

**PARISH
MINISTRY
PAY SCALE**

The Parish Ministry Pay Manual

The Diocese of Davenport believes the fairest and most equitable parish compensation practices occur where Diocesan-wide pay guidelines exist for all ministries and staff levels. Such guidelines help parishes established fair pay rates for their employees.

CHURCH STATEMENTS ON COMPENSATION

Before plunging into the specifics of establishing pay programs for parish ministry, let us reflect for a moment on church beliefs and policy statements about compensation.

The fundamental reason for paying workers and seeking to provide a just wage.

In every system, regardless of the fundamental relationships within it between capital and labor, the wage, that is to say remuneration for work, is still a practical means whereby the vast majority of people can have access to those goods which are intended for common use: both the goods of nature and manufactured goods. Both kinds of goods become accessible to workers through the wage which they receive as remuneration of their work. Hence in every case a just wage is the concrete means of verifying the justice of the whole economic system and, in any case, of checking that it is functioning justly. It is not the only means of checking, but it is a particularly important one and in a sense the key means.

Laborem Exercens, #19

General principles of compensation, differences in levels of pay.

Payment for labor must be such as to furnish workers with the means to cultivate their own material, social, cultural and spiritual lives worthily, and that of their dependents. What this payment should be will vary according to each person's assignment and productivity, the conditions of the place of employment and the common good.

Gaudem et Spes #67, Documents of Vatican II, 196

General principles of performance and pay, the ability of the organization to pay.

In determining what constitutes an appropriate wage, the following must necessarily be taken into account: first of all the contribution of individuals to the economic effort; the economic state of the enterprises within which they work; the requirements of each community, especially as regards over-all employment; finally, what concerns the common good of all peoples.

John XXIII, Mater et Magistra, #71, 1961

Just Wage principles applied to lay persons working for the church.

Lay persons have a right to a decent remuneration suited to their condition; by such remuneration they should be able to provide decently for their own needs and for those of their family with due regard for the prescriptions of civil law; they likewise have a right that their pension, social security and health benefits be duly provided.

Canon 231, #2

Church administrators are to pay employees a just and decent wage so that they may provide appropriately for their needs and those of their family.
Canon 1286, #2

In seeking greater justice in wages, we recognize the need to be alert particularly to the continuing discrimination against women throughout church and society, especially reflected in both the inequities of salaries between women and men and in the concentration of women in jobs at the lower end of the wage scale.

Economic Justice for All, #353

Commitment by U.S. Bishops to provide a just compensation.

We bishops commit ourselves to the principle that those who serve the Church—laity, clergy and religious—should receive a sufficient livelihood and the social benefits provided by responsible employers in our nation.

Economic Justice for All, #351

DEFINITIONS: EXEMPT, NON-EXEMPT STATUS

Classifications in each sample system are identified as exempt or non-exempt in accordance with the federal Fair Labor Standards Act (FLSA). Since exceptions may occur, each category is defined below for your reference.

Exempt: Positions which are responsible for developing and administering general policies and procedures or positions which require advanced specialized training or positions which perform original and creative work. By the nature of their jobs exempt employees are sometimes required to work more than a 40 hour week without additional compensation, e.g., some evening or weekend work. Employees who work a considerable number of extra hours should be able to arrange with their supervisor to take some time off at a later date.

Non-Exempt: Positions which require the performance of routine, procedural non-discretionary work such as clerical, secretarial, drafting, computer operations, mechanical, food preparation, building and grounds maintenance, security, custodial. Non-exempt employees must be provided overtime compensation for each hour over 40 hours of actual work in a given week. Appropriate overtime work between full-time (e.g., 35 hours) and 40 hours can be compensated at the regular pay rate. Overtime work above 40 hours must be compensated at 1.5 times the regular rate. Overtime work must be compensated normally in cash payment. It can be compensated as time off when it is provided during the pay period in which it accumulated and the time off is given at the rates described above (i.e., hour for hour up to 40 hours and 1.5 hours for each hour above 40 hours). Overtime work should be approved in advance by the supervisor.

All job descriptions include the responsibility for compliance and/or administration of Diocesan Safe Environment Program.

[We have used information for The National Association of Church Personnel Administrators, the Diocese of Kansas City/St. Joseph and the Diocese of Davenport of Dubuque.]

Ministry Position Level Descriptions

Pastoral Administrator/Parish Life Coordinator

Position Purpose: Responsible for providing leadership in coordinating the pastoral and temporal needs of the parish. The Pastoral Administrator/Parish Life Coordinator may be a religious, lay person, or deacon who is appointed by the bishop and is directly responsible for assuring the daily spiritual and pastoral, and financial temporal welfare of a parish. The Pastoral Administrator/Parish Life Coordinator performs the functions described below and relies on the Canonical Pastor, Sacramental Priest and other ordained clergy to provide the sacramental ministry in areas reserved to the clergy.

Level Descriptions:

Pastoral Administrator II/Parish Life Coordinator Level III

Coordinates the daily pastoral care of a cluster, a mid sized or large parish which may include a Catholic school. Supervises paid full-time, professional and support staff. The parish complex typically encompasses a number of buildings. This person is responsible for all or most of the following: coordination of community worship and pastoral care; relations with the wider community; parish administration; parish finances; parish faith formation and/or Catholic school; youth and young adult ministry and volunteer ministry. Requires a Master's Degree in Religious Studies or completion of two-year basic, catechetical leader, liturgical leader, and Pastoral Administrator Ministry Formation programs offered by the Diocese of Davenport or equivalent programs. Significant pastoral experience is also required.

Pastoral Administrator/Parish Life Coordinator Level II

Coordinates the daily pastoral care of a small parish. Responsibility may include supervision of full or part-time staff or volunteers. This person is responsible for coordination of worship, finances, pastoral care and faith formation. Requires completion of two-year basic, catechetical leader, liturgical leader, and Pastoral Administration/Parish Life Coordinator programs or completion of diaconate formation and Pastoral Administration/Parish Life Coordinator program offered by the Diocese of Davenport or other approved entity. Significant pastoral experience is also required.

Pastoral Administrator/Parish Life Coordinator Level I

Coordinates the daily pastoral care of a small parish. Responsibility may include supervision of full or part-time staff or volunteers. This person is responsible for coordination of worship, finances, pastoral care and faith formation and or lifelong faith formation. Is currently enrolled in the ministry formation program of two-year basic, catechetical leader, liturgical leader, and Pastoral Administration/Parish Life Coordinator programs or in deacon formation offered by the Diocese of Davenport or other approved entity.

School Administrator

Position Purpose: Directs instructional and non-instructional staff toward achievement of religious and secular education goals in a parish or inter parish setting. Oversees all aspects of programming in compliance with archdiocesan, state and federal guidelines. Relates to parents, parish and general public communities as well as to students and staff. Salary information should be obtained from the Office of Pastoral Services.

Level Descriptions:

School Administrator Level III

Administers the overall program in a large school with a student population of over 500 students, usually in an inter parochial setting. Typically supervises 30 or more staff and oversees a broad range of programs and services, usually including early childhood and extended school age programs. Has a Master's Degree, state certification in administration and previous experience.

School Administrator Level II

Administers the overall program in a large school with the assistance of additional program directors (e.g., early childhood, extended care, development) or administers a small to mid-sized school, often in an inter parochial setting. Supervises instructional and non-instructional staff and oversees a range of programs and services. Has a Master's Degree, state certification in administration and previous experience.

