Executive Director’s Salary Range and Benefits

**Salary Range** - 50,000 to 65,000 per year. (The Board has agreed to consider salary requests beyond the stated salary range for a candidate recommended by the search committee.)

**Health Benefits** - the Council shall provide for regular employees, permanently employed for 20 or more hours per week, individual health care coverage, or pay an equal amount to an approved denominational medical insurance plan that is already held by an employee. If there is a desire to enroll the members of their families in these insurance programs, they may do so by paying the additional premiums to the Council.

**Pension** - the Council shall provide a pension program contribution equal to 15% of gross compensation for employees permanently employed for 20 or more hours per week through its non-contributory pension plan. Employees of the Council who are ordained clergy and otherwise eligible to receive this benefit may elect to have the Council make the contribution directly to their own denominational pension plan, up to a total of 15% of gross compensation.

**Sick Leave** - Each employee shall be credited with one day of sick leave for each month of completed employment. Sick leave may be accumulated up to a maximum of sixty (60) days of earned sick leave. Unused sick leave is not compensable. Executive staff: In cases of prolonged illness, when the sick leave above has been exhausted, an allowance of additional leave for a period not exceeding one month with pay may be granted.

**Housing Designation** - In cases of staff members who are clergy, an amount of their salary may be designated as residence or housing allowance.

**Sabbatical Leave** - After at least six years of service with the Council, up to three months leave with pay may be granted.

**Paid Holidays** - New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Good Friday, the Monday after Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Day. The offices will also close on the workday before Christmas and New Year’s Day.

**Executive Staff Annual Leave** - 22 working days of leave annually. A person (including executive staff) employed for more than twenty years shall have an additional five working days of annual leave time.

**Personal Day** – One personal day shall be granted each employee.

**Additional Executive Staff Leave** - Executive staff members who have been duly elected or appointed by their denomination or communion to attend religious assemblies or conferences beyond the scope of their local church may be allowed leave for this purpose.

**Paid Expenses** - The Council shall provide business mileage reimbursement to executive staff at the current IRS allowable rate. The Council shall pay other costs incurred in traveling, such as tolls, hotel accommodations, and meals.

**Note** - Any honoraria received by the executive staff for services related to the work of the Council shall be returned to the Council and designated as a travel refund.