



CATECHESIS & YOUTH MIN. MEMO

TO: Pastors, Administrators & PLCs

**FROM: Ken Ogorek, Director of Catechesis
Scott Williams, Director of Youth Min.**

DATE: May 10, 2018

RE: Total Compensation Statements

As an archdiocese, we want to support parish catechetical leaders and youth ministers in their ministerial context, but also professionally. In years past, one way we have done this is to send these lay ministers a packet with a blank work agreement and related worksheets, then encourage them to keep their job description updated and complete an annual job performance evaluation with you as their supervisor.

This year, in order to support you more directly and provide the necessary documents for these types of annual processes, we are reaching out to you directly (as well as copying parish catechetical leaders and youth ministers). Enclosed please find information that will be helpful to you as you discuss the 2018-19 program year with your PCL and/or youth minister. Rather than recommending work agreements in their previous format, we are enhancing how lay ecclesial ministers articulate their role in parish life by recommending three key elements: An up-to-date job description, a total compensation statement, and the meaningful supervision that the performance development review process we recommend provides.

In this packet you will find:

- A template for PCL and Youth Ministry job descriptions - Please ask these staff members to make necessary additions or deletions to reflect accurately their ministry roles in the parish. We would request to have a copy of each revised job description. It is important that parish catechetical leaders and youth ministers keep their job descriptions accurate on an annual basis.
- A blank Total Compensation Statement - Please ask your PCL and youth minister to complete this statement with you and send us a copy. Awareness of each catechetical leader's compensation package helps us work with all leaders more effectively. [Two enclosed worksheets will help provide numerical amounts to plug in to this statement.]
- Two performance development review forms - one for your PCL and youth minister to complete and give to you before her or his annual review, the other for you to complete as a record of this supervisory conversation. These completed forms allow us have a clearer sense of what annual goals are being set by leaders throughout the Archdiocese as well as how we can best support PCLs and youth ministers in their specific ministry settings.

(Over, please.)

Please have all three of these documents emailed to Ken and/or Scott as determined by each staff member's specific role(s).

This enhanced approach to annual documentation of responsibilities, compensation and evaluation will help see to it that responsibilities are clear, compensation is suitable and supervision is substantive. If you have any questions about these instructions or the enclosed documents please let us know. We look forward to hearing back from you and pledge our continued prayers for you, your loved ones and the loving service you provide God's people.

cc: Ed Isakson
Parish Catechetical Leaders
Youth Ministers

enclosures

ARCHDIOCESE OF INDIANAPOLIS

MINISTRY POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: Parish Catechetical Leader (PCL)

Location:

Status: Full Time or Part Time, Exempt

Reports to: Pastor or Parish Life Coordinator, as supervisor

Collaborates with: Faith Formation Commission (in fulfillment of goals, objectives, and policies)
Director of Catechesis (in fulfillment of Archdiocesan Board of Education policies)

Supervises: Volunteer Catechists in area of responsibility

II. PRIMARY FUNCTIONS

The PCL serves the community by articulating the vision of religious education and addressing the six tasks of catechesis (See National Directory for Catechesis). PCLs are responsible to oversee one or more specific areas of religious education. The specific area(s) may include the following: Adults, Adolescents, Junior High, Intermediate, Primary, Preschool, Sacramental. This person of faith is both a *pastoral minister* who possesses a vision of how a local Church can develop its potential and a *professional* who holds specialized credentials in ministry.

III. MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES/Essential Fcns.

Area A: Continuing human, spiritual, intellectual, and pastoral formation

1. Utilizes a process for self-growth based on the skills series as offered by the Office of Catechesis
2. Participates in PCL meetings offered by the Office of Catechesis
3. Participates in deanery religious education meetings
4. Participates in experiences of spiritual growth
5. Participates in one or more professional religious education organizations
6. Participates annually in a performance appraisal process

Area B: Recruit and Form Catechists

1. Recruits and places catechists who are professed and practicing Catholics
2. Works with catechists to develop needed competencies
3. Trains catechists using Archdiocesan standards
4. Supports, supervises, and evaluates all non-school catechists in areas of responsibility
5. Assumes responsibility for catechist certification in all areas of responsibility
6. Facilitates the development of a community of faith among catechists in the areas of responsibility
7. Recruits level coordinators (if applicable)