School Administrator Level I

Administers all aspects of the program in a small school or functions as an Assistant Administrator in a large school. Holds a Master's Degree, has provisional administrator certification in Iowa, or is working toward a Master's Degree to be completed within a 3-year period.

Finance Administrator

Position Purpose: Professional administrator in support of the pastor, pastoral team, parish life administrator/parish life coordinator, or pastoral administrator. Oversees the physical, financial and personnel resources of the parish and enables other ministries to function effectively. As a person of faith committed to gospel values and responsible management of resources, helps the parish fulfill its mission and purpose.

Level Descriptions:

Finance Administrator Level III

Responsible for business and financial management of a mid sized or large parish. Applies professional skills and knowledge of several specialized fields (e.g. accounting, development, facilities management, communications, etc.) to perform work without specific directions. Uses considerable independent judgment. May have regular contact with the community in area of specialties. Supervises staff members. Collaborates with and advises pastor/pastoral team, parish life administrator/parish life coordinator, or pastoral administrator. Requires degree in accounting or equivalent, with experience in personnel supervision, plant maintenance, and directing communication and information systems. Has completed the basic two year and parish life administrator/parish life coordinator ministry formation programs offered by the Diocese of Davenport or other approved entity.

Finance Administrator Level II

Responsible for financial management of a parish. Work focuses on financial systems with some involvement in other administrative functions. The need to use judgment is more limited, i.e., to choosing between available options and solving accounting-related problems. Some supervision required. Coordinates parish budget with program directors. Contacts with the community involve financial matters. Keeps pastor and pastoral team informed regarding finances. May provide input and status updates of plant, communication and information systems. Requires Bachelor's degree or equivalent and past accounting experience. Has completed the basic two year and parish life administrator/parish life coordinator ministry formation programs offered by the Diocese of Davenport or other approved entity. Personnel supervision, knowledge of plant maintenance procedures, communication and information systems are highly desirable.

Finance Administrator Level I

Responsible for coordination and implementation of all aspects of accounting for the parish. Skill, experience and knowledge reflect technical expertise in accounting and management of accounting systems. The bulk of this person's work would be in accounting. Is currently enrolled in or completed the basic two year and parish life administrator/p parish life coordinator ministry formation programs offered by the Diocese of Davenport or other approved entity. Acts as a support to all parish staff members. Has responsibility for disbursement of funds without immediate approval.

Pastoral Administrator/Pastoral Associate

Position Purpose: Responsible for multiple ministries within the parish, essentially to serve as a non-ordained associate pastor. Based on the level of responsibility, advanced education and training are required.

Level Descriptions:

Pastoral Administrator/Pastoral Associate Level III

A full member of the pastoral team. Concerned about all the dimensions of pastoral care in the parish. The position at this level develops programs in response to the needs of the parishioners and is accountable to the pastor and the parish council. Several other ministries are supervised by this position. Position's ministry is marked by creativity and flexibility as well as training others in areas of pastoral ministry. Requires experience in a variety of ministries, a Master's Degree in theology or religious studies, as well as diocesan certification as a pastoral associate.

Pastoral Administrator/Pastoral Associate Level II

Part of the pastoral staff with responsibility for specific areas of parish life. Maintains pastoral programs and supervises volunteers associated with areas of responsibility. Remains informed about the various dimensions of pastoral care. Position's ministry is marked by maintaining or improving the existing programs and creating new ministries to meet the changing parish needs. Requires a minimum of a bachelor's degree with emphasis in religious studies/theology or a related area. Must be working toward a Master's degree in an area related to the responsibilities of the position as well as diocesan certification as a pastoral associate.

Pastoral Administrator/Pastoral Associate Level I

Limited in ministry and decision making. Concentrates on one or two dimensions of pastoral care without involvement in the overall operation of the parish plan for ministry. May supervise volunteers and train ministers for ongoing programs. Position's ministry is marked by maintaining ministries on a year to year basis. May lack education or previous experience in a related area.

Director of Faith Formation (Religious Education)

Position Purpose: Responsible for providing faith formation, religious education and sacramental preparation to all members of the parish faith community. Includes recruitment, enablement and supervision of catechists and other personnel for faith formation.

Level Descriptions:

Director of Faith Formation Level III

Fully responsible for a comprehensive parish or inter parish faith formation program including adult education and youth ministry. Includes supervising other faith formation personnel; managing the office; recruitment and training of volunteers; planning programs for adults, teens, children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. Insures implementation of diocesan policies and programs. Requires regular involvement with the Diocese of

Davenport on the deanery level. Requires a MDiv/MA Degree in religious studies or related field, completion of Catechist Endorsement with the Diocese of Davenport, and three to five years of experience in the field.

Director of Faith Formation Level II

Directs several dimensions of a comprehensive parish or inter parish faith formation program OR has full responsibility for a less comprehensive parish faith formation program. Typically includes supervising support staff personnel; recruitment and training of volunteers; planning programs for adults, teens and children; evaluating program curricula and acting as parish resource person in methods and some areas of theology. Requires regular involvement with the Diocese of Davenport on the deanery level. Requires a MDiv/MA in religious studies or related field with no experience OR graduate level background in theology/catechetics with experience in the field, OR completed the basic two year, catechetical leader, and liturgical leader ministry formation programs offered by the Diocese of Davenport or an approved entity. Minimally is working toward completion of Catechist Endorsement with the Diocese of Davenport.

Director of Faith Formation Level I

Directs several dimensions of a comprehensive parish or inter-parish faith formation program OR has full responsibility for a less comprehensive parish faith formation program in a small to medium sized parish. Requires regular involvement and guidance from the Diocese of Davenport on the Deanery level. Requires a BA degree in theology, religious studies or a related area with some experience in catechesis, Or is currently enrolled in the basic two-year and catechetical leader ministry formation programs offered by the Diocese of Davenport or an approved entity.

Coordinator of Faith Formation

Position Purpose: Responsible for coordinating faith formation and sacramental preparation to members of the parish faith community at a particular level or for a particular group. Includes recruitment, enablement and supervision of catechists and other personnel for faith formation.

Level Descriptions:

Coordinator of Faith Formation Level II

Has responsibility for some aspects of a parish catechetical program, usually under the direction of a Director of Faith Formation. The position is generally limited in time and responsibility due to the size of the program or relationship to an inter parish program. Relates to the Diocese of Davenport along with the Director of Faith Formation. Requires a BA degree and at least 2 years experience in an area related to faith formation, and has completed the basic two-year and catechetical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity, plus a minimum of Beginning Catechist Endorsement with the Diocese of Davenport with continuing work toward Catechist Endorsement.

Coordinator of Faith Formation Level I

Has responsibility for coordinating some aspects of a parish catechetical program under the direction of the pastor/pastoral administrator. Generally involves organizational and administrative duties related to the program. Utilizes the assistance of the Diocese of Davenport and the deanery for information, direction and catechist in-service. Requires a minimum of Beginning Catechist Endorsement with the Diocese of Davenport and is currently enrolled in the basic two-year and catechetical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity.

Youth Minister:

Position Purpose: Assures the development of comprehensive youth ministry for Junior and Senior high youth. This includes advocacy, faith formation, community life, evangelization, justice and service, leadership development, pastoral care, prayer and worship. Includes recruitment, enablement and supervision of catechists and other personnel for faith formation and the direct ministerial outreach of youth.

