

TOWN HALL
2/28/2015
KENT

Unitarian Society of Germantown 5-Year Staff & Contractors Budget Review 2010-2015

A Note on Clarity

The purpose of this document is to show as accurately as possible a Unitarian Society of Germantown 5-Year Staff & Contractors Budget overview (2010-15). We decided it most helpful to outline history of positions and contracts paid to deliver services to USG. This expands beyond strict definition of staff. We hope to reduce confusion in terms of accurate comparisons. We want to compare apples to apples. Recent examples of possible "fuzziness" include in the past child-care and computer care costs were not shown in the staff section of the budget. In most recent years they are. Currently our "staff" role in cleaning and maintaining the building is divided between Sexton and a cleaning contract. In past years 100% of the cleaning costs were staff. This report attempts to show a five-year overview of who was paid to be accountable for what tasks. We are trying to bring everything together in one view. FT = Full Time equivalent. .25 T means a 10-hour per week contract, etc.

Program Staff & Contractors

YEAR #1 (Current 14-15)

Senior Minister (Kent) **FT:** worship, caring, staff, MET, SGM, social justice
Assistant Minister (Daniel) **FT:** worship, CSD, ASD, caring
Student Minister (Kin) **10hr/wk. 9 months (.25 T)** worship, caring, social justice
Music Director (Mark) **(.25 T)** worship
Vocalists and musicians every week

2.5 Time program staff

Compensation: \$ 175,818
Taxes and Benefits: \$ 35,652
Professional Expenses: \$ 10,625
Subtotal: \$ 222,095

YEAR #2 (Last Year 13-14)

Senior Minister (Kent) **FT:** worship, caring, staff, SGM, social justice
Director of Faith Development (Daniel) **FT** worship, CSD, ASD, caring
Consulting Minister (Joan) **18 hr./wk., 9 months, (.4 FT)** worship, caring, social justice, young adults
Music Director (Mark) **(.25 T)** worship
Vocalists and musicians every week

2.65 program staff

Compensation: \$ 184,044
Taxes and Benefits: \$ 32,986
Professional Expenses: \$ 12,047
Subtotal: \$ 229,077

YEAR #3 (Two Years Ago 12-13)

Senior Minister (Kent) **FT:** worship, caring, staff, SGM, social justice
Director of Faith Development (Jody) **FT** worship, CSD, ASD, caring
Intern Minister (Joan) **FT, 9 months, (.75T)** worship, caring, ASD, social justice
Music Director (**Mark**) **(.25 T)** worship
Choir vocalists, band, other musicians every week

3.0 Time Program staff

Compensation: \$ 161,906
Taxes and Benefits: \$ 21,162
Professional Expenses: \$ 11,442
Subtotal \$ 194,511

YEAR #4 (Three Years Ago 11-12)

Senior Minister (Kent) **FT:** worship, caring, staff, SGM, social justice
Director of Faith Development (Erich Dupree) **(15hr/wk.)** CSD
CSD Sunday Coordinator (Sandra Campbell) **(6 hr./wk., 9 months)** CSD (Erich and Sandy combined: **(.5T)**)
Consulting Minister (Rob Keithan) **25 hr./wk., 9 months, (.5 T)** worship, caring, Social Justice
Music Director (**Mark**) **.25 T** worship
Choir vocalists

2.25 Time Program staff

Compensation: \$161,139
Taxes and Benefits: \$ 33,488
Professional Expenses: \$ 11,880
Subtotal: \$206,508

YEAR #5 (Four Years Ago 10-11)

Senior Minister (Kent) **FT:** worship, caring, staff, SGM, social justice
Director of Faith Development (Jude/Erich Dupree) **(FT)** CSD, ASD, Worship
Music Director (Mark) **.25 T** worship
Choir vocalists

2.25 Time Program staff

Compensation: \$160,363
Taxes and Benefits: \$ 32,596
Professional Expenses: \$ 8,377
Subtotal: \$201,335

Administration/Building Staff & Contractors

YEAR #1 (Current Year 14-15)

Church Administrator (Gloria) **FT:** Finances (including Budget Management & Creation and oversight of Bookkeeper), Personnel/Staff, Buildings, Communications (Website/IT), MET, Sunday Morning Coordination and Worship A/V support, Phones, Email, Scheduling and

Assistant Administrator (Carolyn) .375 T (15 hr./wk.): Phones, Email,
Communications, and Scheduling

Sexton (Mike) .45 T (18 hr./wk.)

