

Clergy Compensation Worksheet Instructions

Introduction

This worksheet produces two outcomes:

- Recommended compensation for full-time clergy based upon the church's town/city
- Based upon the church's town/city and the amount the church budgeted for the compensation package, the minimum and maximum hours (percentage full-time equivalent, FTE) the pastor should serve each week. This is particularly pertinent for part-time clergy.

Compensation is a function of local economic factors, specifically median¹ income. Income calculations rely upon two median income figures, the median income for the church's county and town/city. The data sources are DataUSA for county median income and MissionInSite for town/city median income.

Using the Worksheet

Enter information into the color-coded cells. Data in the green cells will generate the Full-time Compensation. Data in the blue cell will generate the FTE for part-time clergy. To determine FTE, please enter the data into the green cells.

Specific instructions for retrieving the data are below the Entering Data section. That section also includes hyperlinks to the respective data source.

Entering Data

Cell	Description
B6	Select whether the type of housing from the drop-down list: Housing Allowance or Parsonage
B8	Enter the median income for the county. (Note the link to DataUSA in A8)
B10	Enter the median income for the town/city. (Note the link to MissionInSite in A10)
B18	Enter the average number of people who attend all services over the week, including Sundays. Please use a single number (e. g., if the number is a range 65-70, choose a number in the middle such as 68)
B19	Enter the total compensation for the highest paid clergy on staff, who is not the senior pastor
B20	Enter the percent over the baseline compensation to recognize expertise or experience or both. (Example: Consider 1% for every year of ordained experience or if a pastor has a special skill, perhaps from secular work such as psychiatric nursing, consider an additional 10%, even if the pastor is newly ordained.)
C23	Enter the church's budget amount for that clergy position's compensation.

Retrieving Data

¹ Median is an average where 50% of the data are above the number and 50% of the data are below the number

Using DataUSA for county median income

1. Enter the county (and state) into the Search box. Select **Search**
2. Enter the median income into cell B8

Using MissionInsite for town/city median income

1. Login to MissionInsite through the **Client Login**².
2. Enter your **Username** and **Password**
3. Select **Next Generation People View**. Press **Go**.
4. Select **Generate Demographics Report**.
5. Select **PreDefined Boundaries**. From the Standard Layers, select **Zip Codes**. Scroll up to specify the state and the zip code. Select **Next**.
6. Select **Prefined Report**. Select **QuickInsite**. Select **Next**.
7. Select **Finish**.
8. Open the report in your browser (e.g., Edge, Firefox, Safari)
9. Scroll the report to the **Financial Resources Theme**. Use the most recent year's **Median Household Income**.
10. Enter that number into cell B10.

² The Conference provides MissionInsite to all its clergy.