Level Descriptions:

Coordinator of Youth Minister Level III

Has responsibility for a major youth program or a cluster with a large core team. Has expertise in adolescent development, faith formation, and program development. Works as an integral part of the parish staff. Trains and oversees volunteers but also works directly with youth. Responsibilities encompass the eight components of youth ministry (Advocacy; Catechesis; Community, Evangelization; Guidance and Pastoral; Justice, Peace and Service; Leadership Development; and Prayer and Service.) Participates on the local, regional, diocesan, and national levels. Has high level of responsibility in dealing with a variety of programming. Responsible for resources, budgeting and financing. Requires evenings, weekends and overnights. Holds a degree and has experience in an area related to youth ministry. Certificate in youth ministry needed. Usually contracted for 12 months.

Coordinator of Youth Minister Level II

Responsibility is for a moderate sized program that reflects more hands-on work with youth than enablement and training of team members that balances some enablement and training of team members along with much direct work with youth. Has demonstrated understanding of the eight components of youth ministry in designing programming. May be responsible for budget preparation and fund raising. Participates on a local, regional and diocesan level. Ability in the above areas of responsibility, but not necessarily an expertise. May or may not hold a degree in an area related to youth ministry. Certificate in youth ministry needed.

Coordinator of Youth Minister Level I

Has responsibility for a small sized program or works with a Level II or III Youth Minister. Works directly with youth and occasional volunteers. Recruits and empowers volunteers and does much direct work with youth. May have little or no experience in youth ministry and no particular expertise. Is supervised by another staff member or the pastor and must approval for most aspects of the program from them. Is pursuing certificate in youth ministry or other related formation.

Liturgical Ministry Series (Alternative titles: Director of Liturgy and Music, Liturgy Director)

Position Purpose: Responsible for facilitating the worship life of the parish community by coordinating and providing quality liturgical experiences which celebrate and strengthen the members' journey of faith. Music Director I may accompany or lead many of the liturgical services in the parish.

Level Descriptions:

Director of Liturgy Level II

A full member of the pastoral team, working with all the dimensions of the public prayer life of the parish, working closely with the pastor and other sacramental ministers. The position at this level develops and maintains programs and ministries in response to the spiritual needs of the parishioners and serves as the primary resource person for public prayer and spirituality in the parish. This person is accountable to the pastor, and collaborates with parish council, parish liturgy/spiritual growth commission, and parish liturgy planning groups including those involved with sacramental and

catechetical programs. Several other ministries are supervised by this position, including contracted musicians and artists. This position is marked by creativity and flexibility in training others in areas of liturgical and spiritual ministries. Requires a deep familiarity with music, art, and sacramental and liturgical theology and an MDiv/MA degree in one of the above fields as well as significant study and/or expertise in the others. Ability to train and manage volunteers is necessary. Has completed the basic two-year and liturgical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity. Three to five years experience on the parish level would be expected.

Director of Liturgy Level I

Normally a full member of the pastoral team. Concerned about all aspects of worship in the parish, especially the oversight of ministries at Sunday Eucharist and the primary sacramental celebrations. Accountable to the pastor and works closely with all sacramental and catechetical staff, including liturgy planning groups. Maintains various liturgical ministries by the recruiting and training of volunteers. May have a supervisory role with liturgical musicians. May possess an advanced skill such as art, drama, interior design that is utilized similarly to that of a music director. May possess training in liturgy exclusive of music. Should possess a high degree of organization and ability to manage numerous volunteers. Requires an MA in liturgy or related field with no experience or BA plus three to five years experience on the parish level. Is currently enrolled in the basic two-year and liturgical leader ministry formation programs sponsored by the Diocese of Davenport or an approved entity.

Director of Music Ministry

Normally a full member of the pastoral team. Concerned about all aspects of liturgical music in the parish, especially at Sunday Eucharist and the primary sacramental celebrations. Accountable to the pastor and works closely with all sacramental and catechetical staff, including liturgy planning groups. Maintains music ministries by the recruiting and training of singers and instrumentalists. May have a supervisory role with other liturgical volunteers. May be the primary parish accompanist or work with the person in that role. Requires advanced skill in music performance, some college-level study in liturgy, DMA in music or equivalent background. Has completed the basic two-year and liturgical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity. Three to five years experience on the parish level or recent Master's graduate would be preferable.

Coordinator of Music Ministry

Directs most of the parish liturgical music ministry or oversees music ministry in a small to medium sized parish. Maintains or improves the existing music ministries and collaborates closely with the pastor and other liturgy staff. Presumes advanced skill (BA level or equivalent) in one or more of the following: organ, piano, guitar or string instruments, voice, conducting, music education. Has completed or is currently enrolled in the basic two-year and liturgical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity.

Coordinator of Liturgy

Directs most of the parish liturgical ministries or assists a full-time director of liturgy. Maintains or improves the basic core of parish volunteer worship ministry: lectors, Eucharistic ministers, servers, hospitality, art & environment. Ability to manage volunteers, a demonstrable skill in one or some liturgical arts, and BA in liturgy or some equivalent training and experience. Has completed or is currently enrolled in the basic two-year and liturgical leader ministry formation programs offered in the Diocese of Davenport or from an approved entity.

Liturgical Musician

Responsible for leading or accompanying (on organ, guitar, etc.) the assembly at weekend liturgies and other services (weddings, funerals). Duties may involve participation in the selection of music. Requires musical ability and knowledge of Catholic Liturgy.

Director of Adult Faith Formation

Position Purpose: Responsible for developing and implementing programs and activities designed to enrich the faith life of adults in the parish. Provides for needs of parish adults in spiritual, intellectual, emotional and religious growth.

Level Descriptions:

Adult Faith Formation Director Level II

Full time adult faith formation position on parish staff. Overall responsibility for adult faith formation programs in parish or cluster. Oversees the vision and pastoral planning of the parish in adult faith formation in collaboration with the pastor, parish staff and pastoral council. Responsible for budget preparation, needs assessment and training of volunteers. Facilitates the parish adult faith formation committee and is a member of the archdiocesan adult faith formation committee. Coordinates adult faith formation programs; RCIA, adult faith formation in sacramental programs, adult faith formation programs in family religious education, Scripture Study, faith sharing groups, spiritual days of renewal including parish missions and retreats. Provides evangelization programs. Communicates with the Parish Board of Education as well as the Parish Council. MA degree in theology, religious studies or pastoral studies is required with 3-5 years parish experience. Has completed the basic two-year and catechetical leader ministry formation programs sponsored by the Diocese of Davenport or another approved entity.

Adult Faith Formation Director Level I

Part time adult faith formation position in parish or cluster, aligned with director of faith formation (DRE) responsibility of other catechetical programs or pastoral ministry. Oversees the vision and pastoral planning of the parish in adult faith formation in collaboration with the pastor and parish staff. Attends parish staff meetings. Responsible for directing adult faith activities and established programs in parish. A member of the parish adult faith formation committee and the archdiocesan adult faith formation committee. Communicates with the Parish Board of Education as well as the Parish Council. BA in theology, religious studies or pastoral studies with 3 years parish experience. Is enrolled in or has completed the basic two-year and catechetical leader ministry formation programs sponsored by the Diocese of Davenport or another approved entity. Working towards an MA degree in theology, religious studies or pastoral studies.