Cleaning Services (Zepeda Cleaning Company) NA

Bookkeeper NA

Rental Coordinator NA

Child Care .25 T (10 hr./wk.)

2.075 Time Admin/Building Staff

Compensation: \$130,229

Taxes and Benefits: \$ 17,485

Professional Expenses: \$ 2,250

Subtotal: \$149,964

YEAR #2 (Last Year 13-14)

Church Administrator (Gloria) FT: Finances, Personnel/Staff, Buildings,
Communications (Website/IT), Sunday Morning Coordination, Phones, Email,
Scheduling

Assistant Administrator (Carolyn/Lida) .325 T (13 hr./wk.) Phones, Email,
Communications, Scheduling

Sexton (Mike/Len) .45 T (18 hr./wk.)

Cleaning Services (Zepeda Cleaning Company) NA

Bookkeeper NA

Rental Coordinator NA

Child Care .25 T (10 hr./wk.)

Parking (Greg R.) .05 T (2 hr./wk.)

2.075 Time Admin/Building Staff

Compensation: \$ 117,486

Taxes and Benefits: \$ 14,965

Professional Expenses: \$ 2,179

Subtotal: \$ 134,631

YEAR #3 (Two Years Ago 12-13)

Office Administrator (Gloria) FT: Phones, Email, Buildings, Communications
(Website/IT), Scheduling, Personnel/Staff

Assistant Administrator (Lida) .3 T (12 hr./wk.) Phones, Email, Communications,
Scheduling

Sexton (Mike) .45 T, (18 hr./wk.)

Cleaning Services (Zepeda Cleaning Company) NA

Book Keeper NA

Rental Coordinator NA

Child Care .15 T (6 hr./wk.)

2.90 Time Admin/Building Staff

Compensation: \$112,777

Taxes and Benefits: \$ 13,917

Professional Expenses: \$ 1,478

Subtotal: \$128,173

YEAR #4 (Three Years Ago 11-12)

Office Administrator Gloria .75 T, (30 hr./wk.) Phones, Email, Buildings, Communications, and Scheduling

Assistant Administrator Lida .25 T (10 hr./wk.) Phones, Email, Communications, Scheduling

Sexton (Len/Mike) .5 T, (20 hr./wk.)

Cleaning Services (Zepeda Cleaning Company) NA

Computer Services (Tim Tirendi) NA

Child Care .15 T (6 hr./wk.)

1.65 Time Admin/Building Staff

Compensation: \$ 89,854

Taxes and Benefits: \$ 10,519

Professional Expenses: \$ 1,000

Subtotal: \$101,373

YEAR #5 (Four Years Ago 10-11)

Office Administrator Gloria .75 T, (30 hr./wk.) Phones, Email, Buildings, Communications, and Scheduling

Assistant Administrator Lida .25 T, (10 hr./wk.) Phones, Communications, Scheduling

Sexton (Anthony Craddock/Craddock Family/Len Bagley): .5 T (20 hr./wk.)

Cleaning Services (Giddens Commercial Cleaning) NA

Computer Services (Tim Tirendi) NA

Child Care .15 T (6 hr./wk.)

