

## **Assembly Mennonite Church Compensation policies**

### **Updated Jan. 2026**

When it says “AMC will negotiate...” that usually means the Leadership Group chairperson.

#### **Contract length**

The contract length is normally three years and follows the calendar year. This may be adjusted so that all pastors' terms end on the same date. Either party may end this contract with 60 days' notice. A memo of understanding will be issued each year. A pastoral review will be conducted during the third year of a contract. See “Hiring, pastoral review and termination policies” for more detail.

#### **Part-time work**

Part-time pastors are free to pursue other part-time employment. However, as collaboration is vital for a healthy pastoral team, part-time pastors are encouraged to converse with their colleagues and the Leadership Group chair before accepting other employment to ensure effective teamwork isn't jeopardized.

#### **Hours and offices**

We follow MC USA guidelines for a normal work week for pastors, which is 40 hours per week (FTE adjusted). Office hours (if any) and office locations are to be determined by the current pastoral team in consultation with the Leadership Group chair.

#### **Salary**

Generally we follow the Mennonite Church USA “Guidelines for Pastor's Salaries and Benefits.” Part-time salaries are figured at full-time with the part-time percentage applied after the base salary and unit adjustments are figured.

Pastoral base salary: MCUSA guidelines, updated annually.

Experience units: One unit for years 1-20. One half unit for years 21-30. A maximum of 25 units.

If the pastor is contracted for at least 50%, Assembly Mennonite Church will award credits as stated above.

AMC will negotiate experience units for new pastors and pastors employed less than half-time.

Education units: MCUSA guidelines. Maximum of 8 units.

Responsibility units: 3 units. (Based on co-pastor responsibilities and average attendance.)

Geographical units: MCUSA guidelines.

Optional units: Not currently used.

“Adjusted salary” is the salary as calculated above multiplied by the percentage of employment.

Self-employment tax adjustment

AMC will pay 7.65% of the adjusted salary as an additional benefit and is considered taxable income.

(Self-employment tax must be paid on any housing allowance.)

“Total adjusted salary” is the adjusted salary plus the self-employment tax.

#### **Housing Allowance Designation**

At the pastor's request AMC will designate up to 100% of the total adjusted salary as a housing allowance (following IRS guidelines). This designation must be made annually by the Leadership Group before any such allowance is paid.

#### **Retirement benefits**

Assembly Mennonite Church participates in the Mennonite Retirement Trust administered by Everence at the rate of 10% of the annual total adjusted salary

## Health, life and disability benefits

AMC participates in The Corinthian Plan of the Mennonite Church USA. The Corinthian Plan provides health insurance for pastors (and their families) with an FTE of at least 50%. The plan also provides coverage for other church employees (and their families) with an FTE of at least 75%.

Assembly will pay part of health insurance premiums using the following method:

| Pastoral FTE | Employer share of health insurance premium | Other church staff FTE | Employer share of health insurance premium |
|--------------|--------------------------------------------|------------------------|--------------------------------------------|
| 70-100%      | 80%                                        |                        |                                            |
| 60-69%       | 70%                                        | 90-100%                | 70%                                        |
| 50-59%       | 60%                                        | 75-89%                 | 60%                                        |
| Below 50%    | not eligible                               | Below 75%              | not eligible                               |

Assembly will provide the above coverage for spouses and dependents also, if spouses do not have insurance provided by an employer.

For pastors that are at least 50% FTE and other church employees at least 75% FTE, AMC will pay the full premium for disability, life insurance and accidental death and dismemberment that is part of the Corinthian Plan. AMC will negotiate with pastors over age 65 or those with unusual circumstances.

AMC will also contribute \$1000 annually, adjusted for FTE percentage, to pastors' and other church employees' Health Savings Accounts if they are enrolled in The Corinthian Plan.

## Continuing education benefits

- Pastors are encouraged to take up to 10 paid continuing education/retreat days annually (pro-rated for FTE). Travel is not counted towards continuing education days.
- The congregation provides up to \$1,000 annually (pro-rated for FTE) for continuing education. This includes such things as conference registration, books, travel expenses and retreat days.
- This money can be carried over and used during a sabbatical. Unspent money does not carry-over after the sabbatical nor is it reimbursable at the end of employment.
- At the end of each year pastors must submit a report to the treasurer to determine what was spent and what is to be carried over, if any.

