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Office of Religious Education

Recommended Compensation Guidelines
for Directors of Religious Education/ Parish Catechetical
Leaders and Leaders of Youth Ministry





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Recommended Compensation Guidelines

Compensation Guidelines




The compensation of Directors of Religious Education/Parish Catechetical Leaders and Leaders of Youth Ministry is a two-step process to ensure fairness and legal compliance.

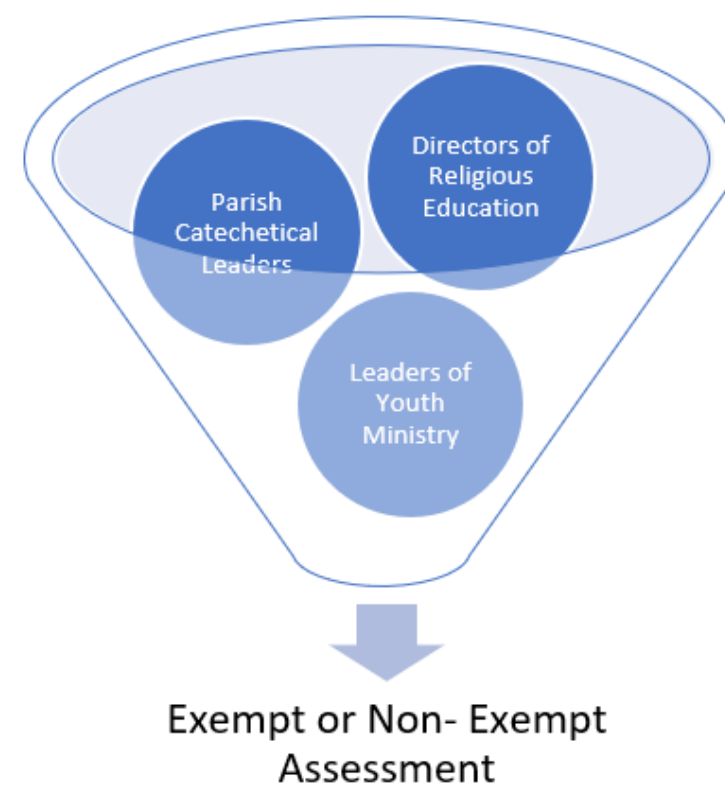
As stated in the Archdiocese Handbook at 5.6.1.1 Exempt Employees, federal and state laws define an "exempt" employee as a worker who is paid a fixed salary, which is not based on the number of hours worked, and who holds a managerial or leadership position such as a Director of Religious Education. Exempt employees are not entitled to receive overtime pay. Their exempt status is based on (1) their duties and responsibilities and (2) their salary must meet the state minimum threshold. If either element is not met, the employee is not exempt and is entitled to overtime pay.

An exempt employee is paid a fixed salary for any workweek in which the employee performs work, regardless of the number of hours or days worked, unless the employee misses a whole day of work during a workweek for personal reasons not associated with sickness or accident and performs no work for the entire day. The nature of the job may require that the exempt employee works well over 40 hours per week.

Step 1: Exempt or Non- Exempt Assessment

All exempt employees within the Office of Religious Education must meet all three of the following requirements:

-  Earn a fixed weekly/monthly salary equivalent to no less than two times the state minimum wage that is not adjustable depending on hours worked (for certain benefit calculation purposes an exempt employee's hours are considered the equivalent of a full-time 40-hour week), for 2023, the minimum annual salary in California is \$64,480.
-  Customarily and regularly exercise discretion and independent judgment on the job, and
-  Be "primarily engaged" in performing the exempt duties of the job (i.e., devote more than half of the work time to those duties).



If these three requirements are met, then the question of exempt compensation range becomes relevant. Keep in mind that the minimum salary generally increases on an annual basis in California but is presently on the 2024 ballot for revision.

If an employee works part-time, the employee must still earn \$64,480 to be exempt from overtime in California. In most cases, a part-time employee, whether a secretary, manager or RE leader, will be non-exempt and will clock their hours.



If the ORE employee does **not** meet the three factors above, for example if the employee earns less than \$64,480 in 2023, the employee is **non-exempt** and must comply with **all** non-exempt requirements as outlined at **5.6.1.2 Non-Exempt Employees**. Such requirements include clocking in and out for all work periods, required rest breaks and meal periods, and other very specific procedures.



If you are unsure about exempt or non-exempt, view our decision chart below, then proceed to step 2.

