

Fiscal Year 2023-2024 Budget Considerations

		Change from prior year?	Fee/Rate	Description	How billed?
	Clergy				
1	Priest compensation	Yes	4% increase in base compensation	See Priest Compensation and Benefits schedule	Pay rates applied by HR in CHRIS; Parishes administer payment through CHRIS
2	Priest healthcare	No	Per month per priest 2023: \$1,906 2024: \$1,906	Healthcare rates are determined in the fall. Possible estimated increase is 5% for calendar 2024.	Billed to parish by CFA each month
3	Priest retirement and special health care fund	Yes	4% increase Per month per priest FY 2023: \$2,035 FY 2024: \$2,116	Priest retirement and special health care including Medicare supplement, long-term care, excess medical costs, funeral costs, St. John XXIII residence and assisted living home costs.	Employee Benefits Direct Debit each pay period by Archdiocese Finance
4	Priest continuing education	No	\$500 per priest	Fee is due regardless of participation for each active Archdiocesan priest	Archdiocese Finance bills parish each fall on behalf of the Office on Ministerial Leadership
5	Priest retreat fee	No	\$500 per priest	Fee is due only if priest attends retreats. Priest may also be reimbursed up to \$500 by parish for attending a retreat of his choosing.	Archdiocese Finance bills parish on behalf of the Office on Ministerial Leadership only when costs are incurred.
5a	Priest Expense Advance	No	\$550 per month		
5b	Priest moving allowance	No	\$1,000	Reimbursement to priest from new parish to which priest moves	Paid by new parish
	Education Related				
6	Asbestos Abatement Program for schools	No	\$1,190 every year	To comply with the Asbestos Hazard Emergency Response Act (AHERA), the Priest Council approved the outsourced administrative oversight of management plans and the required inspections of each school building.	Archdiocese Finance bills parish at the beginning of the school year

- Offertory assessment: no change

6a	Lead in Water Testing (MD Schools)	No	\$316.66 per year	The fee for each school is \$950 every 3 years (only MD schools).	Maryland parishes were invoiced \$950 by ADW in November 2021 for the three years ended June 30, 2024. Contact ADW Facilities for details of testing status.
7	Catholic Schools student assessment	Yes	\$50.00 per student See also Superintendent Letter re: other budget items	Includes services and support to schools such as marketing, emergency communication system, Systemic student information system and development support. System Technology Fee & Marketing Fee increased fifty cents.	In the fall, Archdiocese Finance on behalf of Catholic Schools Office will bill each school based upon the official enrollment count
8	Teacher compensation	No	See Teacher Salary Scale	The minimum scale, developed in 2009, provides step increases to teachers who fulfill professional development plans (especially certification goals) and receive successful teacher evaluations for the academic year.	Parishes administer through CHRIS
9	Education assessment	No	Various % of Offertory per CSO Policy Section 4120	Parishes that support a school directly or through a written agreement: <ul style="list-style-type: none"> • 3% to archdiocese • 5% paid to the school Parishes that do not directly support a school: <ul style="list-style-type: none"> • 9% to archdiocese 	Parish self-calculates and remits to the archdiocese lock box by the 15 th of each month Payments to regional schools are made directly to the school
General Expenses					
10	Audit Fee	No	½ of 1% of total collections up to a maximum fee of \$2,000	Fee is charged for any year that the parish is audited (generally every three years).	Archdiocese Finance mails invoice to parish after audit
11	Catholic Standard	No	\$18.50 x 55% of number of registered families	Catholic Standard, also called Archdiocesan Communications Assessment, includes publication of the Catholic Standard and Spanish	Archdiocese Finance uses report of registered families from ParishSoft Family Suite system each spring to calculate

