

Pastoral Charge “Church Secretaries”: Salaries .What’s fair? What’s not?

The General Council and Conference does not set salaries for lay employees within Pastoral Charges. The Pastoral Charge determines the salary based on the provincial employment standards code and their own judgement to what is fair and equitable.

In recent months, Pastoral Charges have asked for some guidelines as to what is “fair and equitable”. In response to that request, I am sharing the following guidelines as established by the Human Resources Department of General Council - for secretaries who work in the Conference and General Council Offices.

This is for your information only and should not be construed as policy.

Job Category Descriptions and Salary Range for 2003: Secretary (for General Council and Conference Staff only)

Categorization:

Secretarial work is categorized from A to F. ... based on the nature of the work: 1. complexity-judgment, 2. knowledge education and experience, 3. human relations skills and contacts, 4. consequence of error, and 5. supervision.

Range:

Increased yearly based on satisfactory job review and years of service.

For a complete copy of Steps 1-5, please call the Personnel Department at Conference Office, 604-431-0434 (308)

For example:

Category A: \$10.80 to \$12.97

Performs simple, elementary level work of a strictly routine, repetitive nature, under close supervision, for which detailed rules and instructions are provided.

Category C: \$13.33 to \$16.12

Performs work that is somewhat diversified, involving some detail and complexity, and requiring some judgment in interpreting situations. However, most work is governed by standard unit or office procedures and methods. Work is performed under general supervision. Instructions are oral and written.

Category D: \$14.75 to \$17.70

Performs work that is diversified, with moderate complexity, under general supervision. Requirement is for solid knowledge of office procedures and methods and/or a specialized field. Duties are performed with a good degree of independence, following standard procedures or established practice. Matters of an unusual nature or questions involving deviation from established practice are generally referred to others for decisions or guidance.

Category F \$17.39 to \$20.86

Performs work, most of which is diversified and very complex, and of significant scope. Most tasks are of high difficulty, and require creative thinking and problem-solving. Specialization may be required. Instructions are general, usually expressed in desirable objectives. Most tasks require independent follow-up or follow through, but most important, anticipation of situations developing. Work is not subject to close review, and employee frequently reports to supervisor through results rather than for methods used. Employee has responsibility to prevent serious error.

*** Recent research by the Human Resources Department has determined that the above salary ranges are equivalent to salaries offered within the Not for Profit sector within Vancouver area.*

Prepared by J. McMurtry, Personnel Minister, BC Conference, 1998, updated 2003