EXEMPT OR NON-EXEMPT DECISION CHART

<p>1. Employee earns at least twice the California State minimum wage (for 2023 that is \$1240 per week or \$64,480 per year)</p>	<p>Yes <input type="checkbox"/></p> <p>If yes, answer question 2.</p>	<p>No <input type="checkbox"/></p> <p>If no, employee is non-exempt. Skip to question 7.</p>
<p>2. Employee’s weekly wage is fixed. In other words, the employee earns the same amount (at least twice the State minimum wage) no matter how many hours a day or days a week the employee works.*</p> <p><small>* Special rules apply for pay for certain kinds of time off; see Administrative Handbook 5.6.1.1</small></p>	<p>Yes <input type="checkbox"/></p> <p>If yes, answer question 3.</p>	<p>No <input type="checkbox"/></p> <p>If no, employee is non-exempt. Skip to question 7.</p>
<p>3. Employee customarily and regularly exercises discretion and independent judgment.</p>	<p>Yes <input type="checkbox"/></p> <p>If yes, answer questions 4, 5 a-c and 6 as directed.</p>	<p>No <input type="checkbox"/></p> <p>If answers to questions 1-3 include a “no,” employee is non-exempt. Skip to question 7.</p>
<p>4. Employee’s spends more than 50% of the time directing, supervising, managing 2 or more employees (not volunteers); has authority to hire, discipline, and fire or has significant input into these decisions.</p> <p>[Executive/Managerial Exemption]</p>	<p>Yes <input type="checkbox"/></p> <p>If yes to questions 1-4, employee is exempt. No need to answer 5a-c or 6.</p>	<p>No <input type="checkbox"/></p> <p>If the only “no” to questions 1-4 is the answer to question 4, answer questions 5a-c and 6.</p>
<p>5a. Employee is State-licensed or certified and practices law, medicine, dentistry, optometry, architecture, engineering, teaching, or accounting.</p> <p>[Professional Exemption]</p>	<p>Yes <input type="checkbox"/></p> <p>If yes to questions 1-3 and 5a employee is exempt. No need to answer 5b-c or 6.</p>	<p>No <input type="checkbox"/></p> <p>If the only “no” to questions 1-5a are the answers to questions 4 and 5a, answer questions 5b-c and 6.</p>
<p>5b. Employee is primarily engaged in a “learned” profession – i.e., the work requires a prolonged course of specialized intellectual instruction and study, as distinguished from a general academic education and from an apprenticeship.</p> <p>[Learned Exemption]</p>	<p>Yes <input type="checkbox"/></p> <p>If answers to questions 1-3 and 5b are “yes” employee is exempt. No need to answer 5c or 6.</p>	<p>No <input type="checkbox"/></p> <p>If the only “no” to questions 1-5b are the answers to questions 4, 5a-b, answer questions 5c and 6.</p>
<p>5c. Employee does work that is artistic, creative, original and depends primarily on the invention, imagination, or talent of the employee.</p> <p>[Artistic Exemption]</p>	<p>Yes <input type="checkbox"/></p> <p>If answers to questions 1-3 and 5c are “yes” employee is exempt. No need to answer question 6.</p>	<p>No <input type="checkbox"/></p> <p>If the only “no” to questions 1-5c are the answers to questions 4, 5a-c, answer question 6.</p>
<p>6. Employee spends more than 50% of the time doing office work directly related to: (i) significant management policies or general business operations of the employer, or (ii) the academic instruction or training engaged in by an educational institution; and (iii) regularly and directly assists an executive or administrator, or (iv) performs, under only general supervision, work along specialized or technical lines requiring special training, experience, or knowledge, or (v) executes, under only general supervision, special assignments and tasks.</p> <p>[Administrative Exemption]</p>	<p>Yes <input type="checkbox"/></p> <p>If answers to questions 1-3 and 6 are “yes” employee is exempt.</p> <p>[Note: determining if an employee fits this classification is quite complicated; consult with Human Resources before checking “yes”].</p>	<p>No <input type="checkbox"/></p> <p>If answers to questions 1-3 include one or more “no,” and the answer to questions 5a-c and 6 is “no” employee is non-exempt. Go to question 7.</p>
<p>THE FOLLOWING QUESTIONS APPLY ONLY TO NON-EXEMPT EMPLOYEES</p>		
<p>7. Is the non-exempt employee scheduled to work more than 5 hours in a day?</p>	<p>Yes <input type="checkbox"/></p> <p>If yes, the employee must be provided with:</p> <ul style="list-style-type: none"> a 10-minute paid rest break (does not need to be recorded on a time card) a 30-minute meal break (must be recorded on a time card; need not be paid) however, if employee works 6 hours or less, employee may voluntarily waive the meal break in writing – see meal break waiver request.pdf (la-archdiocese.org) 	<p>No <input type="checkbox"/></p> <p>Employee must be provided with a 10-minute paid rest break roughly half way through the scheduled work day</p>
<p>8. Is the employee scheduled to work more than 8 hours in a day?</p>	<p>Yes <input type="checkbox"/></p> <p>Employee must be paid time-and-a-half for all time worked over 8 hours in a day</p>	<p>No <input type="checkbox"/></p> <p>No overtime pay is due</p>
<p>9. Is the employee scheduled to work more than 12 hours in a day?</p>	<p>Yes <input type="checkbox"/></p> <p>Employee must be paid double time for all time worked over 12 hours in a day</p> <ul style="list-style-type: none"> Employee is entitled to a second 30-minute meal break (must be recorded on time card; need not be paid) However, if employee is scheduled to work 10 hours or less, employee may voluntarily waive the second meal break 	<p>No <input type="checkbox"/></p> <p>No overtime pay is due</p>
<p>10. Is the employee scheduled to work more than 40 hours in a week?</p>	<p>Yes <input type="checkbox"/></p> <p>Employee must be paid time-and-a-half for all hours worked over 40 in a week</p> <ul style="list-style-type: none"> If the 40 hours include time worked more than 8 hours a day during this work week, no additional overtime pay is due if employee is paid overtime for the more than 8-hour day (i.e., no “pyramiding” of overtime) 	<p>No <input type="checkbox"/></p> <p>No overtime pay is due</p>
<p>11. Employee is going to chaperone or conduct an overnight retreat</p>	<p>Overtime pay rules in questions 7-9 apply.</p> <p>The employee’s work schedule for the week before or after the overnight retreat may be adjusted to reduce total hours worked during that particular pay period</p>	