## Spiritual direction

Pastors are expected to participate in spiritual direction on a regular basis. AMC will pay up to \$700 a year per pastor (at least 50% FTE) for spiritual direction. This money does not carry over.

## Vacation, holidays, days off

Length of paid vacation (Vacation pay is the same as the pastor's regular weekly salary)

One to four years cumulative experience: two weeks

Five to eleven years cumulative experience: three weeks

Twelve or more years cumulative experience: four weeks

"Cumulative experience" means cumulative years of *pastoral or church-related service* and is transferred with the pastor.

Pastors must coordinate vacation plans with the other pastors and Leadership Group chair to ensure pastoral coverage.

Unused vacation time does not accumulate from one year to the next.

## Paid holidays

The following 7 holidays are paid days off: New Year's day, MLK day, Memorial day, Independence day, Labor day,

Thanksgiving day, Christmas day.

If pastors are expected to work during a given holiday (such as Christmas) they will take another day off.

### **Days off**

Full-time pastors are expected to work -40 hours a week. They will have one day each week without pastoral responsibilities.

### **Personal days**

Full-time pastors are allowed up to 3 paid personal days each year. They are not cumulative. Personal days are not available for part-time pastors.

### **Sick days**

Pastors are granted up to 1 sick day per month for health-related leave, which may accumulate for a total of 90 days. Up to 45 days may be transferred from prior pastoral employment. This must be established at the beginning of employment and granted only upon received documentation.

### **Records**

Each pastor must keep a detailed record of personal and sick days taken. These should be given to the Church Administrator each month. The church should maintain sick day records so that they could be transferred if a pastor seeks employment elsewhere. These records are reviewed by Leadership Group monthly.

At the end of employment, any unused sick days, personal days, holidays or vacation are not monetized.

## **Family and medical leave**

### **Availability**

Full or part time pastoral staff members after one year of employment.

### **Length of leave:**

Up to 7 weeks of paid leave. (Paid leave for part-time pastors is the same as the pastor's regular weekly salary) Up to 5 additional weeks of job-protected leave (unpaid)

Depending on need, additional paid or unpaid time off may be negotiated with Leadership Group.

Unused sick days and personal days should be used before paid leave.

Unused paid vacation could also be used after paid leave if negotiated with Leadership Group.

### **Leave can be used for:**

- the birth or adoption of child
- caring for spouse or child who has a serious health condition
- the death of a spouse or child
- a pastor's serious health condition (including mental health) that makes the pastor unable to perform pastoral responsibilities.

### **Coverage during leave**

If possible, the pastor will help Leadership Group secure pastoral coverage during the leave.

### **Benefits during the leave**

The congregation will continue health care and retirement benefits during the 7 weeks of paid leave.

Benefits are not usually paid for "job-protected leave," subject to negotiation.

Sick days, paid holidays and personal days are not available during leave.

## **Pastoral sabbaticals**

In order to encourage significant growth in ministry and to provide for a regular rhythm of reflection and renewal, Assembly Mennonite Church will provide for sabbatical leaves for the pastoral team according to the following policy:

### **1. *Timing of sabbaticals.***

- A. To be eligible for sabbatical leave, a pastor will first complete three years of ministry.
- B. During the fourth year of ministry a three-month sabbatical will be granted.
- C. Subsequent sabbaticals will be granted during the eighth and twelfth years, etc.

- D. Accumulation of sabbatical leave is not transferable from prior congregations.
- E. For sabbaticals to be useful for pastors and the congregation, it is important to take them when scheduled. Normally, if the congregation asks a pastor to postpone a sabbatical, additional compensation may be negotiated. If the pastor wishes to postpone a sabbatical or takes a family and medical leave, timing must be negotiated with the Leadership Group.

## **2. Financial arrangements.**

- A. During a sabbatical, a pastor will receive the usual salary and benefits as specified in the current covenant of understandings.
- B. Following a sabbatical, the pastor agrees to a minimum of one year of service to the congregation, with the understanding that repayment of sabbatical salary and benefits will be made for failure to do so.
- C. The congregation will provide an additional amount in the spending plan to provide for adequate pastoral coverage during sabbaticals
- D. Pastoral professional development funds may be accumulative for the three years prior and during the year of the sabbatical if the pastor wishes to use these funds to cover resources and travel expenses related to the sabbatical.
- E. During the year of a sabbatical, vacation time will be reduced to one week. Sick days, personal days, and paid holidays are not available during sabbaticals.