Adult Faith Formation Coordinator

Part-time adult faith formation position in parish or cluster. Concentrates on one or two responsibilities of adult formation with involvement in the overall pastoral planning of parish as parish staff sees fit. Trains and recruits volunteers for adult faith formation. Collaborates with parish staff and attends parish staff meetings. Attends parish and archdiocesan adult faith formation committees. Communicates with the Parish Board of Education and as well as the Parish Council. BA in theology, religious studies or pastoral studies or related educational area. Is enrolled in or has completed the basic two-year and catechetical leader ministry formation programs sponsored by the Diocese of Davenport or another approved entity. Must have working knowledge of adult learning styles.

Day Care Center

Position Purpose: Responsible for planning and implementing activities for children designed to promote social, physical and intellectual growth needed for primary school.

Level Descriptions:

Day Care Coordinator

Responsible for day care program planning and implementation, program-to-parent liaison and supervision of one or more day care teachers and/or workers. Qualifications include Bachelor's Degree with course work in Early Childhood Education or Child Development preferred.

Day Care Teacher

Instructs children in activities designed to promote social, physical and intellectual growth needed for primary school. Qualifications include experience as a Day Care Worker and college course work in Early Childhood Education or Child Development.

Day Care Worker

Organizes and leads activities of pre-kindergarten children and provides other assistance in the implementation of day care programming.

Family Life Pastoral Minister

Position Purpose: Responsible for supporting and advocating for all families (traditional and non-traditional). Implementing programs and activities designed to enhance the domestic church of the home. Provides for the needs of all in their respective life cycles.

Level Descriptions:

Full-time Family Life Pastoral Minister Level II

Full time family life pastoral minister position on parish staff. Overall responsibilities include: Aware of and understands the needs of families. Pastoral care that enables families to be healthy. Promotes structures in the parish that have a family perspective. Designs programs and processes that develop spirituality within the family. Responsible for budget preparation, family needs assessment, training of volunteers. Coordinates family programs such as: Sacramental preparation family sessions, intergenerational faith formation (FIRE, Generations of Faith, etc), Divorce support, marriage preparation, marriage enrichment, blended families, parenting, step-parenting, grand parenting, bereavement, marriage and family therapy (if properly trained), referral for counseling, family retreats, Baptismal preparation and follow-up, gender-related programs such as MOMS, Elizabeth Ministry, and Effective FATHERS, and programming for Senior Adults. Collaborates with parish council, diocesan office, parish staff, and is a member of the parish family life commission. Degree in ministry, theology, pastoral studies, consumer and family sciences desired. Experience in family dynamics helpful. Has completed the basic two-year ministry formation program sponsored by the Diocese of Davenport or other approved entity. Three-five years parish experience required.

Part-time Family Life Pastoral Minister Level I

Part-time family life pastoral minister on parish staff. Coordinates programs and processes that reflect the needs of families (traditional and non-traditional). Collaborates with the parish council, diocesan office, parish staff, and is a member of the parish family life commission. Is currently enrolled in or completed the two-year basic ministry formation program in the diocese.

Volunteer Coordinators

Position Purpose: Responsible for organizing and directing efforts to involve volunteers in parish programs and services. Maintains communication among staff, committees and volunteers to ensure the best possible match between organizational needs and volunteer capabilities.

Level Descriptions:

Volunteer Coordinator Level II

Responsible for a large and comprehensive parish volunteer program including periodic assessment of needs, an annual time and talent survey, volunteer education and promotion, written job descriptions for volunteer positions, effective placement methodologies, training of volunteers and facilitation of supervisor/volunteer communication where needed. The Volunteer Coordinator II typically directs paid or volunteer staff to conduct the program. The classification requires a Bachelor's Degree and experience in volunteer supervision and management programs.

Volunteer Coordinator Level I

Responsible for a smaller and less comprehensive volunteer program than described under Volunteer Coordinator II. The Volunteer Coordinator I, nonetheless, utilizes professional volunteer management instruments and techniques in implementing the parish volunteer program. Duties place greater emphasis on program maintenance functions such as survey distribution and tabulation, volunteer placement and program communication. The classification requires experience in volunteer supervision and management.

Secretary/Office Manager

Position Purpose: Responsible for providing secretarial and related office services for members of the parish and/or school staff and various other committees and boards. Greets and refers visitors, schedules appointments, processes mail, types or word processes letters, reports, memos. Establishes office record-keeping systems. Schedules and monitors support staff office hours. Schedules use of parish/school facilities, issues and monitors facility keys. Maintains petty cash fund. Oversees the timely opening and closing of parish/school offices. Oversees inventory of office supplies and maintenance contracts for office machines. May coordinate volunteer programs, prepare and produce weekly bulletin, coordinate student registration process. May maintain parish offering envelope system, sacramental record keeping system, comprehensive student filing system, tuition and fee schedules and media library.

Level Descriptions:

Secretary/Office Manager Level II

Responsible for the full range of secretarial/administrative job responsibilities outlined above as appropriate for the job setting (e.g., parish school, or faith formation office). The Secretary II classification supervises one or more office support staff employees in addition to volunteer workers and personally performs the more sensitive, difficult and complex office functions.

Secretary Level I

Responsible for many of the job responsibilities outlined above as appropriate for the job setting (e.g., parish, school or faith formation office). The Secretary I classification does not supervise office support staff but may supervise volunteers.

Secretary/Receptionist

Position Purpose: Assures that secretarial duties such as typing, filing, record-keeping and printing are done in a timely and efficient manner. Assures timely and accurate receipt of telephone calls, messages and visitors to the parish.

Level Descriptions:

Secretary/Receptionist Level III

Serves as an Administrative Assistant. Supervises reception and other secretarial staff. Is given a high level of authority and responsibility. Coordinates multiple functions. Functions without needing work to be checked or approved. Often does more supervision and coordination than direct secretarial or reception work. Supervises or performs all the tasks described in the lower level positions. Manages the parish, school or religious education office.

Secretary/Receptionist Level II

More secretarial in nature. Might supervise volunteers or part time help. Provides knowledgeable assistance and/or referral to callers and visitors including utilizing other church, social service, community resources to provide helpful information. Responsibilities can also include preparation of parish school or religious education bulletin, reservation of parish facilities, scheduling of events, supervision of petty cash, inventories and office supplies. Receives general supervision and must seek immediate approval for certain aspects of the job.

Secretary/Receptionist Level I

Mostly phone and receptionist responsibility with limited secretarial work. Provides general information to persons calling or visiting the parish. Receives direct supervision. Responsibility is limited as is authority.

Bookkeeper

Position Purpose: Assures the development and maintenance of a financial bookkeeping system for the parish. Maintains accurate and current accounts payable and receivable ledgers. Prepares and submits a financial statement to the pastor and finance committee. Assures the maintenance of parish banking accounts. Assures the maintenance of parish payroll system and preparation of monthly staff payroll. Coordinates financial records of the parish.

Level Descriptions:

Bookkeeper Level III

Responsible for coordination and implementation of all aspects of accounting for the parish. Skill, experience and knowledge reflect technical expertise in accounting and management of accounting systems. The bulk of this person's work is in accounting. Might supervise and direct staff. Has responsibility for disbursement of funds without immediate approval.

