



PARISH/MISSION NAME: _____ **TOWN/CITY:** _____

Clergy & Licensed Lay Workers	ANNUAL STIPEND		HOUSING ALLOWANCE		TOTAL	
	2024	2025	2024	2025	2024	2025
Name <i>(please print)</i>						

Salaried Parish Staff	SALARY		SET HOURS / MONTH	
	2024	2025	2024	2025
Name <i>(please print)</i>				

Hourly Parish Staff	HOURLY RATE		FIXED HOURS / MONTH		VARIABLE HOURS / MONTH	
	2024	2025	2024	2025	2024	2025
Name <i>(please print)</i>						

Completed by: _____ **Date:** _____

Authorized by:

Warden Name

Signature

Date

Warden Name

Signature

Date

NOTES:

- Fixed hours/month are paid during the month of service, variable hours/month are paid in the month following service; hours must be reported by the **3rd day of every month**.
- **Please indicate which, if any, employees have a summer stop of their employment.**
- Clergy receiving less than the 2025 minimum stipend, in accordance their year of ordination, will automatically receive an increase starting in January to ensure adherence to the diocesan compensation standards. A note to confirm this increase will be sent directly to the parish’s wardens in December. This form may be used to make an additional increase beyond the minimum compensation rate.

Please return this form by January 2, 2025 to ensure that changes take effect at the start of the year.