Area C: Programming for Religious Education

1. Articulates a vision of catechesis as stated in contemporary catechetical documents of the Church

2. Implements programs based on the general principles of the National Directory for Catechesis
3. Implements Archdiocesan curriculum guidelines, ensuring that catechists address all points of doctrine contained therein
4. Provides a program that incorporates the six tasks of catechesis
5. Addresses chastity education in accordance with Archdiocesan guidelines
6. Chooses catechetical material in conformity with the Catechism of the Catholic Church
7. Follows diocesan guidelines in implementing sacramental programs
8. Utilizes guides developed by the Office of Catechesis for elementary, adolescent, and adult catechesis
9. Utilizes the ACRE Assessment Instrument
10. Oversees programs to further parish goals for religious education
11. Provides programs for parents and involves them systematically in the religious education of children
12. Communicates results of evaluation to participants and others
13. Serves as a catechetical resource to school faculty if applicable and additional parish ministers as requested

Area D: Administration

1. Participates as a member of the Pastoral Team
2. Consults with others, particularly those affected by the administrative policies and procedures developed for religious education
3. Provides information to pastor, pastoral staff, and parish pertaining to matters regarding religious education
4. Pursues a quality working relationship between self and pastor as supervisor
5. Identifies budgetary needs and requests funds for religious education
6. Manages a corps of volunteer catechists, including the establishment of ministry descriptions, procedures for interacting with the parish catechetical office, and a catechist performance appraisal system.
7. Manages the parish catechetical office and religious education resource center

Area E: Relating to Faith Formation Commission

1. Works with the Faith Formation Commission in identifying goals and objectives for religious education—especially in developing and implementing a strategic plan for Faith Formation using the Choosing Paths on the Journey process
2. Implements Faith Formation Commission policies
3. Prepares progress reports on Faith Formation Commission goals and policies
4. Acts as a resource person for Faith Formation Commission committees
5. Serves as administrative officer of Faith Formation Commission
6. Cooperates with Faith Formation Commission with input to pastor for performance appraisal process

IV. POSITION SPECIFICATIONS/REQUIREMENT

SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. A professed and practicing Catholic with knowledge of Church teachings and structure
2. Has potential talent to be an effective religious educator as evidenced by informational interview with Archdiocesan Director of Catechesis

3. Excellent planning and organizational skills
4. Demonstrated interpersonal and problem-solving skills
5. Ability to work independently and highly self-motivated
6. Ability to maintain confidentiality of information

EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Newly-hired PCLs typically have at least the equivalent of a bachelor's degree in Catholic theology—usually 30 college- or graduate-level credits. Conditional hiring—a written agreement between pastor/PLC and PCL—of persons without this education may occur. Supervisors are encouraged to consult with the Archdiocesan Director of Catechesis before offering conditional employment. (Employees currently serving as PCLs within the Archdiocese are exempt from this suggested minimum academic requirement.) A Master's Degree in Theology, Catechetics, or a related field is preferred. ***Compensation and/or specific job title at parish are influenced by the Archdiocesan Guide for Computing Salary (for Parish Catechetical Leaders).***
2. Catechist certification with three years' experience as a catechist
3. Experiences related to administration, which include working with people and program planning in church or civic group. Preferred experience is in administering at least one area of parish religious education or a practicum in religious education administration as part of a Master's program

V. WORKING ENVIRONMENT

1. The employee is expected to attend evening and weekend events, as necessary. Travel may be required, as specified by the supervisor. In some cases, the need of the position may require extra hours beyond the normal schedule.
2. Lay ministers are vital ministers sharing the mission of the Church. They are expected to be role models and are expressly charged with leading parishioners toward Christian maturity and with teaching the Word of God. As role models, the personal conduct of every lay minister, both at Church and away from Church, must convey and be supportive of the teachings of the Catholic Church. These teachings include, but are not limited to: honoring the dignity of each human life from conception to natural death, care for God's creation, and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God's love and fidelity to His Church. The Seven Themes of Catholic Social Teaching can be found at <http://www.usccb.org/beliefs-and-teachings/what-we-believe-/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>. A thorough description of Catholic Church teaching can be found in the *Catechism of the Catholic Church*.
3. Determining whether a lay minister is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of Last Revision: March 2017

Archdiocese of Indianapolis
Youth Ministry Office

Position Description

Coordinator of Youth Ministry

I. Identifying Information:

Title: Coordinator of Youth Ministry (CYM)

Status: Full-time, Exempt, 12 months

Reports to: Pastor (as Supervisor)
Youth Ministry Commission (in fulfillment of goals, objectives and policies)

Supervises: All volunteer Program Leaders
Additional Youth Ministry staff
Other:

II. Primary Functions:

The Coordinator of Youth Ministry is responsible for facilitating a parish based pastoral ministry to, with, by and for young people utilizing a comprehensive approach to youth ministry involving the eight components of youth ministry: advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and worship. (*Renewing the Vision – National Conference Catholic Bishops*)

Coordinators of Youth Ministry are responsible for achieving the following goals:

- *Empowering young people to live as disciples of Jesus Christ in our world today.
- *To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- *To foster the total personal and spiritual growth of each young person.