Bookkeeper Level II

Involves more bookkeeping and record keeping tasks than accounting and financial management responsibilities. Limited responsibility and authority. Must seek approval for disbursements.

Bookkeeper Level I

Assists with specific bookkeeping tasks. Performs routine accounting clerical functions. Works under the supervision of employee in charge of parish accounting function.

Janitor/Maintenance

Position Purpose: Assures that the church, school and other parish buildings are maintained in a clean, orderly and welcoming manner. This includes sweeping, mopping, waxing and vacuuming of floors, cleaning bathrooms and washing windows. This individual also assures that the parish grounds are maintained in a clean and safe manner. Performs minor maintenance. Provides general assistance and sets up for events in parish and school as requested.

Level Descriptions:

Janitor/Maintenance Level III

Has responsibility for supervision of other maintenance/janitorial staff. Performs more difficult general maintenance work. Has major responsibility for ordering of supplies and possible contract work. Can freely make commitment of funds within a budget. Works with a very low level of supervision.

Janitor/Maintenance Level II

Functions as a primary worker and has little if any supervisory responsibility. Works primarily as custodian or janitor. Level of supervision received is direct and high. Has limited budget and must seek approval for expenditures. Can not make commitments on behalf of the parish.

Janitor/Maintenance Level I

Performs mostly routine duties during evenings, weekends, and summer.

**Diocese of Davenport
Parish Ministry
Analysis Program**

What is the purpose of Ministry Position analysis?

A ministry position analysis is used to determine

- the level of each position within the parish,
- the relationship of each position to others in the parish,
- the recommended pay level for each position in the parish.

Who should do the ministry position analysis?

The pastor/pastoral administrator or the person who supervises the position completes the analysis.

This may be done in collaboration with the person who currently holds the position and the council/board chairperson.

Materials needed in addition to this document:

1. Written Ministry Description for each position
2. Ministry Position Scoring Sheet
3. Blank Comprehensive Parish Job Classification System
4. Parish Pay Scale for each Job Classification (See recommended pay scales from the Diocesan Human Resources Office)

Steps:

1. Review one position at a time.
2. Using the written ministry description, consider this position in relationship to all the jobs with this same job title across the diocese. (**Consider size of parish, scope of responsibilities, education and experience required, single parish/cluster, etc.**)
3. Read the level descriptions for each ministry position analysis factor and determine which level most closely describes this position.
4. Using the Ministry Position Analysis Scoring Sheet, assign a number within the range given for that level. The number should relate to the degree to which the job matches the description. (Example: If there are 5 statements in the level description and only 3 apply, the higher number would not be selected.) The point total will be a number from 0-400. That number relates to the classification level and the pay level.
5. After completing the analysis of each position, create a classification system for your parish which includes each ministry title and how each lines up in relationship to the others. (See “Comprehensive Parish Ministry Classification System”)
6. Determine pay for each position based on the Classification Level as it relates to the local Salary Scale.
7. After completing all the above, determine whether the person in the position is at the expected level for each ministry factor. This determination could modify the level of pay for an individual. (Example: A Master’s Degree is expected but the person in the ministry position holds only a Bachelor’s Degree, in which case, this person may then be placed at a lower pay level.)

Special Note: School Administrators and teachers are not included on the Ministry Classification System or the Pay Scales since educator compensation is compared with the market value of education in the public sector.

Ministry Position Analysis Factors

Following is a definition of each of the ministry factors which can be used in the ministry position analysis process. These ministry position factors will provide one system for reviewing each of the ministries within the parish and can become the basis for determining the level of the ministry position and consequent pay. Information concerning these factors as they relate to individual ministries, should be determined from the written position description, analyzed and scored according to the predetermined criteria below. The levels for each ministry position factor are presented in ascending order.

Factor 1: Responsibility to Represent the Church and/or to Model Its Mission

This factor measures the extent to which formal responsibility exists in the position to articulate the values, beliefs, and teachings of the Church, to model and encourage living out of Catholic values, to convey Church culture to others and to assume a role model posture.

Level 1:

Positions at this level do not have responsibility to articulate the values, beliefs, and teachings of the Church. While expected to live one's life according to Catholic teachings, the position has no assigned responsibility to convey Church culture to others or to exercise a role model posture.

Level 2:

Positions at this level would rarely have responsibility to articulate the values, beliefs, and teachings of the Church. While expected to live one's life according to Catholic teachings, the position would rarely, if ever, be asked to convey Church culture to others or to exercise a role model posture.

Level 3:

Positions at this level are seldom required to formally communicate Catholic beliefs, culture or values as part of position requirements. While expected to live one's life according to Catholic teachings, the position seldom has requirements to convey Church culture to others or to exercise a role model posture.

Level 4:

Positions at this level are periodically required to communicate Catholic beliefs, culture and values as part of ongoing position responsibilities. Positions rated at this level are periodically required to formally articulate the values, beliefs and teachings of the Church. The position, by nature of job tasks, is expected to model and encourage the acting out of Catholic values, to convey Church culture to others and to exercise a role model posture.

Level 5:

Positions at this level frequently have a formal requirement to communicate Catholic beliefs, and to role model the Catholic faith. Positions rated at this level are required to articulate the values, beliefs, and teachings of the Church. The position, by the nature of job tasks, is expected to model and encourage the acting out of Catholic values, to convey Church culture to others and to exercise a role model posture.

Level 6:

Positions at this level have the highest responsibility to role model the Catholic faith. The purpose of the position is to articulate the values, beliefs, and teachings of the Church. The position has a constant and ongoing responsibility to model and encourage the acting out of Catholic values, to convey Church culture to others and to exercise a role model posture.

Factor 2: Ministry Position Knowledge

This factor measures the ability, skill and knowledge base that are required to fulfill position responsibilities. This factor includes education, previous work experience, theological knowledge, and specific skills necessary to perform the assigned work. Raters should consider the level of knowledge and job understanding required, as well as the investment of the amount of time and effort to acquire this knowledge base and skill. Raters should also consider the degree and frequency with which the knowledge base must be accessed, studied, and/or applied to work situations or problems. Raters should further consider whether more than one knowledge base is necessary to complete work, i.e. managerial, technical, etc.

Level 1:

Positions at this level require skills, training and/or knowledge base equal to a high school education or equivalent. Skills and abilities often include mathematical computations, operation of minor/small equipment, reading of directions, etc. Previous work experience of up to 12 months may be required.

Level 2:

Positions require abilities, skills, training and/or knowledge base equivalent to senior level technician or paraprofessional capacity. Positions at this level require abilities, skills, training and/or knowledge base equal to those gained in a two year general education, technical or vocational program, or completion of the basic two-year ministry formation program sponsored by the Diocese of Davenport or other approved entity beyond high school. Positions which require certificates or licenses which are earned in a training program of one to two years in length should also be placed at this level. Positions at this level may be generalists whose knowledge base must cover a variety of areas, but not great depth. Two to four years of previous related experience is typically required.

Level 3:

Positions at this level require abilities, skills, training and/or knowledge base equivalent to an entry level professional. Education, including a four year degree beyond high school, or completion of the basic two-year ministry formation program and two-three additional years of specialized ministry formation sponsored by the Diocese of Davenport or other approved entity, or equivalent experience is typically required, where a substantial portion of knowledge is acquired. Position requires broad knowledge of a number of business/public sector areas, or specialized knowledge of a professional discipline. Work experience is desirable but not required if education directly relates to work assignments.

