

# Minimum Salaries & Reimbursements for Ministry Personnel (2022)

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The United Church of Canada/L'Église Unie du Canada

## Notables

- Minimum salaries: **1.3% increase to the 2021 minimum salaries**
- Continuing Education and Learning Resources: **\$1,493 annually**
- Travel: **\$0.41 per kilometre**
- Visiting Ministry Personnel: **\$224 daily rate**
- Remote Manse Allowance: **\$2,690**
- Manse heating cost to be paid by ministry personnel: up to **\$800 annually**
- Triennial reassessment of cost of living groups postponed while the cost-of-living metric that is used is reviewed to consider whether there is a more stable/less volatile metric for measuring "a modest recognition of regional cost of living differences".

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## Ministry Compensation

Policies adopted by General Council and its Executive establish minimum annual salaries and reimbursements for ministry personnel who provide paid accountable leadership in pastoral charges, missions, and other ministries (referred to as “community of faith”). Although minimum annual salaries are in place, consideration should be given to the minister’s credentials (i.e., specialized skills, experience, and further education) and responsibilities (i.e., size and number of congregations, leadership, and supervision).

In 2006 the General Council affirmed the principle of regionally-based minimum comprehensive salaries reflecting local cost of living. This principle was implemented in 2015 with pastoral charges assigned to cost of living groups base on median home values. This was reviewed in 2018 and assignments adjusted in 2019. Where a manse is not provided, the minimum comprehensive salary for each cost of living (COL) group reflects the median cost of living represented by housing values for the city, town, or rural community in which the community of faith is located. For more detail, go to the [Ministers’ Salary Schedule and Cost of Living Groups](#) page of the United Church website.

The groups are available online. If the particular town/city/community is at the high end of the cost of living range, or the minister must rent and the cost of rent in the community of faith location is exceptionally high, consideration should be given to providing compensation above the minimum.

## Triennial Reassessment of Cost of Living Groups

Part of the ministry personnel compensation model is a triennial review of the Cost of Living (COL) Groups and the community of faith assignments for the purposes of minimum salaries and for terms of call and appointment which are defined as a percentage above the minimum for their assigned COL Group. When this review was undertaken three years ago, the housing valuations variations were far greater and more pervasive than anticipated when the model was built. Staff limited changes to one COL Group to moderate the impact upon communities of faith. As staff began the preliminary work on this triennial review, it became obvious that values are even more volatile than in 2018.

When the decision was made to attach the COL Group to the cost of housing, it seemed like a reasonable and stable metric with a reliable source of data. It was also helpful for people to see a housing component in the transition from a housing allowance. It is proving, however, to not be a reasonable, stable, or sustainable metric.

The 2021 triennial review has been postponed to allow for a review of the cost-of-living metric that is used. External expertise on compensation will consider whether there is a more stable / less volatile metric for measuring "a modest recognition of regional cost of living differences" (41st General Council 2012 Record of Proceedings p. 516).

## Annual Cost of Living Increases

Effective January 1 minimum salaries are increased annually by a percentage equal to the average percentage rise in the cost of living within Canada for the year ending December 31, one year prior to the effective date of the new salaries. The minimum salary rates that take effect on January 1, 2022, reflect the average rise in the Canadian cost of living as of December 31, 2020. For 2022, the annual cost of living increase will be 1.3%. Refer to the [Bank of Canada Consumer Price Index](#), and refer to the column “CPI-Common” as of Dec. 31, 2020.

If the salary in the pastoral relationship agreement specifies a percentage or amount above the minimum, the applicable minimum plus the agreed upon percentage or amount above the minimum is to be maintained with future annual cost of living and years of service increases. If there is no formal agreement in place, pastoral charges are not required to provide a cost-of-living increase as long as the salary is above the new minimum.

