



# POLICY ON REMUNERATION OF PASTORAL ADMINISTRATORS

Diocese of Great Falls-Billings

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This policy is designed to insure that the costs to any parish for pastoral leadership will not vary significantly whether the parish has a pastor or a pastoral administrator and sacramental minister.

## 1. Base Salary

a) This figure is to be adjusted annually according to information provided by the Diocesan Business Office.

## 2. Increment for parish pastoral ministry experience

a) The amount, based on information provided by the Diocesan Business Office, is an increment for each year of parish pastoral ministry experience.

## 3. Benefits

a) Insurance (health/dental)

b) Workers' compensation

c) Continuing education supplement

d) Presbyteral/Vicariate expenses

e) Retreat (Travel expenses to an out-of-state retreat are not reimbursable.)

f) Retirement contribution (Figure to be adjusted annually according to information provided by the Diocesan Business Office.)

g) Vacation & sick leave according to Diocesan Personnel Policy.

## 4. Room and Board

a) If a parish house is used, rental is paid to parish at market rate

## 5. Transportation

a) Ninety percent of car expenses designated for one car.

b) If the Pastoral Administrator drives over 15,000 miles per year in parish ministry (exclusive of diocesan mandated travel) the parish will reimburse the Pastoral Administrator at a rate of 19¢ per mile for mileage in excess of 15,000. PA maintains a mileage log which is required for reimbursement.

Updated February 2010

Approved by Bishop Anthony M. Milone, February, 1998



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OF PASTORAL ADMINISTRATORS**  
Diocese of Great Falls-Billings

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**POLICY ON REMUNERATION FOR PASTORAL ADMINISTRATORS  
FROM RELIGIOUS CONGREGATIONS**

Effective: April, 1990  
Updated February 2, 2010

1. **BASE SALARY \***

(figure to be adjusted annually according to information from the Diocesan Business Office)

2. **BENEFITS**

- a) Insurance (health/dental/disability)
- b) Workers' Compensation
- c) Continuing education supplement
- d) Presbyteral/Vicariate expenses
- e) Retreat
- f) Retirement

3. **TRANSPORTATION**

- a) 90% of car expenses
- b) Pastoral Administrator pays 10% of auto expenses.

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\* Each year this amount represents the minimum base salary. According to the circumstances of a particular applicant for Pastoral Administrator, it may need to be adjusted upward.