Level 4:

Positions at this level require abilities, skills, training and/or a knowledge base equivalent to an intermediate level professional or supervisory position. Education will typically include a four year degree with a minimum of one third of the requirements toward a master's degree in an area related to the job responsibilities. Positions will typically require 2-4 years of directly related experience. Work may be a more generalized professional role, or specialize in one particular function.

Level 5:

Positions at this level require abilities, skills, training and/or a knowledge base equivalent to an advanced, experienced professional. Educational requirements will often include a master's degree in an area related to job responsibilities. Knowledge of multiple areas and skills are required by the positions. Positions require five to eight years of related previous experience, and are considered advanced specialists or managers with broad responsibilities.

Level 6:

Positions at this level require abilities, skills, training, and/or a knowledge base equivalent to executive level, or senior Church level responsibilities. A master's degree in an area related to job responsibilities is required. Knowledge of entire organizational systems, theories and practices are required. Widely diverse skills are necessary for job performance. Positions require eight or more years of related, progressively responsible, experience.

Factor 3: Leadership

This factor measures the extent to which a leadership role or responsibility has been integrated into formal ministry assignments. This factor also considers the amount of responsibility for assisting the parish or faith community in creating a vision, for implementing strategic planning, the responsibility for decision making, the requirement for personal initiative and creativity, as well as the resulting impact from leadership responsibilities on the parish or faith community in terms of image, service or financial outcomes. Raters should also consider the responsibility for the management of Church employees, monetary and physical assets.

Level 1:

Positions at this level have no formal leadership responsibility, but are charged with understanding and individually acting in accordance with the values and mission of the Church. No assigned responsibility for decision making, creativity or strategic planning

Level 2:

Positions at this level have no assigned responsibility for leadership but are expected to clearly act in accordance with values and vision, especially interactions with those who use the services of the church. May be asked to train and/or orient others, including information regarding culture and values, or be requested to participate in workshops to improve Parish procedure or operations. The responsibility for decision making or the requirement to generate new ideas, innovate from current practice or create original work is only incidental to other aspects of the position.

Level 3:

Positions at this level have an assigned leadership function. Positions are expected to act in accordance with stated values of client satisfaction, and communicate Church/parish culture and philosophy through their interactions. Positions at this level have the responsibility to communicate internally the vision of the Catholic Church and/or parish. Lead positions are normally found at this level. Positions at this level have occasional responsibility for decision making and/or the creation, development, design or problem solving of new programs, methods, systems, procedures, or policy issues.

Level 4:

Positions at this level are expected to function in a leadership role by clearly demonstrating and acting in accordance with Church and parish values and serving as a role model for others. Positions at this level have a responsibility to either assist in the creation or communicate the vision of the Catholic Church and/or parish. professional, senior technical staff and supervisory positions are assigned to this level of responsibility. Positions at this level have a frequent responsibility for decision making and/or the creation, development, design or problem solving of new programs, methods, systems, procedures or policy issue. A large part of the work time is spent on decision making, creative or developmental endeavors requiring both original work and substantial refinement of previous practices.

Level 5:

Positions at this level serve as spokespersons for the Church/parish and are responsible for developing the vision and articulating the values and culture of the Church/parish. Positions are formally required to act as role models for others, and to present the Church/parish in a positive fashion. Mid level management positions are assigned this level of leadership responsibility. Positions at this level have a substantial responsibility for decision making and/or the creation, development, design or problem solving of new programs, methods, systems, procedures, or policy issues. Creativity is an extremely important aspect of the position.

Level 6:

Positions at this level assess Church/parish vision, culture and values and develop and formulate plans to enhance and explain them to others. Positions also have the highest responsibility for actively demonstrating their leadership role both within the Church/Parish and the community. Positions which have the most senior of leadership roles are found at this level. The requirement for decision making and/or to create new ideas and/or original work is the primary function or reason for existence of the position.

Factor 4: People Skills

This factor measures the amount and characteristics of personal interaction with others. Items for consideration include the requirement to interact with the public, the need to work with individuals or teams, and listening and communication skills. Other items of importance are the degree of responsibility to be pastorally present, responsibility to deal with conflict, and the responsibility to relate to different cultures. Further items of consideration include the frequency of contacts with others; the breadth of interactions (internal vs. external) and the position level of persons interacted with. Raters should also assess the need for cooperation, negotiation, sensitivity, tact, and the consequences of the interactions.

Level 1:

Positions at this level rarely have responsibility for contact with individuals, other than other Church or parish/cluster employees. The primary contacts are made within the individual's own work group. The contacts normally concern information of a routine nature and have a limited ability to significantly impact institutional operations or outcomes. Contacts are normally made on an informal one-to-one basis.

Level 2:

Positions at this level primarily have contact with Church or parish employees only. These contacts are normally made within the individual's own work group, or with similar positions in a cluster. The contacts normally concern information of a routine nature, but may require some discussion or explanation. Contacts are normally made on a one-on-one basis. The importance of communication of interpersonal skills is incidental to other aspects of the ministry position. Positions may have incidental contact with parishioners.

Level 3:

Positions at this level have occasional responsibility for contact with individuals other than Church or parish/cluster employees. Internally, the primary contacts are made within the individual's own work group and other departments or parishes/clusters. The contacts are both of a routine and non-routine nature and require some discussion or explanation. Some adverse or positive consequences may result from these interactions. Contacts can be both one-on-one situations or group settings. Communication and interpersonal skills are fairly important and require some refinement for the successful completion of ministerial responsibilities. Positions who have substantial contact with the public or volunteers, and whose contact is limited in scope, should also be placed at this level.

Level 4:

Positions at this level have regular responsibility for interaction and communication with a broad range of people, both in individual and group meetings. Contacts may be within the Church or parish/cluster structure, with the general public, or with contributors/potential contributors, agencies, volunteers, or other outside organizations. Collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequence to the Church/parish could be significant if interactions are not handled well. Occasional formal presentations are a part of ministerial responsibilities.

Level 5:

Positions at this level have an ongoing, primary responsibility for contact with the public, and may serve as designated spokesperson for the parish/cluster. Internally, primary contacts are made to gain information for contacts outside the Parish. Position interactions are regularly non-routine, complex, and require extensive discussion or explanation. The potential of positive or adverse consequences to the parish/cluster because of these contacts is critical. Formal presentations may be frequent. Communication or interpersonal skills are a significant aspect of the job responsibilities, and skills must be highly refined. Frequent contact with church members, potential donors, donors, volunteers, agencies and/or the media is an integral part of the ministry position.

Level 6:

Positions at this level have a major responsibility for contact with others. The contacts contain non-routine and complex technical, business, or strategic information that requires discussion, explanation, negotiation, persuasion, interpretation and/or analysis. Resulting impact of these contacts is critical to the well-being of the Church or parish/cluster. Formal presentations may be a regular part of position. Communication and interpersonal skills play an overwhelmingly important role in the successful completion of ministerial responsibilities. The primary existence of the ministry position centers around contact with church members, potential donors, donors, volunteers, agencies, and/or the media.