If the cost of living group assignment of a pastoral charge goes up, the new salary must reflect the new cost of living group minimum plus any other amounts above minimum stipulated in the call or appointment. Because an employee cannot be unilaterally disadvantaged by the employer with a change in the terms of employment, if the cost of living group assignment of a pastoral charge goes down, the current minister’s salary may not be reduced. The original terms of compensation stated in the call or appointment must continue to be honored, this includes annual cost of living and service category adjustments.

Increases for ministry personnel not actively at work (i.e., Long-Term Disability, Restorative Care Program, and Maternity/Parental Leave) **are effective the first day the minister is back to work.**

**For part-time service**, salaries are pro-rated. For example, if part-time service is three-quarters time, the salary is three-quarters of the full-time salary. **Participation in the United Church pension and group benefits plans** is required if the minister is paid an average of 14 hours or more per week.

## Minimum Salaries for Ministers Provided with Use of a Manse

Order of Ministry (includes diaconal and ordained ministers) Increment Category - Years of Eligible Service					
A - 1 to 2	B - 3 to 4	C - 5 to 7	D - 8 to 10	E - 11 to 13	F - 14 +
38,789	40,534	42,280	44,027	45,772	47,517
Recognized Designated Lay Ministry Increment Category - Years of Eligible Service					
A - 1 to 2	B - 3 to 4	C - 5 to 7	D - 8 to 10	E - 11 to 13	F - 14 +
37,542	39,228	40,921	42,607	44,296	45,984
Candidate (includes all candidates in appointments)					
Step 1	Step 2				
1 to 2 years	3+ years				
36,711	37,076				

## Remote Manse Allowance

Ministry personnel living in a manse in a remote location are entitled to a remote manse allowance. **For 2022, this is \$2,690.**

The 39th General Council 2006 requested that a method be established to compensate ministry personnel serving in high cost, remote areas.

For ministry personnel living in a manse, the following policy was approved:

- Effective January 1, 2019, a remote manse allowance be provided for ministry personnel living in the manse, serving in designated remote locations;
- The calculation for the allowance to be the difference between the Increment Category A, cost of living group 1 and cost of living group 2 minimums for any given year;
- Funding for the allowance to be administered through the minister's resident pastoral charge first, the regional council or the General Council;
- If the minister's resident pastoral charge, and regional council or the General Council are not able to accommodate the full allowance, an application to the Compassionate Assistance Fund can be made for the balance.

A location is considered remote if at least one of the following apply:

- No all-weather road access, and no/very limited scheduled air or rail passenger services;
- All-weather road access, however, over 250 km (or 2.5 hours' drive via Mapquest) from a population centre more than 5,000;
- All locations north of 60 degrees latitude;
- All locations in Labrador.

## Manse Heating

If ministry personnel pay for manse utilities, the normal heating cost paid by ministry personnel has increased to a maximum of \$800 per year starting in 2019, with the pastoral charge responsible for any heating costs above this.

In 1956 (17th General Council), it was decided that where the cost of heating a manse goes above a level that should be regarded as normal heating costs (\$200 at that time), the pastoral charge provide the difference. The amount was increased from time to time, and sometime in the 1980s the normal heating cost amount increased to \$500. Since then, there has been no further increase. This policy was put into place to protect ministry personnel living in manses with aged or inefficient heating systems and/or poor insulation from having to pay exorbitantly high heating bills. Continuing with the policy created in 1956, the following proposal was approved by General Council Executive in March 2018:

- Effective January 1, 2019, increase the normal heating cost amount paid by ministry personnel from \$500 to \$800 per year, with the pastoral charge responsible for any heating costs above this;
- The determination of the normal heating cost amount to be generally based on the cost to heat a 2-story detached home (approximately 2,000 square feet), age of home 40–50 years, with a mid-efficiency gas furnace;
- From time to time, staff will review the normal heating cost amount and make a recommendation to the Permanent Committee Ministry and Employment Policies and Services, or equivalent, when an adjustment is necessary.