- Offertory assessment: no change

				language El Pregonero digital and print newspapers, parish licenses for Flocknote email and text tool and eCatholic websites, social media presence, media and public relations support, multimedia production and Spanish translation services	upcoming fiscal year monthly billing amount.
12	CHRIS system	Yes	\$11.03 per employee per month	Common Human Resource Information System - includes benefits, open enrollment, Affordable Care Act reporting and payroll	The parish is billed by Ultimate Software at the beginning of each month for the previous month. Parish has the opportunity to review and confirm the bill. The fees are electronically deducted from the parish checking account.
13	ParishSoft	No	Based upon number of registered families	ParishSoft Accounting and ParishSoft Family Suite	ParishSOFT bills parish directly for their annual fees. Customerservice@parishsoft.com can provide an estimated cost of the renewal fees and an explanation of when the fees will be invoiced
14	Deacon Fee	No	\$1,200	The fee is for each active, assigned deacon.	Archdiocese Finance bills parish each fall on behalf of the Deaconate Office
15	Offertory Assessment	No	See Offertory Assessment Policy		Parish self-calculates and remits to the lock box by the 15 th of each month
16	Property Casualty and Workers Compensation	Yes	P/C increase of 15% for fiscal year 2024	Property Casualty increase is 15%. No change in workers compensation coverage.	Archdiocese Finance bills the parish each month
Lay Employee Expenses					
17	Full-time Lay Catechetical Leaders	Yes	See document Calculating Compensation for Lay Catechetical Leaders	Minimum base salary is changed from prior year to \$47,250 for FY 2024	Parish administers through CHRIS

18	Healthcare	Yes	Estimate of increase for calendar 2024 is 5%	Healthcare rates are determined in the fall. Estimated increase is 5% for calendar 2024	Billed to parish by CFA each month
19	Lay employee compensation	No	N/A	Pastor may set compensation at his discretion and shall comply with minimum wage laws. Pastors should consider a merit pool and increases should be based on the performance of each employee completion of any performance goals (if applicable), and any change to job responsibilities.	Parish administers through CHRIS
20	Employer Retirement Contribution Plan for Lay Employees	No	8.0% of gross salary of all employees regularly scheduled to work 20 hours or more per week	Effective immediately upon hire	Employee Benefits Direct Debit each pay period by Archdiocese Finance
21	Life Insurance Expense for Lay Employees	No	\$9 per month per employee	Also called company-paid life insurance (or COLF). For employees regularly scheduled to work 30 hours or more per week.	Employee Benefits Direct Debit each pay period by Archdiocese Finance
22	Life Insurance (Voluntary) for Lay Employees	No		Also called supplemental life insurance. The employee paid amounts to be withheld and remitted remain at the current age-banded rates published on January 1, 2012 and based upon the employee's age at January 1, 2020. Employee paid expense.	Calculated and billed by CFA each month

- Offertory assessment: no change

23	Long term care	No		This plan is frozen as of December 31, 2015 and no new employees may enroll. Employees as of December 31, 2015 who subsequently reach their five-year anniversary of service are automatically enrolled and covered at the employer's cost.	Billed to parish each month by Unum
24	Long term disability	No	.302% per \$100 of gross salary wages	Employees regularly scheduled to work 30 hours or more per week are eligible to enroll. Effective January 1, 2019, one year of service no longer required; benefit is available day one of employment. Employee paid expense.	Employee Benefits Direct Debit each pay period by Archdiocese Finance
25	Unemployment	No	.25% of total gross wages	Lay employees only; full and part-time	At the end of each calendar quarter, HR will provide parish with a report showing all lay employees employed during the quarter. Parish reviews the report for accuracy and remits a check to the archdiocese lockbox.
Religious					
26	Compensation, retirement, healthcare and housing	Yes	4% increase	See the attached Stipends for Religious schedule for additional information.	Parish administers through CHRIS

Attachments:

- Priest Compensation and Benefits
- Stipends for Religious
- Calculating Compensation for Lay Catechetical Leaders
- Superintendent Letter
- Teacher Salary Scale