Step 2: Compensation Range Factor below

Once you have determined whether the position is exempt or non-exempt, you move to the compensation range factors below. Calculate points according to each prompt in sections A-G.

A. Certification Points

Basic Catechist Certification - 4

Certificate - National Certificate Program - 10

Advanced Catechist Certification - 10

Catechetical Administrator Certification - 10

California Master Catechist Certification - 12

POINTS A: _____

B. Education (choose one only)

BA (Major in Theology or Religious Studies) - 16

Graduate Certificate in Religious Education - 22

MA (Theology, Religious Studies, Religious Education, Pastoral Ministry, etc.) - 28

Ph.D. (Theology, Ministry, etc.) - 34

Related Degrees from other fields:

BA/BS - 12

MA/MS - 16

POINTS B: _____

C. Direct responsibility

Early Childhood - 3

Catechesis: Grades 1-6 - 3

Catechesis: Grades 7-8 - 3

Catechesis: Grades 9-12 - 3

Confirmation - 3

Youth Ministry - 3

Young Adult Ministry (18-35) - 3

Adult Education - 3

RCIA - 3

Older Adults - 3

Pre-Baptismal preparation - 3

Parent Education - 3

Special Education - 3

Marriage preparation - 3

POINTS C: _____

D. Number of volunteers/employees that the staff person supervises

5-10 volunteers/catechists/leaders - 5

11-25 volunteers/catechists/leaders - 8

26-50 volunteers/catechists/leaders - 12

Over 50 volunteers/catechists/leaders - 18

POINTS D: _____

E. Full-time experience in Catechetical/Youth Ministry (paid or volunteer)

2 years - 6

3-5 years - 16

6-10 years - 24

11+ years - 30

POINTS E: _____

F. Part-time experience in Catechetical/Youth Ministry (less than 20 hr/wk experience)

1-2 years - 3

3-5 years - 8

6-10 years - 12

11+ years - 15

POINTS F: _____

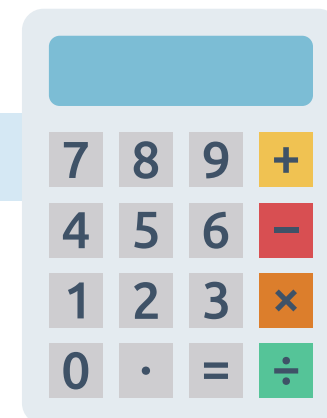
G. Fluency in another language (as needed)

+ 6 points

POINTS G: _____

Step 3: Calculate total points and find appropriate compensation range

Once you have calculated the total points from all the categories, utilize the compensation table below to find the appropriate range.



TOTAL POINTS (A-G) COMPENSATION RANGE

Exempt:

Less than 35 points	\$66,560
36- 55 points	\$66,560- \$73,546
56- 75 points	\$73,546- \$80,532
76- 105 points	\$80,532- \$88,585
106- 135 points	\$88,585- \$96,638
135+ points	\$96,639

Non-Exempt:

Less than 35 points	\$32.00
36- 55 points	\$32.00- \$34.97
56- 75 points	\$34.97- \$37.93
76- 105 points	\$37.93- \$41.73
106- 135 points	\$41.73- \$45.52
135+ points	\$45.52 +

Effective date January 1, 2024

The State of California is raising the hour minimum wage to \$16.00 on January 1, 2024. Therefore, the minimum salary for exempt employees will go up to \$66,560.

If a DRE or Youth Minister meets the exempt job duties tests set out in this memorandum but is just short of the required exempt salary amount, ***seriously consider raising the salary*** instead of classifying the DRE or Youth Minister as “non-exempt.” Non-exempt employees (regardless of their job duties or level of responsibility in the program) must meet all the legal requirements for non-exempt workers, including clocking in and out each day worked, being paid overtime for hours worked over 8 or 12 a day, required rest and meal breaks, and other highly technical wage and hour rules. Failing to comply with those requirements can expose a pastor and parish to significant liability.