Factor 5: Supervision of Others

This factor measures the amount and scope of responsibility for the supervision of others. Consider the level of employees being supervised in terms of technical, professional, nonexempt, exempt, supervisory and volunteer classifications. Raters should consider the range and types of supervisory functions performed, such as directing work activities, counseling, disciplinary actions, hiring, evaluating, terminating, salary actions, training, etc.

Level 1:

Positions at this level do not have responsibility to provide supervision or daily work direction to others. Position is not supervisory in nature.

Level 2:

Positions at this level have a responsibility to provide regular work direction to peers or subordinates. There is no responsibility to discipline others. Some training of others may be required. Many lead positions are at this level. Positions that provide direction to volunteers are normally found at this level.

Level 3:

Positions at this level have a responsibility to formally supervise others, but on a limited basis. Individuals most commonly supervise those whose work is similar to their own. Some training of others may be required. There is no responsibility to hire or terminate. Some disciplinary action may be taken.

Level 4:

Positions at this level have full supervisory responsibilities including hiring, terminating, disciplinary actions and pay adjustments in a parish/cluster where there are other employees but no school. Positions at this level might include final managerial responsibility in the parish/program. Or positions at this level may be in a setting where there are no other employees but responsibility exists to coordinate, train and supervise a variety of volunteers who are depended upon for major parish/program activities.

Level 5:

Positions at this level normally are thought of as having senior managerial level responsibility. These positions have final managerial responsibility and authority in the parish. Positions at this level might be expected to supervise a small to medium sized parish including a school and/or multiple other programs headed by persons who supervise others. Positions at this level might also include final managerial responsibility in a cluster of parishes. Full supervisory responsibilities and final decision making authority exist in these positions.

Level 6:

Only the most senior or highest levels of managerial/executive positions are found at this level. These positions have final managerial responsibility and authority in the parish. Positions at this level might be expected to supervise a large parish including a school and multiple other programs headed by persons who supervise others. Or this position may have managerial responsibility for a cluster of parishes headed by persons who supervise others.

Factor 6: Confidentiality

This factor measures the requirement and/or ministerial responsibility to work with, handle and maintain sensitive or confidential information. Raters should consider the frequency with which confidential information is handled, the level/degree of sensitivity, and the resulting impact to the local church or other parties if confidences are breached.

Level 1:

Positions at this level rarely, if ever, work with, handle or maintain sensitive or confidential information.

Level 2:

Positions at this level occasionally work with, handle or maintain sensitive or confidential information. The level or degree of sensitivity is not considered great. with resulting negative impact of breaches in confidentiality being minimal.

Level 3:

Positions at this level regularly work with, handle or maintain sensitive or confidential information. The level or degree of sensitivity is moderate. The resulting negative impact of breaches in confidentiality is such that they could cause embarrassment or liability to those involved.

Level 4:

Positions at this level work with sensitive or confidential information as a regular part of the position's tasks and responsibilities. The level or degree of sensitivity is moderate to high. The resulting negative impact to the local church or other parties if confidences are breached is also moderately high. Positions at this level have a formal responsibility to ensure their work as well as the work of their subordinates adheres to established systems and procedures maintaining confidentiality.

Level 5:

Positions at this level have a significant responsibility to work with, handle and maintain sensitive or confidential information. Position frequently works with others in situations where maintaining confidentiality is key. The level/degree of sensitivity of data and/or contacts is normally considered great or substantial. The resulting negative impact to the local church or other parties if confidences are breached is also considered to be substantial. Position may be required to help create systems and procedures to protect confidentiality.

Level 6:

Positions at this level have the highest responsibility for protecting sensitive and confidential information, to respect confidences, and in dealing with individual's positions at this level work with sensitive information and situations on a regular basis. Confidentiality and working with sensitive information is the primary focus of these positions. Breaches in confidentiality have the highest possibility for serious damage to the Church or parish/cluster. Positions at this level also have responsibility to create systems and procedures for others to follow in protecting confidential information.

Factor 7: Mental Demands

This factor measures the level of mental demands inherent in each position. Raters should consider the level of mental challenge that is involved in completing ministerial responsibilities. Other items for consideration include the responsibility for multiple tasks or areas, the requirement to adapt to changing events, new/unusual circumstances, interruptions, deadlines, requirement to juggle priorities, requirement to make risky or difficult decisions, and need to meet divergent needs and desires of many other people, or to interact with difficult people. Raters should also consider the frequency of choosing between urgent and competing organizational or church member needs.

Level 1:

Positions at this level rarely encounter new or unusual situations, Mental demands, for the most part, are comprised of routine and repetitive tasks with little risk or need to deal with changing priorities, deadlines, interruptions, or needs of others. There is little mental demand or work pressure.

Level 2:

Positions at this level encounter occasional new or unusual situations. Work is generally structured with little risk associated with work results or interpersonal contacts. While a certain amount of work is expected, deadline demands, interruptions, and priority changes are infrequent. Limited mental demands or work pressures exist in the ministry position.

Level 3:

Positions at this level encounter new or unusual situations periodically, but have resources available to assist with identifying solutions or actions. Some pressure from deadlines, interruptions, or changing priorities exists, and interruptions to work flow or concentration can occur. Occasional interactions with others can include demanding or difficult people. Mental demands are present in the ministry position.

Level 4:

Positions at this level require adaptive and flexible responses due to changing priorities, need to juggle duties, and need to meet fluctuating deadlines. Interruptions to normal schedules occur and response to new situations is needed regularly. Contacts with others can frequently include difficult or disagreeable people. A high degree of pressure and/or mental demands exist in the ministry position.

Level 5:

Positions at this level operate with a significant amount of pressure and mental demand due to the diversity of tasks supervised/managed, changing priorities, disagreeable and/or demanding people, and deadlines which are very tight. Risk and possible adverse impact on the Church or parish/cluster exist in majority of decisions. Flexibility and adaptability are definitely needed to withstand demands of position.

Level 6:

Positions at this level function with heavy pressure and mental demand factors. Priorities and demands on self and work unit are continual. Interruptions are constant and can often impact whole work schedule. Risk and adverse impact must be considered regarding most decisions. Interactions and/or meeting the needs of others will include difficult and complex decisions and transactions.

Factor 8: Physical Requirements

This factor considers the element of physical effort and manual labor, such as sitting, standing, lifting, carrying, digging, operating equipment, performing with speed, etc., as well as the dexterity required to complete the job functions. Raters should also consider the frequency or intensity of physical exertion. The requirement of being on-call should also be considered.

Level 1:

Position requires little physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks. Movements required to complete work are not difficult, and only require a usual degree of dexterity or hand-eye coordination. This position is not required to be on-call.

Level 2:

Positions rated at this level require occasional physical effort such as light lifting, carrying or movements, etc. Physical capability involves use of office or power equipment where some dexterity is needed. Continual work output may be required at this level. Position is not normally required to be on-call.

Level 3:

Positions at this level require some physical efforts or manual labor such as lifting, carrying or constant movement. This rating also includes job situations where speed, manual dexterity and equipment operation is a continual requirement and is important to the success of the job. Positions with regular responsibility for driving are to be placed at least at this level. Position may be required to be on-call on an occasional or rotated basis.

Level 4:

Positions at this level require moderate physical effort such as carrying, constant movement, frequent lifting of light items, and some lifting of moderately heavy objects. This rating also includes job situations where a high degree of speed and manual dexterity is important. Positions where driving is one of the major responsibilities are to be placed at this level. Positions that operate heavy equipment should be placed at this level. Position may be required to be on-call.

