

**COMPENSATION FOR NON-ORDAINED PERSONNEL
REPORT FORM FOR 2010**

CHURCH NAME _____
CHURCH ADDRESS _____

MEMBERSHIP _____
PHONE NUMBER _____

PAID NON-ORDAINED STAFF (List by position)	2009 F/T*	2009 P/T*	2009 Salary	2009 Benefits**	2010 F/T*	2010 P/T*	2010 Salary	2010 Benefits**
MUSICIANS: (Organist, Choir Dir.)								
CHRISTIAN EDUCATORS:								
OFFICE MANAGER:								
TREASURER or FIN. SEC.								
SECRETARY/CLERICAL:								
CUSTODIAL:								
OTHER:								
GRAND TOTAL								

(PLEASE ANSWER QUESTIONS ON OTHER SIDE)

*See code in #4 on reverse
**See code in #5 on reverse

The information on this report form may be helpful to other churches of The Presbytery of Elizabeth. We appreciate your assistance.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you have a salary schedule or range for each position? _____
2. Do you use years-on-the-job as a criterion? _____
3. Do you use academic degrees as a criterion? _____
4. Is the remuneration to each employee paid in terms of **hours** (1hr.) worked, **days** (1 day) worked, **weeks** (1 wk.) worked, **months** (1 mo.) worked? Please indicate opposite each position how remuneration is paid.
5. What benefits do you give to each employee? (Please insert the appropriate letter in the benefits column for each employee on the other side of this page)
 - V. **V**acation
 - M. **M**edical Insurance
 - P. **P**ension
 - L. **L**ife Insurance
 - H. **H**ousing Allowance
 - E. **E**ducation Reimbursement
 - O. **O**ther _____
6. What percentage increase did you use to compute salaries over the previous year? _____

Date: _____ Reported by _____

Title _____

Phone Number during day/evening _____

Please return this form to the Presbytery office by **Tuesday, February 23, 2010.**

The Presbytery of Elizabeth
Attn: Compensation Task Group
525 East Front Street
Plainfield, NJ 07060

Respectfully requested by the members of the Compensation Task Group