The Coordinator of Youth Ministry is responsible for all areas of youth ministry, both directly and indirectly.

Position Content

Area A: Ministry Responsibilities

1. Articulates a vision of youth ministry as stated in the contemporary documents on youth ministry and *Renewing the Vision – (National Conference of Catholic Bishops)*
2. Develops, maintains, and evaluates programs that reflect all Eight Components of Youth Ministry – Advocacy, Catechesis, Community Life, Evangelization, Justice & Service, Leadership Development, Pastoral Care, and Prayer & Worship.

3. Possesses an ongoing awareness of Archdiocesan recommended policies, guidelines and guiding documents in areas of catechesis, evangelization, worship, sacramental preparation and safe environment for children.
4. Sets parish wide goals and objectives for pastoral youth ministry programs and experiences.
5. Serves as an advocate on behalf of young people and families within the parish and community.
6. Develops, maintains, and evaluates the sacramental preparation of Confirmation for adolescents.
7. Maintains and initiates effective means of publicizing, promoting, and reporting programs for the youth of the parish to the pastor, pastoral staff, parish community, and young people.
8. Be pastorally present in emergency or crisis situations to lend support or make referrals for youth and families.

Area B: Relational Ministry Responsibilities

1. Is visible, available, and accessible to young people and their families
2. Provides outreach ministry to schools and other organizations that are committed to the healthy development of young people and their families.
3. Attends major parish events and liturgies.
4. Empowers adults in the parish to reach out and form relationships with young people in intentional ways.

Area C: Leadership Development Responsibilities

1. Provides opportunities for parish youth to utilize and/or develop their leadership skills within the parish community.
2. Forms and supports a parish youth ministry commission consisting of youth and adults who are responsible for creating a parish vision of youth ministry – policies, budgets, recruitments, etc.
3. Forms and supports a parish youth ministry activities team consisting of youth and adults who are responsible for assisting in the planning, implementation, and evaluation of youth ministry activities.
4. Identifies volunteer roles for youth ministry and works to develop job descriptions to assist in the recruitment of volunteers.
5. Provides and resources adult volunteers with opportunities training, spiritual development and affirmation.
6. Develops volunteer program leaders who coordinate specific ministry programs or experiences.
7. Supports, encourages and educates the families of youth in the parish.

Area D: Spiritual and Professional Development

1. Participates in an annual retreat and spiritual direction.
2. Participates in professional enrichment or educational opportunities.
3. Participate in youth ministry workshops, gatherings, and in-service opportunities as directed by the archdiocesan Office of Youth Ministry and related archdiocesan and deanery offices
4. Networks and collaborates with deanery youth ministers, high school campus ministers, and/or deanery centers.

Area E: Administration

1. Participates and works collaboratively as a member of the parish pastoral team.
2. Provides leadership and support in the administration of the parish.
3. Works with the Youth Ministry Commission to establish and maintain a youth ministry budget, as well as identifies budgetary needs and requests funds for youth ministry.
4. Serves as a resource in providing information to the parish on youth ministry and teen issues.

5. Develops, coordinates and publicizes the youth ministry calendar of events, programs, and services.
6. Attends parish staff meetings.

Area F: Local Specifications

Position Specifications / Requirements

Area A: Skills, Knowledge and Abilities

1. Is a professed and practicing Catholic with a solid knowledge of the Traditions and teachings of the Church.
2. Has an understanding of issues facing teens in the present.
3. Has knowledge of human development specifically as related to teens
4. Has a desire and skills to communicate and minister to teens and their parents
5. Has knowledge and skills of the proper use of Social Media

Area B: Education, Training and Experience

1. Bachelor's Degree in pastoral/youth ministry, education, theology, psychology, religious education or a related field
2. Certificate in Youth Ministry Studies
3. Previous pastoral ministry experience in parish or campus setting.
4. Previous experience working with youth and adult volunteers
6. Training in current Catholic theology, Christology, and ecclesiology
7. Theological and ministerial perspective consistent with current Church documents

Work Environment

The employee is expected to attend evening and weekend events, as necessary. Travel may be required, as specified by the supervisor. Regular travel throughout the archdiocese is required. In some cases, the needs of the position may require extra hours beyond the normal schedule. Some physical work may be required—packing, setting up, etc.