1.65 Time Admin/Building Staff

Compensation: \$ 82,048

Taxes and Benefits: \$ 10,872

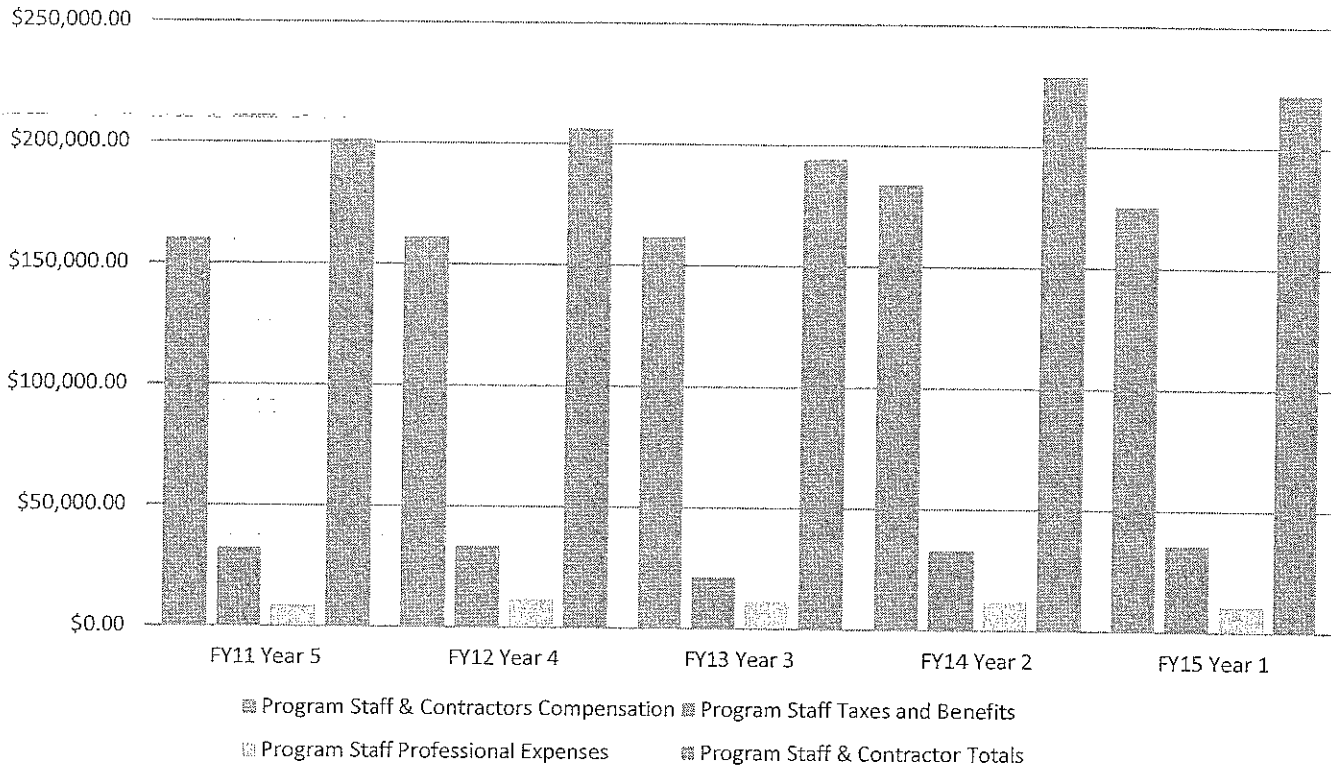
Professional Expenses: \$ 1,500

Subtotal: \$ 94,420

Factors For Increased Costs

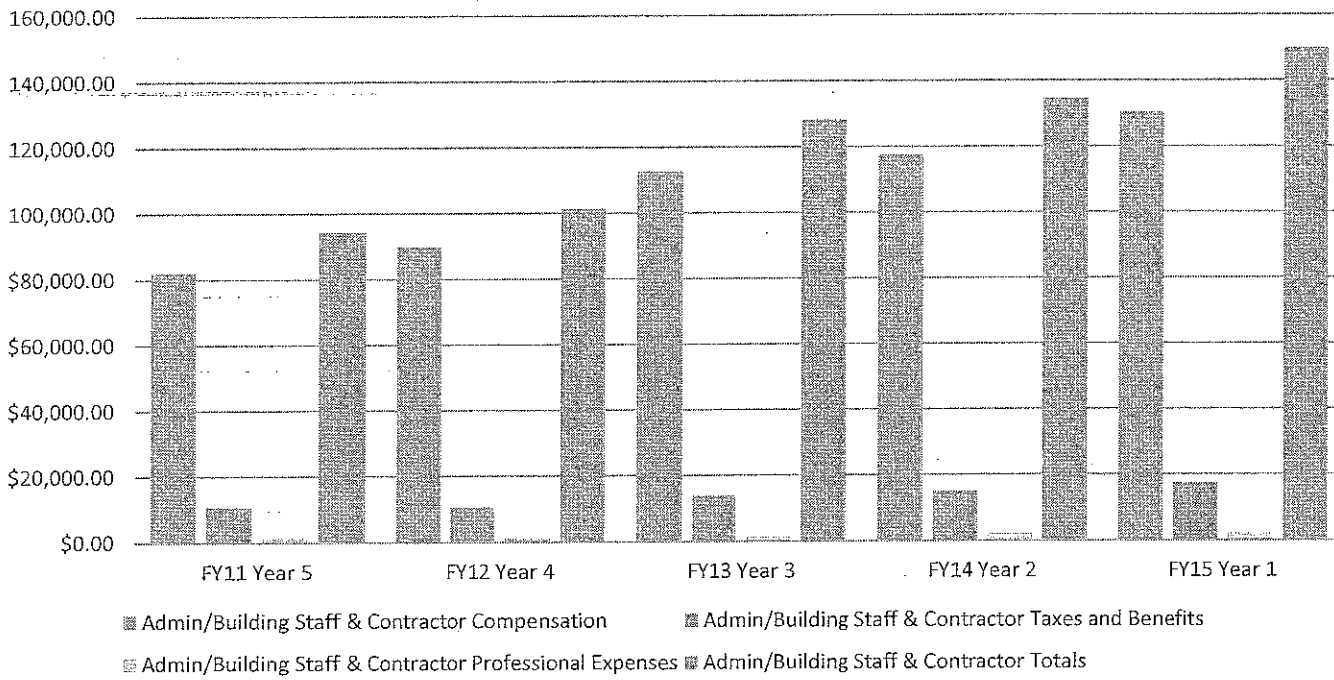
- Staffing for Growth: Based on participation (attendance and enrollment)
- UUA Fair Compensation Guidelines
- Increased leadership responsibilities for Church Administer and Assistant Minister
- Increased usage of building for USG and rental programs
- Insurance Rates
- Consultant/Staff tasks dynamic between staff and other budget sections
- Current norms for tracking data and communicating is more professionalized and computerized then ever
- Increasing hours to accurately reflect scope of tasks
- Increased staff role in certain committees such as Personnel and Membership