ARCHDIOCESE OF WASHINGTON

Priest Compensation and Benefits

2023-2024

Step	Years of Service	Base Compensation	Social Security Payment	Total Annual Compensation	Monthly Compensation	Monthly Expense Advance
Step 1	0-4	26,836	4,415	31,251	2,604	550
Step 2	5-9	27,930	4,594	32,524	2,710	550
Step 3	10-14	29,020	4,774	33,794	2,816	550
Step 4	15-19	30,111	4,953	35,064	2,922	550
Step 5	20-24	31,202	5,133	36,335	3,028	550
Step 6	25-29	32,290	5,312	37,602	3,134	550
Step 7	30-34	33,380	5,491	38,871	3,239	550
Step 8	35-39	34,471	5,671	40,142	3,345	550
Step 9	40-44	35,560	5,850	41,410	3,451	550
Step 10	45+	36,653	6,029	42,682	3,557	550

<u>Direct Benefits:</u>	FY '23-24	Change From Prior Year
Expense Advance	6,600	0
Tax Deferred Annuity	2,000	0
Car Insurance ¹	1,500	0
Total	10,100	0

¹ Car insurance is reimbursement of actual insurance paid by priest, up to a maximum of \$1,500.

<u>Obligations Paid on Priests' Behalf:</u>	FY '23-24	Change From Prior Year
Health Insurance ²	\$ 22,872	\$ -
Retirement & Special Health Care Fund	25,397	977
Continuing Education	500	0
Retreat Fee	500	0
Total	49,269	977

² *Monthly* charge per priest will remain at \$1,906 through the end of December 2023 and in the Fall of 2023 when healthcare rates are determine.

ARCHDIOCESE OF WASHINGTON

Stipends For Religious

	2022-2023 Fiscal Year			2023-2024 Fiscal Year		
	Half-time 50%	10-Month ¹ 83%	Full-time 100%	Half-time 50%	10-Month ¹ 83%	Full-time 100%
Cash Compensation	\$22,866	\$38,110	\$45,732	\$23,782	\$39,634	\$ 47,561
F.I.C.A.	1,749	2,915	3,498	1,819	3,032	3,638
Retirement	2,908	4,847	5,817	3,024	5,041	6,050
Health Care²	4,847	9,693	9,693	5,042	10,081	10,081
Subtotal	32,370	55,565	64,740	33,667	57,788	67,330
Housing³	3,139	6,278	6,278	3,265	6,529	6,529
Total	<u>\$35,509</u>	<u>\$61,843</u>	<u>\$71,018</u>	<u>\$36,932</u>	<u>\$64,317</u>	<u>\$ 73,859</u>

Transportation⁴

Negotiable

Negotiable

¹ For religious who teach in schools, parishes are encouraged to offer a full-time stipend rather than a 10 month stipend - an approach that is more consistent with lay teachers' compensation.

² For religious who are enrolled in the Archdiocesan Health Plan, an amount will be withheld from the stipend to cover insurance premiums. Religious working less than 30 hours per week are not eligible to participate in the archdiocesan health care program.

³ This is meant for religious for whom the parish or Archdiocese cannot provide housing. The payment is intended for whoever is responsible for paying housing costs (utilities, repairs, etc.).

⁴ Archdiocesan Policy on Transportation is one of the following options:

- (a) The cost of public transportation will be reimbursed in full.
- (b) Miles driven in a community-owned car on Archdiocesan/Parish business will be reimbursed at 65.5 cents per mile. (subject to revision by the IRS)
- (c) An Archdiocesan/Parish fleet car may be assigned if a car is required to fulfill specific responsibilities (value of provided Car = \$4,200).

Calculating Compensation for Lay Catechetical Leaders: 2023-2024

The following schedule may be used in the salary calculation for those who are hired as Directors of Religious Education (DRE), Coordinators of Religious Education (CRE) or Ministers of Religious Education (MRE).

The pastor has the responsibility to offer compensation that is just and respects the dignity of the ministry as well as being consistent with parish needs and resources. Final compensation may be adjusted by negotiating factors such as vacation time, flex-time, job sharing arrangements among parishes, expanded vacations, parish contributions towards theological or catechetical degree programs, etc.

