



The Synod of the Diocese of Niagara

Anglican Church of Canada

The Right Reverend Michael A. Bird, Bishop

To: Parish Corporations for the Diocese of Niagara
From: Sharon L.C. White, Chair, Human Resources for Ministry Committee
Date: November 2016

Re: 2017 Compensation of Clergy, Licensed Lay Workers and Lay Employees

Each year Synod Council, after receiving advice from the Human Resources for Ministry Committee, considers and approves adjustments to the Minimum Stipend Scale. Scale adjustments are based on the rate of inflation, compensation in neighbouring dioceses and other external comparators. The Synod Council also considers and approves various changes to clergy housing allowances, and to the compensation of licensed lay workers and other lay employees of the parishes of the Diocese of Niagara.

Mandated changes: Minimum Stipend Scale and Housing Allowances

This year the Synod Council has approved the Minimum Stipend Scale for 2017 which appears on the back of this memorandum. The 2017 scale reflects a 1.5% cost of living increase over the scale for 2016. This increase is in addition to normal years of service adjustments provided by the scale. [The years of service adjustments for years five through forty average at approximately at 0.6%.] This year Synod Council has also directed that a minimum 1.5% increase be applied to all housing allowances.

Recommended changes: Lay Employee Salaries and Stipends above minimum

Similarly, a minimum 2.1% increase (combining cost of living [1.5%] and a year of service increase [0.6%] which recognizes the experience and performance of employees) is recommended both for:

- the salaries of parish lay employees; and
- the stipends of clergy and licensed lay-workers who are receiving a stipend greater than the amount set by the Minimum Stipend Scale.

The minimum requirements of the *Employment Standards Act* must be respected for lay employees. The payment of at least "living wages" is strongly recommended.

Benefits

Please be aware that all employees working a minimum of 700 hours per year [13.5 hours per week] must be enrolled in the Pension and Long-Term Disability programs of the national church. Furthermore, if an employee works 20 hours per week (or ½ time in workplaces where full-time is less than 40 hours), s/he must be enrolled in the national church life insurance plan. Enrolment in the national church medical/dental benefits program is urged for all eligible (working greater than 20 hours per week or ½ time in workplaces where full-time is less than 40 hours) employees. The employee may decline to take this coverage, but it must be offered by the employer. Employees should know that declining this coverage (except where alternative coverage is and remains in effect) may result in it being unavailable, if desired, at a later date. [Eligibility rules for benefits are different for those on limited term contracts.]

The majority of parishes use the diocesan payroll to pay their lay staff. It is recommended that all parishes make use of this payroll service which is provided at no additional cost to parishes.

Ms. Trish Foden (905-527-1316 ext. 510; payroll@niagaraanglican.ca) is available to assist you with your compensation calculations for 2017, and to provide you with additional information you may need.

Sincerely,

Ms. Sharon L.C. White
Chair, Human Resources for Ministry Committee

t:\payroll\2017 salary scale letter.doc