Program Staff/Contractor Budget



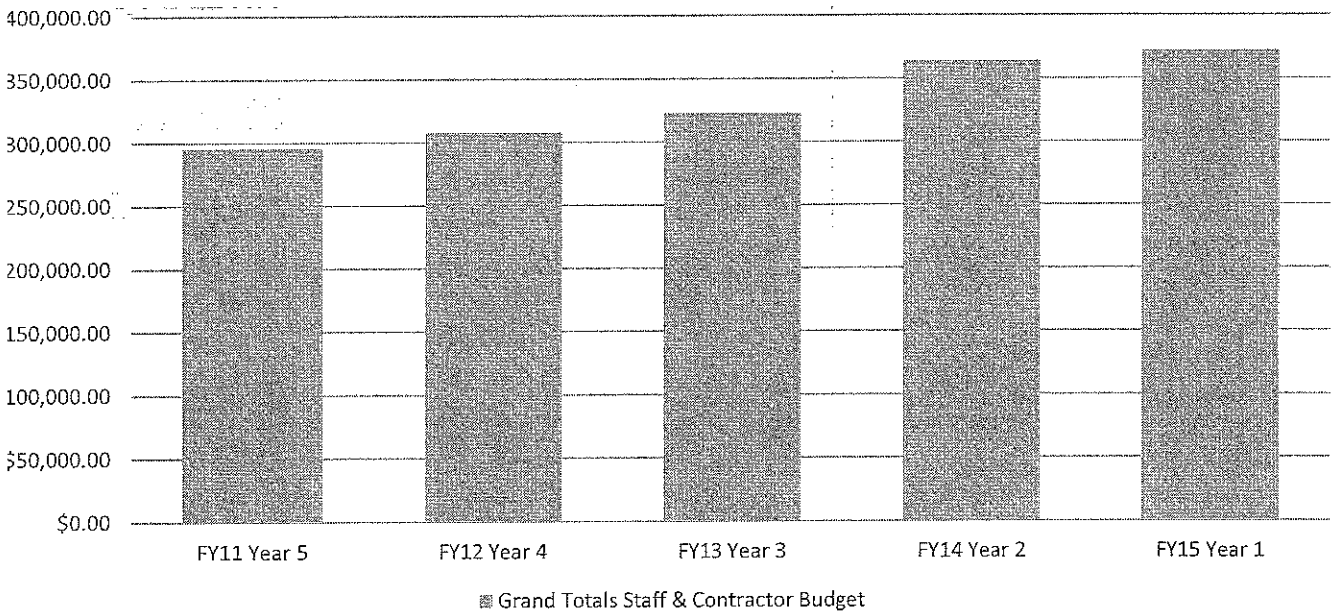
	FY11 Year 5	FY12 Year 4	FY13 Year 3	FY14 Year 2	FY15 Year 1
Program Staff & Contractors Compensation	\$160,363.29	\$161,139.23	\$161,906.35	\$184,044.04	\$175,818.00
Program Staff Taxes and Benefits	\$32,595.54	\$33,488.45	\$21,162.33	\$32,985.75	\$35,652.00
Program Staff Professional Expenses	\$8,376.53	\$11,879.90	\$11,442.07	\$12,046.99	\$10,625.00
Program Staff & Contractor Totals	\$201,335.36	\$206,507.58	\$194,510.75	\$229,076.78	\$222,095.00