Federal requirements concerning income tax and pension contributions require the fair rental value (FRV) of the manse (including utilities paid by the community of faith), be equal to/greater than 20% of the minister’s salary. If it is not, an adjustment or top-up is required that must be recalculated when there is a change to the minister’s salary. For example:

	Annual Salary	Annual Manse + Utilities	Federal Minimum (20% of salary)	Housing Required	Minimum Housing (MANSETOP) “Paid”
Minister in Manse	\$40,000	FRV of manse (including utilities paid by community of faith) is \$7,000.	Federal requirement for housing is \$8,000.		Annual top-up of \$1,000 must be paid to the minister.

**Note:** A minister provided with the use and occupancy of the manse serving part-time is entitled to full-time occupancy of the manse.

Minimum Salaries & Reimbursements for Ministry Personnel (2022)

**Minimum Comprehensive Salaries for Ministry Personnel**

Cost of Living Group	Years of Eligible Service (Increment Category)					
	A 1 to 2	B 3 to 4	C 5 to 7	D 8 to 10	E 11 to 13	F 14 +
	<b>Order of Ministry</b> (includes diaconal and ordained ministers)					
<b>1</b>	49,548	51,292	53,039	54,784	56,530	58,274
<b>2</b>	52,238	53,983	55,729	57,475	59,221	60,965
<b>3</b>	55,713	57,458	59,204	60,950	62,696	64,440
<b>4</b>	59,859	61,604	63,350	65,095	66,842	68,585
<b>5</b>	64,568	66,312	68,058	69,804	71,550	73,295
<b>6</b>	70,172	71,917	73,662	75,409	77,155	78,900
	<b>Recognized Designated Lay Ministry</b>					
<b>1</b>	48,299	49,986	51,679	53,366	55,056	56,743
<b>2</b>	50,989	52,677	54,370	56,055	57,746	59,434
<b>3</b>	54,464	56,153	57,844	59,540	61,221	62,908
<b>4</b>	58,609	60,298	61,991	63,676	65,367	67,055
<b>5</b>	63,320	65,006	66,699	68,385	70,075	71,763
<b>6</b>	68,924	70,612	72,304	73,990	75,680	77,367
	<b>Candidate</b> (includes all candidates in appointments)					
	<b>Step 1</b>	<b>Step 2</b>				
	<b>1 to 2 years</b>	<b>3+ years</b>				
<b>1</b>	47,470	47,836				
<b>2</b>	50,160	50,525				
<b>3</b>	53,635	54,001				
<b>4</b>	57,781	58,146				
<b>5</b>	62,489	62,855				
<b>6</b>	68,094	68,460				

## Progressing through the Minimum Salary Schedules

All periods of service in paid, accountable ministerial roles in a call or appointment made by a regional council or the General Council are included in the calculation of years of eligible service. Also included is time spent on leave (vacation, education, sabbatical, maternity, parental, and medical).

Progression to new increment categories always commences January 1, following successful completion of required paid accountable ministry service for the preceding increment category.

### Example:

*A minister who completes two years of eligible service by June 30 would move to Category B effective January 1 of the next calendar year.*

Candidates commencing service in a pastoral charge will be paid based on the minimum candidate salary at Step 1; following two years of service, candidates will be eligible for the Step 2 minimum salary. During this time, they cannot accumulate credited service for movement through the salary increment categories (A-F) for ministry personnel. Once ordered or recognized, ministers commencing service in a community of faith will be paid based on the Increment Category A. minimum salary. There are a few exceptions, so when you encounter difficulties with categorizing a candidate, please contact [Ministry@united-church.ca](mailto:Ministry@united-church.ca)

The calculation for a year of credited service for paid accountable ministry work is 728 hours of paid work in one calendar year (14 hours per week).

For years in which paid accountable ministry work is less than 728 hours (14 hours per week) but more than 416 hours (8 hours per week), the hours worked can be banked. Once 728 hours of paid work is reached, a year of credited service will be calculated.