1. Minimum base salary		47,250
2. Position descriptions and academic credentials		
	DRE (defined for purpose of compensation as the holder of an M.A. in Catholic theology or religious education, who designs and directs the religious education program of the parish and oversees the formation of catechists), add 15% of the minimum base salary.	2a.
	MRE (defined for purpose of compensation as the holder of a B.A. degree in Catholic theology or religious education who conducts and coordinates all or part of the religious education program under the supervision of a DRE or parish priest), add "0" to the minimum base salary.	2b.
	CRE (defined for the purpose of compensation as one who does not possess one of the above academic degrees), deduct 15% from the minimum base salary. If the MRE has successfully completed a recognized Catechetical Leadership Program, deduct only 5% from the minimum base salary.	2c.
3. Number of students supervised		
	For the number of registered students under the direct (but no indirect) supervision of the Catechetical Leader, the following percentage of the salary adjusted above in either 2a, 2b or 2c shall be added: under 200 students add 0% 201 – 300 add 5% 301 – 500 add 10% 501 – 700 add 15% 701 – 900 add 20% 901+ add 25%	3.
4. Step increase for years of service		
	If more than one year of service in the Archdiocese as a DRE, MRE or CRE, add the following percentage of the base salary: 2.5% for each year of consecutive service up to and including the tenth year; 2.0% for each of the eleventh to fifteenth years of consecutive service; 1.5% for each year consecutive service over 15 years.	4.
5. Full or part-time appointment		
	Note: Computation is based on a 10-month salary. Employees who serve on a 12-month and 40 hour a week basis <u>add 20% of the base salary.</u>	5.
6. Other key responsibilities		
	The Archdiocese seeks to encourage and compensate specifically trained leaders in the areas of Adult Faith Formation, RCIA and Youth Ministry. However, if the Catechetical Leader is currently responsible for one or more of these areas of ministry, additional compensation should be offered.	
Total of lines 1 through 6		\$



The Roman Catholic Archdiocese of Washington

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447

Mailing Address: Post Office Box 29260, Washington, DC 20017-0260

(301) 853-4500 | adw.org

MEMORANDUM

TO: Pastors and Principals of Archdiocesan Elementary Schools

FROM: Kelly Branaman, Secretary for Catholic Schools

DATE: January 12, 2023

SUBJECT: Scheduled Fees for Academic Year 2023-2024

Below, you will find the student assessment fees and planned expenses for the 2023-2024 school year, to assist schools in developing local budgets. Attached, you will find the teacher salary scale.

This Catholic Schools Office (CSO) annual assessment fee is very important and covers approximately 35% of the budgeted costs to maintain all the services for schools provided by the CSO staff and other support staff in the Central Pastoral Administration. Below you will see a few important reminders for preparing school budgets.

- Lead in Water Fee The fee for lead in water for each school is \$950 every 3 years. (only MD schools).
- Annual Asbestos Fee The asbestos fee covers costs associated with maintaining compliance for schools with asbestos.
- New Religion Assessment \$3.00 per pupil addition from last year
- TADS Tuition Mgmt New "TADS Flex" See fee schedule attached

For the assessment fees outlined below, each school will be billed in fall, 2023 by the Archdiocese of Washington Finance Office, based on the official enrollment count for SY23-24. The total will include:

<u>Fee per student</u>	<u>Cost</u>
Catholic Schools Office fee	\$18.50
Marketing fee	\$10.00
Systemic Technology Fee	\$19.00
Development Fee	<u>\$ 2.50</u>
Total per student	\$50.00

Please look for future communications from the Finance Office and the Human Resources Office regarding property, health, life insurances, and subscriptions to CHRIS, or consult with your parish bookkeepers.

Other budgetary information provided below should assist you in budgeting for CSO-related items. They are grouped by fees billed directly from the Catholic Schools Office (Finance Office) or directly from the vendor.

If you have questions or need additional information, please contact **Chris Buchleitner**. For TADS specific questions please contact **Jeremy McDonald**.