Admin/Building Staff & Contractor Budget



	FY11 Year 5	FY12 Year 4	FY13 Year 3	FY14 Year 2	FY15 Year 1
Admin/Building Staff & Contractor Compensation	\$82,048.09	\$89,853.85	\$112,777.48	\$117,486.30	\$130,229.00
Admin/Building Staff & Contractor Taxes and Benefits	\$10,871.92	\$10,519.14	\$13,917.40	\$14,965.03	\$17,485.00
Admin/Building Staff & Contractor Professional Expenses	\$1,500.00	\$1,000.00	\$1,478.00	\$2,179.34	\$2,250.00
Admin/Building Staff & Contractor Totals	\$94,420.01	\$101,372.99	\$128,172.88	\$134,630.67	\$149,964.00

Grand Totals Staff & Contractor Budget



	FY11 Year 5	FY12 Year 4	FY13 Year 3	FY14 Year 2	FY15 Year 1
Grand Totals Staff & Contractor Budget	\$295,755.37	\$307,880.57	\$322,683.63	\$363,707.45	\$372,059.00

	FY10 Year 6	FY11 Year 5	FY12 Year 4	FY13 Year 3	FY14 Year 2	FY15 Year 1
Program Staff 5-Year						
Staff Compensation						
5000 - MINISTER SALARY	\$70,218	\$77,590	\$82,500	\$83,026	\$86,510	\$87,516
5411 - DSD SALARY	\$48,567	\$49,119	\$46,209	\$31,098	\$41,217	\$45,557
5200 - MUSIC DIRECTOR SALARY	\$19,584	\$19,934	\$21,500	\$21,700	\$25,245	\$25,245
5250 - VOCALISTS & MUSICIANS	\$8,739	\$12,271	\$9,580	\$10,233	\$11,851	\$10,000
5060 - INTERN/CONSULTING MINISTER SALARY	\$0	\$0	\$0	\$14,400	\$13,420	\$0
5515 - MUSIC MINISTRY	\$1,350	\$1,450	\$1,350	\$1,450	\$5,801	\$7,500
	<u>\$148,458</u>	<u>\$160,363</u>	<u>\$161,139</u>	<u>\$161,906</u>	<u>\$184,044</u>	<u>\$175,818</u>
Taxes and Benefits						
5005 - MINISTER FICA	\$5,816	\$5,945	\$6,311	\$5,785	\$5,785	\$6,695
5030 - MINISTER MEDICAL INSURANCE	\$3,722	\$3,947	\$5,327	-\$432	\$1,741	\$3,700
5035 - MINISTER DENTAL	\$28	\$186	\$0	\$0	\$0	\$0
5040 - MINISTER DISABILITY INSURANCE	-\$272	-\$272	-\$51	-\$120	\$571	\$875
5050 - MINISTER PENSION	\$7,604	\$7,603	\$7,972	\$9,084	\$8,252	\$9,421
5416 - DSD EMPLOYER P/R TAXES	\$3,716	\$3,755	\$3,615	\$715	\$3,900	\$3,485
5421 - DSD PENSION	\$4,857	\$4,857	\$2,443	\$456	\$2,887	\$4,556
5425 - DSD DENTAL	\$28	\$558	\$47	\$0	\$0	\$0
5427 - DSD MEDICAL INSURANCE	\$3,722	\$3,702	\$5,644	\$2,200	\$3,158	\$3,733
5428 - DSD DISABILITY	\$0	\$0	\$0	\$103	\$332	\$456
5215 - MUSIC DIRECTOR EMPLOYER P/R TAXES	\$1,540	\$1,559	\$1,649	\$1,660	\$2,413	\$1,931
5255 - MUSICIAN EMPLOYER P/R TAXES	\$549	\$755	\$534	\$573	\$1,446	\$800
5061 - INTERN/CM EMPLOYER P/R TAXES	\$0	\$0	\$0	\$1,102	\$1,477	\$0
5062 - INTERN/CONSULTING MIN DISABILITY	\$0	\$0	\$0	\$36	\$0	\$0
5064 - INTERN/CM RETIREMENT/PENSION	\$0	\$0	\$0	\$0	\$1,024	\$0
	<u>\$31,310</u>	<u>\$32,596</u>	<u>\$33,488</u>	<u>\$21,162</u>	<u>\$32,986</u>	<u>\$35,652</u>