## **3. Planning for sabbaticals.**

- A. Timing for sabbaticals will be worked out between the Leadership Group and the pastor.
- B. Planning the themes, goals and activities of the sabbatical will be the responsibility of the pastor in consultation with the Leadership Group. Guidance on this can be found in Central District Conference documents on sabbaticals and from other congregations.
- C. The Leadership Group will be responsible to arrange for coverage for the pastor's work.

## **3. Reporting to the congregation.**

- A. The Leadership Group will present a summary of the sabbatical plan to the congregation and may invite the congregation to find ways to parallel some aspect of the sabbatical theme or goals.
- B. Following a sabbatical, the pastor will report to the Leadership Group and to the congregation how the goals of the sabbatical have been met.
- C. The Leadership Group will report to the pastor whether and how the congregation has worked at the sabbatical theme.

## **Reimbursable expenses**

### **Conference expenses**

The pastor's attendance at area and denominational conference sessions as well as area ministers' meetings is part of the pastor's professional responsibility. The pastors, in consultation with the Leadership Group chair, will decide who attends which meetings. AMC will reimburse the pastor for registration, travel, lodging, and food costs for these meetings. Travel will be reimbursed for the least expensive mode of transportation and should be agreed upon prior to the trip.

### **Professional expenses**

Dues for professional organizations and cost incurred on behalf of the congregation such as church-related lunch meetings will be reimbursed.

### **Technology expenses**

Up to \$1000 spent on technology every 4 years will be reimbursed as per the decision made at the December 2013 LG meeting.

### **Mileage**

Auto expenses for church related travel will be reimbursed at the current IRS allowance. (2018 = 54.5 cents per mile). This will be paid quarterly based upon an itemized record of miles driven and reported by the pastor.

### **Moving expenses**

Moving expenses are negotiable between the pastor and AMC. Such negotiations should be included in the memo of understanding and be part of the offer to pastoral candidates.

The above expenses should not be considered nor reported as part of the pastor's salary and benefits.

## Pastor Salary Guidelines

Please see Mennonite Church USA's Pastor Salary Guidelines page for the current information.

<https://www.mennoniteusa.org/resource-portal/resource/pastor-salary-guidelines/>

Each year the [worksheet](#) and [interpretive comments](#) are updated and a base salary is suggested.

### What is a part-time pastor's workload?

Pastors are considered professional employees. That means they are responsible to see that the work gets done in a timely fashion. Within reason they make decisions as to how and when they work.

Part-time, salaried workers are sometimes at a disadvantage. There is usually more work than time so the temptation is for pastors to work more hours than they are paid. Congregations sometime expect the work to be completed regardless of the time it takes. The question is "How are we fair to both the pastor and the congregation?"

The pastors of Assembly Mennonite Church have almost always worked more hours than contracted. Since they are part-time, their hours vary from week to week and month to month depending on the work to be done. By the end of the year they are usually well over their contracted time.

Professionals do not "punch the clock." Yet there needs to some mechanism in place to be sure neither the pastors nor the congregation are short-changed. The following table is an example of how pastors figure out their contracted time.

|                                                                     |                                  |              |
|---------------------------------------------------------------------|----------------------------------|--------------|
| For an pastor employed 60% FTE                                      |                                  | 100%         |
| total number of hours                                               | (40 hours per week) * (52 weeks) | 2,080        |
| weeks of vacation                                                   | (40 hours) * (4 weeks)           | -160         |
| holidays                                                            | (8 hours) * (7 days)             | -56          |
| expected yearly hours full time                                     |                                  | 1,864        |
| <b>contracted yearly hours part-time</b>                            | (1,864 hours) * (FTE 60%)        | <b>1,118</b> |
| approximate monthly hours                                           | (1,118 hours) / (12 months)      | 93           |
| hours for sick days, personal days, and continuing ed days-if taken | (8 hours) * (FTE 60%)            | 4.8          |

Continuing Ed days, personal days and sick days, if used, are counted as contracted hours.

Pastors report to Leadership Group their hours worked each month. These are broken down into the following categories: worship, small groups, pastoral care, connection with broader church, spiritual formation, congregational, pastoral and Leadership Group meetings, mission, congregational life, sick days, education days, and personal days. They also calculate the year-to-date hours.

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