes to further his/her education, (i.e.- Pursue a Masters or Doctorate degree). However should a pastor obtain an additional degree, the board may consider moving the pastor to a higher salary step.

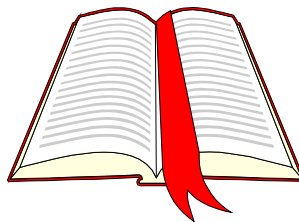


## **Section E - Benefits and Insurance**

- 1). Fountaingate Christian Assembly purchases a benefit package through the Fellowship of Christian Assemblies. This package is provided to all pastors and is paid 100% by Fountaingate Christian Assembly. The package includes such coverage as dental, vision, prescription drugs, extended medical costs along with a short-term, long-term disability plan and a \$25,000.00 Life Insurance policy. The extent of the coverage (i.e. - 80%) is determined by the insurance company. Fountaingate Christian Assembly limits its coverage to that contained in the package. A copy of the full benefit package is available upon request.
- 2). The pastoral staff is encouraged to carry an additional life insurance package on himself/herself. This could come in the form of a whole life, or term insurance policy. The principal value of this policy should be sufficient to care for the needs of his/her family in the unfortunate event that the pastor die.
- 3). The pastoral staff is encouraged to have a retirement savings plan.

## **Section F - Periodical and Library Allowances**

All pastors are entitled to a \$250.00 yearly allowance. This is not accumulative.



## ARTICLE II NON PASTORAL STAFF

### Preamble

The following article of the policy is for the non pastoral staff of Fountaingate Christian Assembly.

### Section A - Salary Levels (per annum of non pastoral staff)

Salary of all non pastoral staff is to be paid out at an hourly rate. These rates will be reviewed annually by the Board of Directors. Vacation pay will be paid out at each pay period.

### Section B - Holidays

All non pastoral staff are to take their statutory holidays. If the holiday falls on a regular day off, then they are to take another day off.

### Section C - Reimbursements

All costs incurred on behalf of Fountaingate Christian Assembly will be reimbursed (i.e. Transportation, food, lodging, long distance phone calls etc.)

### Section D - Continuing Education

Any courses that Fountaingate Christian Assembly requests its non pastoral staff to attend because it is deemed necessary for continuing education will be reimbursed in full by the church.

### Section E - Benefits and Insurance

Fountaingate Christian Assembly will not be providing a benefit package for any non pastoral staff at this time.