Professional Expenses						
5020 - MINISTER PROFESSIONAL EXPENSES	\$4,491	\$5,067	\$6,766	\$6,626	\$6,453	\$6,625
5431 - DSD PROFESSIONAL EXPENSE	\$2,785	\$3,310	\$3,614	\$2,378	\$3,479	\$2,250
5217 - MUSIC DIRECTOR PROF EXPENSES	\$1,564	\$0	\$1,500	\$1,439	\$1,507	\$1,750
5063 - INTERN/CONSULTIN MIN PROF EXPENSES	\$0	\$0	\$0	\$1,000	\$608	\$0
	<u>\$8,840</u>	<u>\$8,377</u>	<u>\$11,880</u>	<u>\$11,442</u>	<u>\$12,047</u>	<u>\$10,625</u>
Program area totals	\$188,608	\$201,335	\$206,508	\$194,511	\$229,077	\$222,095
Administration/Building Staff 5-Year						
5021 - CHURCH ADMIN SALARY	\$29,324	\$32,315	\$37,373	\$42,905	\$45,073	\$48,000
5026 - ADMIN ASSISTANT SALARY	\$0	\$0	\$0	\$9,621	\$9,789	\$13,829
6070 - SEXTON SALARY	\$30,243	\$23,378	\$16,451	\$7,615	\$10,909	\$19,500
6071 - SEXTON FOR RENTAL EVENTS	\$0	\$0	\$0	\$2,074	\$2,092	\$0
5080 - CHILDCARE PROVIDERS SALARY	\$0	\$0	\$0	\$0	\$0	\$5,000
5115 - CHILDCARE	\$2,426	\$1,956	\$2,345	\$3,537	\$4,151	\$0
5110 - BOOKKEEPER/PAYROLL FEES	\$12,337	\$12,273	\$12,330	\$13,562	\$13,446	\$13,500
5600 - RENTAL COMMISSION	\$6,330	\$5,658	\$6,129	\$4,965	\$5,448	\$5,700
6090 - CLEANING SERVICES	\$0	\$6,469	\$15,226	\$28,500	\$25,900	\$24,700
5070 - PARKING ATTENDANT SALARY	\$0	\$0	\$0	\$0	\$680	\$0
	<u>\$80,660</u>	<u>\$82,048</u>	<u>\$89,854</u>	<u>\$112,777</u>	<u>\$117,486</u>	<u>\$130,229</u>
Taxes and Benefits						
5022 - CHURCH ADMIN EMPLOYER P/R TAXES	\$2,244	\$2,688	\$3,043	\$3,571	\$4,109	\$3,672
5023 - CHURCH ADMIN RETIREMENT/PENSION	\$1,870	\$1,151	\$3,029	\$4,961	\$4,050	\$4,800
5025 - CHURCH ADMIN MEDICAL	\$1,408	\$2,784	\$3,000	\$3,770	\$3,667	\$3,733
5032 - CHURCH ADMIN DISABILITY	\$0	\$0	\$0	\$143	\$430	\$480
5027 - ADMIN ASSISTANT EMPLOYER P/R TAXES	\$0	\$0	\$0	\$736	\$1,180	\$1,058
6075 - SEXTON EMPLOYER P/R TAXES	\$2,527	\$1,935	\$1,448	\$737	\$1,431	\$1,492
6077 - SEXTON PENSION	\$2,864	\$1,095	\$0	\$0	\$0	\$0
6078 - SEXTON HEALTH INSURANCE	\$0	\$0	\$0	\$0	\$0	\$1,867
6080 - HEALTH INSURANCE	\$3,762	\$1,219	\$0	\$0	\$0	\$0
5081 - CHILDCARE PROVIDERS EMPLOYER P/R TX	\$0	\$0	\$0	\$0	\$0	\$383
5071 - PARKING ATTENDANT EMPLOYER P/R TAXE	\$0	\$0	\$0	\$0	\$98	\$0
	<u>\$14,675</u>	<u>\$10,872</u>	<u>\$10,519</u>	<u>\$13,917</u>	<u>\$14,965</u>	<u>\$17,485</u>
Professional Expenses						
5031 - CHURCH ADMIN PROFESSIONAL EXPENSES	\$496	\$1,500	\$1,000	\$1,478	\$2,179	\$2,250
Admin Area Totals	\$95,831	\$94,420	\$101,373	\$128,173	\$134,631	\$149,964
Grand Totals	\$284,439	\$295,755	\$307,881	\$322,684	\$363,707	\$372,059