There are ministers who serve The United Church of Canada as Admission ministers, or Mutual Recognition Ministry partners, or through the Ethnocultural or linguistic specific exception. These ministers have their salaries categorized by the GCO on the A-F scale and will start their service in communities of faith at that assigned category.



## Clergy Residence Deduction (CRD)

Each year, ministry personnel may claim the Canada Revenue Agency (CRA) Clergy Residence Deduction (CRD) when filing their personal tax return. To claim the CRD, Form T1223 must be jointly completed by the employee and employer in February, for the previous tax year. The CRD form does not need to be submitted with the minister's tax return, but must be available if the CRA requests it. The [Clergy Residence Deduction \(T1223\)](#) can be obtained online and provides:

- Part A – Employee information (to be completed by the employee)
- Part B – Conditions of employment (to be completed and signed by the employer)
- Part C – Calculation of deduction (to be completed by employee)

If the minister would like the community of faith to reduce their taxes at source (pay by pay), the minister must obtain a “letter of authority” every year from the CRA and, for ministers who work in Quebec, Revenu Québec – RQ. Otherwise, the minister can claim a refund of the qualifying taxes paid when filing their personal tax return the following year.

To obtain a letter of authority, ministers must apply annually each fall for the upcoming calendar year:

- federally using the CRA Form T1213, Request to Reduce Tax Deductions at Source
- and, for ministers who work in Quebec, using the RQ Form TP-1016-V, Application for a Reduction in Source Deductions of Income Tax

Once the CRA or RQ provides a letter of authorization, the treasurer will advise ADP to reduce taxes at source.

Ministers living in a manse are not required to obtain government authorization to reduce their taxes at source (pay by pay) for any housing benefit they receive. However, the treasurer must confirm that the minister will claim the CRD amount when completing their personnel tax return.

## Reimbursements

The community of faith is responsible for the following:

- **Continuing Education and Learning Resources:** In consultation with the community of faith, the cost of attending workshops/conferences, purchasing books, acquiring spiritual direction and obtaining electronic and other resources relevant to providing ministry leadership. **The full-time annual amount is \$1,493, and is pro-rated for part-time hours.**
- **Travel:** Where use of a car is required, logged travel at least at the minimum per km rate set annually by the Executive of the General Council. For 2022 this rate is \$0.41 per kilometre. The travel rate calculation is based on the [National Joint Council's Travel Directive](#). The formula is 75% of the average kilometric rate of 13 provinces and territories. For 2022, the version dated January 1, 2021, is used for the calculation.
- **Phone/Communication:** The cost of the telephone and long-distance charges for church-related business (personal long-distance charges are the responsibility of the minister).

For more detail, go to *Financial Handbook for Congregations* on the [United Church Handbooks webpage](#). Then search the handbook for “reimbursements.”

## Visiting Ministry Personnel

From time to time, ministry personnel may be invited to provide worship leadership and preaching, pastoral care and visitation, and/or other services to a community of faith when the incumbent ministry personnel is on vacation, study leave, or other short-term leave. These services are intended to cover only one or two Sundays or weekends at a time. An ongoing need for these services must be discussed with the regional council to determine whether an appointment should be made.

**The minimum daily rate is \$224.** This covers a full working day, or any portion thereof, and is not linked to any specific number of hours served. The rate is based on the cost of living group 1, increment category F minimum salary. The parties may negotiate a higher daily amount but cannot negotiate a lower amount. In addition, the community of faith must reimburse the visiting ministry personnel for travel and incidental expenses (i.e., meal allowance and accommodations, as necessary).

The minimum daily rate is applicable to ministry personnel only; the General Council has no authority to establish rates of compensation for lay people engaged by a congregation including Licensed Lay Worship Leaders (LLWL). Please check with your regional council office about whether they have established rates for Licensed Lay Worship Leaders.

**Note:** The Canada Revenue Agency requires that a T4A be completed for annual aggregate amounts over \$500 paid to an individual. ADP will produce a T4A on request (the amount will show in box 48, Fees for Services).