Lay ministers are vital ministers sharing the mission of the Church. They are expected to be role models and are expressly charged with leading parishioners toward Christian maturity and with teaching the Word of God. As role models, the personal conduct of every lay minister, both at Church and away from Church, must convey and be supportive of the teachings of the Catholic Church. These teachings include, but are not limited to: honoring the dignity of each human life from conception to natural death, care for God's creation, and the belief that all persons are called to respect human sexuality and its expression in the Sacrament of Marriage as a sign of God's love and fidelity to His Church. The Seven Themes of Catholic Social Teaching can be found at <http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-themes-of-catholic-social-teaching.cfm>. A thorough description of Catholic Church teaching can be found in the Catechism of the Catholic Church. Determining whether a lay minister is conducting him/herself in accordance with the teachings of the Catholic Church is an internal Church matter and is at the sole discretion of the pastor, administrator, and/or Archbishop.

The Archdiocese recognizes that some lay ministers who contribute positively to the mission of the Church are not practicing Catholics. For lay ministers of other faith traditions, there remains an expectation that, regardless of their personal religious affiliations and beliefs, they will become

knowledgeable of Catholic Church teachings, will be credible witnesses of the Catholic faith, and will be models of Christian values.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Total Compensation Statement
Fiscal Year: July 2018 – June 2019

Name:	
Job Title:	<input type="radio"/> DRE <input type="radio"/> CRE <input type="radio"/> ARE <input type="radio"/> DYM <input type="radio"/> CYM <input type="radio"/> AYM <input type="radio"/> YM ASST <input type="radio"/> SHARED MINISTRY (DRE AND YM)
Parish, Parishes, or Deanery:	
Employment Status:	
<input type="checkbox"/> Part-time, School Year—scheduled to work fewer than 30 hours per week during the school year <input type="checkbox"/> Part-time, Full Year—scheduled to work fewer than 30 hours per week the full calendar year <input type="checkbox"/> Full-time, School Year—scheduled to work at least 30 hours per week during the school year <input type="checkbox"/> Full-time, Full Year—scheduled to work at least 30 hours per week the full calendar year	
Planned Work Schedule:	
Regular number of hours per week: _____ Changes to the schedule must be approved in advance. Flexed time must occur within the same work week.	
FLSA Status: _____ Non-Exempt/Hourly _____ Exempt/Salary	
Rate of Pay: _____ per year _____ per hour	
Paid Time Off Balances:	
<input type="checkbox"/> Sick days, current year <input type="checkbox"/> Sick days carried over from prior year <input type="checkbox"/> Vacation days <input type="checkbox"/> Personal days <input type="checkbox"/> Professional and Spiritual Enrichment Days <input type="checkbox"/> Holidays (list:)	
Professional Development Budget and Planned Activities, if known:	
Total available: \$ _____	

My signature below confirms the following:

- This is not a contract for employment. This (parish, school, or agency) or I may terminate my employment at any time for any non-discriminatory reason.
- This statement does not fully describe the employee benefit program, which may be changed at any time.

Signature of Employee and Date: _____

Signature of Supervisor and Date: _____

**Copy to Office of Catechesis (kogorek@archindy.org) and Office of Youth Ministry (swilliams@archindy.org), as appropriate.*

**2018-2019 Recommended Spiritual and Professional Development Fees
Parish Catechetical Leaders (PCLs)**

Archdiocesan Spiritual and Professional Development Gatherings	\$ 200.00
Membership Fee for Association for Parish Catechetical Leaders (APCL)	\$ 40.00
Retreat	\$ 250.00
Other workshops, membership fees, etc.	\$ 100.00 - \$260
Undergraduate/graduate classes	According to Tuition Fees & Book Fees
A national conference such as the St. John Bosco Conference for Evangelization and Catechesis	\$900-\$1200 **

**** Registration, mileage, housing and most meals**

- **Registration: \$280.00**
- **Room: \$150.00** – shared room. **\$225.00** – private room
- **Meals: \$110.00**