Level 5:

Positions at this level require substantial physical effort and manual labor, such as lifting of heavy objects, carrying, constant movement, digging, bending, squatting, etc. Positions with sustained physical effort for the majority of the work time are to be placed here. Positions that normally are required to be on-call are placed here. Positions requiring frequent extended days, back-to-back, without opportunity for compensatory time, should also be placed here.

Level 6:

Positions at this level require substantial, on-going, and consistent physical effort and manual labor. Only positions requiring the most rigorous effort should be placed here. Examples of work include the constant lifting of extremely heavy objects, carrying, rapid movement, digging, bending, squatting, etc. Positions required to be on-call may be placed here.

Pay Ranges for Parish Ministry Position Classification System

Two types of pay ranges are described below.

Market Based Ranges:

Market Based Ranges (found in Table B) generally follow comparable job market data. The Market Based approach produces rather low pay ranges for the first levels in each series (E-1 and E-2 in the Exempt Series and NE-2 and NE-3 in the Non Exempt Series ranges) because that is how the market compensates positions in those ranges.

Compressed Living Wage Range:

The Compressed Living Wage Ranges (found in Table A) address the problem of the low wage levels created by the market. These ranges assume expenditure of approximately the same overall budget in the parish's payroll. The adult worker ranges (NE-2 and above) begin at what approximates a living wage (e.g., \$8.55 minimum, \$10.05 midpoint). In order to accommodate the increase in the lower ranges, the highest ranges are reduced, thus developing an overall scale that is compressed.

Other Possibilities:

While the Compressed Living Wage Ranges respond to church social teaching, they may not provide fully competitive rates in the higher ranges. Combining the two types of ranges is possible. Raising the Market Based Model to generate the living wage levels at NE-2 and NE-3 and more comparable professional wages at E-2, while adjusting the middle ranges upward and not taking anything away from the highest ranges, is the most generous method, if budgetary constraints allow it. Ultimately, a parish must decide whether it will lag behind the market, match the market or lead the market. In any case, consistency across jobs is essential.

Refer to "General Salary Guidelines" for additional assistance.

Diocese of Davenport
 Parish Ministry Salary System
 (Compressed, Living Wage Model)*
 2005 – 2006

Ministry Position Classification Levels						
Exempt or Ministry Staff Positions						
Annual Rates (Based on full time, 12- month work year) The numbers in parenthesis are for a ten-month period.						
	E-1	E-2	E-3	E-4	E-5	E-6
Minimum	\$22,781.00	\$24,604.00	\$26,572.00	\$28,698.00	\$30,994.00	\$33,473.00
	(\$18,984.16)	(\$20,503.33)	(\$22,143.33)	(\$23,915.00)	(\$25,828.33)	(\$27,894.16)
Midpoint	\$28,476.00	\$30,753.00	\$33,215.00	\$35,872.00	\$38,741.00	\$41,851.00
	(\$23,730.00)	(\$25,627.50)	(\$27,679.16)	(\$29,893.33)	(\$32,284.16)	(\$34,875.83)
Maximum	\$34,172.00	\$36,905.00	\$39,848.00	\$43,047.00	\$46,491.00	\$50,210.00
	(\$28,476.66)	(\$30,754.16)	(\$33,206.66)	(\$35,872.50)	(\$38,742.50)	(\$41,841.66)
Non-Exempt or Support Staff Position						
	NE-1	NE-2	NE-3	NE-4	NE-5	NE-6
Minimum	\$5.30	\$9.35	\$10.19	\$11.09	\$14.18	\$13.19
Midpoint	\$6.59	\$11.00	\$11.98	\$13.06	\$14.23	\$15.52
Maximum	\$7.91	\$12.65	\$13.79	\$15.03	\$16.38	\$18.43

*See “Pay Ranges for Parish Ministry Position Classification System”

Diocese of Davenport
 Parish Ministry Salary System
 (Market Based Model)*
 2005 – 2006

Ministry Position Classification Levels						
Exempt or Ministry Staff Positions						
Annual Rates (Based on full time, 12- month work year) The numbers in parenthesis are for a ten-month period.						
	E-1	E-2	E-3	E-4	E-5	E-6
Minimum	\$22,781.00 (\$18,984.16)	\$25,515.00 (\$21,262.50)	\$28,576.00 (\$23,813.33)	\$32,007.00 (\$26,672.50)	\$35,847.00 (\$29,872.50)	\$40,046.00 (\$33,371.66)
Midpoint	\$28,476.00 (\$23,730.00)	\$31,894.00 (\$26,578.33)	\$35,721.00 (\$29,767.50)	\$40,008.00 (\$33,340.00)	\$44,808.00 (\$37,340.00)	\$50,176.00 (\$41,813.33)
Maximum	\$29,538.00 (\$24,615.00)	\$38,273.00 (\$31,894.16)	\$42,866.00 (\$35,721.66)	\$48,010.00 (\$40,008.33)	\$53,771.00 (\$44,809.16)	\$60,213.00 (\$50,177.50)
Non-Exempt or Support Staff Position						
	NE-1	NE-2	NE-3	NE-4	NE-5	NE-6
Minimum	\$5.30	\$8.43	\$9.45	\$10.58	\$11.86	\$13.26
Midpoint	\$6.59	\$9.92	\$11.11	\$12.43	\$13.94	\$15.60
Maximum	\$7.90	\$11.41	\$12.77	\$14.31	\$16.02	\$17.95

*See “Pay Ranges for Parish Ministry Position Classification System”

**Parish Ministry Position Analysis
Score Sheet**

(To be used in conjunction with Parish Ministry Position Analysis Program)

Ministry Analysis Factors	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Total
1. Responsibility to Represent Church and/ or Model It's Mission	0-5	6-15	16-25	26-35	36-45	46-60	
2. Job Knowledge	0-5	6-20	21-35	36-55	56-75	76-95	
3. Leadership	0-5	6-15	16-30	31-40	41-55	56-70	
4. People Skills	0-5	6-10	11-15	16-20	21-25	26-30	
5. Supervision of Others	0-5	6-10	11-15	16-20	21-25	26-30	
6. Confidentiality	0-5	6-15	16-25	26-35	36-45	46-55	
7. Mental Demands	0-5	6-10	11-15	16-20	21-25	26-30	
8. Physical Requirements	0-5	6-10	11-15	16-20	21-25	26-30	
	Maximum 40	Maximum 105	Maximum 175	Maximum 245	Maximum 320	Maximum 400	

Position Analyzed _____ Analysis completed by: (Check) Pastor ___ Employee ___ Council/Board Chair ___

Date Analyzed _____

Total of Column H equals placement of position on the Ministry Position Classification and Salary System:

- 0-40 Total Points = Level I
- 41-105 Total Points = Level II
- 106-175 Total Points = Level III
- 176-245 Total Points = Level IV
- 246-320 Total Points = Level V
- 321-400 Total Points = Level VI

Diocese of Davenport
Comprehensive Parish Ministry Position Classification System
Parish/Cluster: _____
City: _____

Ministry Position Classification Levels – Exempt Personnel (E)					
E-1	E-2	E-3	E-4	E-5	E-6

Ministry Position Classification Levels – Nonexempt Personnel (NE)					
NE-1	NE-2	NE-3	NE-4	NE-5	NE-6