

DIOCESE OF MAINE - Lay Staff Compensation Survey

Exhibit IV

1 - Does your congregation employ a Parish Administrator, a person to whom the Rector/Vicar delegates significant administrative responsibilities?
 Answer: Yes _____ / No _____

Full time (35 hours or more per week)?	Part-time, more than 20 hours per week?	Part-time, less than 20 hours per week? If so, number hours:	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
Y ___ N ___	Y ___ N ___	No. Hrs. _____		per	

2 - Does your congregation employ a secretary, distinguished from a Parish Administrator?
 Answer: Yes _____ / No _____

Full time (35 hours or more per week)?	Part-time, more than 20 hours per week?	Part-time, less than 20 hours per week? If so, number hours:	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
Y ___ N ___	Y ___ N ___	No. Hrs. _____		per	

3 - Does your congregation employ an organist?
 Answer: Yes _____ / No _____

How many hours per week usually worked?	Does your organist also serve as choir- master?	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
No. _____	Y ___ N ___		per	

4 - Does your congregation employ a choirmaster, independent of the organist?
 Answer: Yes _____ / No _____

How many hours per week usually worked?	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
No. _____		per	

5 - Does your congregation employ a sexton?
 Answer: Yes _____ / No _____

Full time (35 hours or more per week)?	Part-time, more than 20 hours per week?	Part-time, less than 20 hours per week? If so, number hours:	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
Y ___ N ___	Y ___ N ___	No. Hrs. _____		per	

6 - Does your congregation employ a bookkeeper, separate from any of the above employees?
 Answer: Yes _____ / No _____

Full time (35 hours or more per week)?	Part-time, more than 20 hours per week?	Part-time, less than 20 hours per week? If so, number hours:	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
Y ___ N ___	Y ___ N ___	No. Hrs. _____		per	

Please check here if you use a bookkeeping service: _____

7 - Do you have any other employees, full- or part-time not included above? If so, please describe:

Full time (35 hours or more per week)?	Part-time, more than 20 hours per week?	Part-time, less than 20 hours per week? If so, number hours:	Salaried weekly or monthly, or paid hourly?	Base rate of pay? \$ _____	Describe any benefits provided
Y ___ N ___	Y ___ N ___	No. Hrs. _____		per	