For additional conference information, see <http://www.steubenvilleconferences.com/adult/sjb>

**Guide for Computing Lay Salary
FOR PARISH CATECHETICAL LEADERS (PCLs)
2018-19**

This sheet should be used when:

- A new parish catechetical leader is hired
- Significant changes have been made to the job description of an existing PCL; or
- When a degree or certificate program has been completed

**PLEASE SEND A COPY OF THIS WORKSHEET ALONG WITH YOUR SIGNED
COMPENSATION STATEMENT TO THE OFFICE OF CATECHESIS**

PARISH CATECHETICAL LEADER'S NAME: _____

PARISH: _____ CITY: _____

	FACTORS	Subtotals	Total
A. STARTING FIGURE			
	DRE \$46,181	\$ _____	
	CRE \$39,628	\$ _____	
	ARE \$34,697	\$ _____	\$ _____
B. ADDITIONAL EDUCATION			
>	A second Master's Degree in Theology/Religious Education/Pastoral Ministry, Religious Studies/ Education with a focus in Theology or Religious Studies. (Factor: \$4,500)	\$ _____	
>	A Master's Degree with an additional 15 graduate hours in Theology/Religious Studies/Religious Education. (Factor: \$2,250)	\$ _____	
>	15 graduate hours in Religious Education/ Theology/Religious Studies (Factor: \$1,125)	\$ _____	
>	Completion of Catholic Distance University Diploma (Factor: \$375)		
>	Completion of PCL Skills Series (Factor: \$ 375)	\$ _____	\$ _____
C. EXPERIENCE (up to 10 years)			
	DRE: _____ years experience in parish administration of religious education (Factor: \$450 per year)	\$ _____	
	CRE: _____ years experience in parish administration of religious education (Factor: \$375 per year)	\$ _____	
	ARE: _____ years of experience in parish administration of religious education (Factor: \$300 per year)	\$ _____	
	TEACHER: _____ years experience as a professional teacher (Factor: \$375 per year)	\$ _____	\$ _____

FACTORS

Subtotals

Total

D. OTHER FACTOR CONSIDERATIONS: MANAGEMENT RESPONSIBILITY

a. NUMBER OF ENROLEES IN PROGRAMS (Combine Adult and Children)

Up to 300	(Factor: \$250)	\$ _____	
Up to 600	(Factor: \$500)	\$ _____	
More than 600	(Factor: \$1,000)	\$ _____	\$ _____

b. NUMBER OF PERSONS SUPERVISED: (i.e. personnel who are directly accountable to the administrator including, catechists, coordinators, secretarial, aides, etc.)

Up to 10 persons	(Factor: \$ 500)	\$ _____	
Up to 25 persons	(Factor: \$ 750)	\$ _____	
More than 25 persons	(Factor: \$1,000)	\$ _____	\$ _____

c. NATURE OF WORK HOURS:

<u>Irregular hours (nights, weekends)</u>			
Some irregular hours	(Factor: \$ 500)	\$ _____	
Considerable irregular	(Factor: \$ 750)	\$ _____	\$ _____

E. ADDITIONAL DUTIES - Specify: _____

	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____

F. TOTAL TAXABLE SALARY

\$ _____

G. EMPLOYER'S PORTION OF FICA figured at 7.65% of gross salary

\$ _____

H. BENEFITS (not subject to withholding)

1. Archdiocesan health/insurance program	\$ _____	
2. Archdiocesan retirement program	\$ _____	\$ _____

I. SUB-TOTAL SALARY AND BENEFITS

\$ _____

(Line F plus Lines G and H)

J. ADDITIONAL BUDGET ITEMS

1. Professional in-service (recommended minimum \$500)	\$ _____	
2. Retreat (recommended minimum \$250)	\$ _____	\$ _____

K. TOTAL PARISH/DEANERY INVESTMENT IN EMPLOYEE

\$ _____

(Line I plus Line J)

**2018-2019 Recommended Spiritual and Professional Development Fees
Parish Coordinators of Youth Ministry**

Archdiocesan Spiritual and Professional Development Gatherings	\$ 200.00
Membership Fee for Association for Parish Catechetical Leaders (APCL)	\$ 40.00
Retreat	\$ 250.00
Other workshops, membership fees, etc.	\$ 100.00 - \$260
Certificate in Catholic Youth Ministry Studies Courses (If not completed)	\$960.00
Undergraduate/graduate classes	According to Tuition Fees & Book Fees
A national conference such as the National Conference On Catholic Youth Ministry (NCCYM) or the Life Teen Catholic Youth Ministry Convention (CYMC).	\$900-\$1200 **