Budgetary Information

Category	2023-2024	Notes
Total planned Assessment Fee	\$ 50.00	Billed from the ADW (total increase of (\$1.00))
CSO Student Fee	\$ 18.50	Same as last year (CSO Fee)
Marketing Fee	\$ 10.00	Increase of .50 from last year
Systemic Technology System(s)	\$ 19.00	Increase of .50 from last year
Development Fee	\$ 2.50	Same as last year
Additional Budget Items		Payment Instructions
Annual Asbestos Fee	\$ 1,190.00	Collected by ADW and paid to vendor (for schools with asbestos)
Standardized Assessment Fees	\$ 11.75	Mandatory 2 nd through 8 th grade (other grades optional with additional fee)
Reading/Math		
Science	2.00	Mandatory 5 th and 8 th grade (other grades optional with additional fee)
Religion Assessment	3.00	Mandatory 3 rd through 8 th (2 nd grade optional)
Cognia Accreditation	\$ 1,300.00	Billing will come from CSO in Fall 2023
ESPA Dues/Retreat	Dues \$ 200.00 Retreat \$ 400.00 Lead Conf. \$ 250.00	Please look for any increases in ESPA dues/expenses to come from the ESPA Executive Committee.
Lead in Water Fee (MD schools only)	\$ 316.66	\$316.66 collected by ADW annually (\$950 paid every 3 years)
MEEC	\$ 60.00	MEEC Estimate Microsoft Tier A (1 full-time teacher or 2 part-time teachers) /per teacher cost
Participation in the Job Fair	\$ 200.00	Job fair is coordinated by ESPA each Spring. This fee is an estimate to be confirmed by ESPA. Participation is optional.

***See Next Page**

Current TADS Model:
11/24/2022 – 6/30/23

TADS Modules	PRICE	UNIT	PAY
Financial Aid Assessment <i>Includes: 10 hours of setup time.</i>	\$275.00	Annual School Fee	ADW
	\$42.00	Per Application	Family
Admissions <i>Includes: 10 hours of setup time.</i>	\$275.00	Annual School Fee	School
	\$19.00	Per Application	Determined by School
Enrollment <i>Includes: 10 hours of setup time.</i>	\$275.00	Annual School Fee	School
	\$8.00	Per Student, Per Year	Determined by School
Tuition Management <i>Includes: 10 hours of setup time.</i>	\$55 for 3+installments	Per Family, Per Year	Family
	\$40 for 1-2 installment		
	Late Fee: \$50 per late payment		
ACH Electronic Processing Fee	\$1 minimum or 0.3% not to exceed \$5	Per transaction	Family
CC Fee	3%		

TADS Flex:
7/1/2023 – 6/30/24

TADS Modules	Price	Unit	Pay
Integrated Admissions, Enrollment, and Tuition Management	\$72 per student (based on 22-23 enrollment) No annual fee	Yearly fee paid monthly	School
<i>Payment Plan Fee</i>	\$0 – Can be added by school		Family
<i>Late Fee</i>	\$0 – Can be added by school		Family
<i>ACH Fee</i>	\$0		
<i>CC Fee</i>	3%	Per transaction	Family
Financial Aid Assessment <i>Includes: 10 hours of setup time.</i>	\$275.00	Annual School Fee	ADW
	\$42.00	Per application	Family

The Roman Catholic Archdiocese of Washington				
Teacher Salary Scale				
2023-2024				
Step	Bachelors without Certification	Bachelors w/ Certification*	Masters without Certification**	Masters w/ Certification***
	A	B	C	D
1	34,692	36,192	36,692	38,192
2	35,733	37,233	37,733	39,233
3	36,805	38,305	38,805	40,305
4		39,409		41,409
5		40,547		42,547
6		41,718		43,718
7		42,924		44,924
8		44,167		46,167
9		45,447		47,447
10		46,766		48,766
11		48,124		50,124
12		49,522		51,522
13		50,963		52,963
14		52,447		54,447
15		53,975		55,975
16		55,550		57,550
17		57,171		59,171
18		58,841		60,841
19		60,561		62,561
20		62,333		64,333
* Includes \$1500 increase for Teacher Certification				
**Includes \$2000 increase for Masters				
***Includes \$3500 increase for Teacher Certification and Masters				