NCCYM

**** *Registration, mileage, housing and most meals***

- **Registration: ~\$350.00**
- **Room: \$109-159.00**
- **Meals: ~\$200.00**
- **Flight: ~\$280.00**

**Guide for Computing Lay Salary
FOR PARISH COORDINATORS OF YOUTH MINISTRY
2018-19**

This sheet should be used when:

- A new parish administrator is hired
- Significant changes have been made to the job description of an existing Parish Administrator; or
- When a degree or certificate program has been completed

**PLEASE SEND A COPY OF THIS WORKSHEET ALONG WITH YOUR SIGNED
WORK AGREEMENT TO THE OFFICE OF YOUTH MINISTRY**

ADMINISTRATOR'S NAME: _____

PARISH: _____ **CITY** _____

	FACTORS	Subtotals	Total
A.	STARTING FULL TIME FIGURE		
	DYM \$46,181	\$ _____	
	CYM \$39,628	\$ _____	
	AYM \$34,697	\$ _____	\$ _____
B.	ADDITIONAL EDUCATION		
>	A second Master's Degree in Theology/Religious Education/Pastoral Ministry, Religious Studies/ Education with a focus in Theology or Religious Studies. (Factor: \$4,500)	\$ _____	
>	A Master's Degree with an additional 15 graduate hours in Theology/Religious Studies/Religious Education. (Factor: \$2,250)	\$ _____	
>	15 graduate hours in Religious Education/ Theology/Religious Studies (Factor: \$1,125)	\$ _____	
>	Completion of Catholic Distance University Diploma (Factor: \$375)		
>	Completion of Rooted Series (Factor: \$ 375)	\$ _____	\$ _____
C.	EXPERIENCE (up to 10 years)		
DYM:	years experience in parish administration of Youth Ministry (Factor: \$450 per year)	\$ _____	
CYM:	years experience in parish administration of Youth Ministry (Factor: \$375 per year)	\$ _____	
AYM:	years of experience in parish administration of Youth Ministry (Factor: \$300 per year)	\$ _____	
TEACHER:	_____ years experience as a professional teacher (Factor: \$375 per year)	\$ _____	\$ _____

FACTORS	Subtotals	Total
E. OTHER FACTOR CONSIDERATIONS: MANAGEMENT RESPONSIBILITY		
a. <u>NUMBER OF ENROLEES IN PROGRAMS</u> (Combine Adult and Children)		
Up to 300 (Factor: \$250)	\$ _____	
Up to 600 (Factor: \$500)	\$ _____	
More than 600 (Factor: \$1,000)	\$ _____	\$ _____
b. <u>NUMBER OF PERSONS SUPERVISED:</u> (i.e. personnel who are directly accountable to the administrator including, catechists, coordinators, secretarial, aides, etc.)		
Up to 10 persons (Factor: \$ 500)	\$ _____	
Up to 25 persons (Factor: \$ 750)	\$ _____	
More than 25 persons (Factor: \$1,000)	\$ _____	\$ _____
c. <u>NATURE OF WORK HOURS:</u>		
Irregular hours (nights, weekends)		
Some irregular hours (Factor: \$ 500)	\$ _____	
Considerable irregular (Factor: \$ 750)	\$ _____	\$ _____
E. <u>ADDITIONAL DUTIES</u> - Specify: _____		
	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____
F. <u>TOTAL TAXABLE SALARY</u> \$ _____		
G. <u>EMPLOYER'S PORTION OF FICA figured</u> at 7.65% of gross salary \$ _____		
H. <u>BENEFITS</u> (not subject to withholding)		
1. Archdiocesan health/insurance program	\$ _____	
2. Archdiocesan retirement program	\$ _____	\$ _____
I. <u>SUB-TOTAL SALARY AND BENEFITS</u> \$ _____ (Line F plus Lines G and H)		
K. <u>ADDITIONAL BUDGET ITEMS</u>		
1. Professional in-service (recommended minimum \$500)	\$ _____	
2. Retreat (\$250)	\$ _____	\$ _____
K. <u>TOTAL PARISH/DEANERY INVESTMENT IN EMPLOYEE</u> \$ _____ (Line I plus Line J)		