

Customized Salary Structure
Church of the Living God
Church Operating Budget \$5.0M
Houston, Texas @ 104% of the National Average

Prepared by
Church Compensation Services LLC
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Salary Structure

A salary structure is a tool developed to provide base salary ranges that are fair, competitive and cost-effective. Positions are slotted into the salary structure based on external market value and internal job worth hierarchy.

Methodology

Church Compensation Services has developed a customized salary structure covering all positions in the 2023 MegaChurch Compensation Survey — from Child Care Worker to Senior Pastor. This structure has been customized for large churches and is specific to churches with an annual operating budget less than \$5.0M.

In addition, the structure has been further modified to reflect the cost of salaries in Houston, Texas at 104% of the national average. Cost of salaries reflect the demand for and supply of labor, differing from cost of living (COL) which reflects the demand for and supply of goods and services. These geographic rates are determined by millions of data points from public and private sources and are commonly used by organizations across the country.

Slotting Benchmark Positions

All survey positions have been preliminarily slotted into grades/ranges within the customized salary structures based on external value.

We have also calculated the compa-ratio for each benchmark job compared to the midpoint of the new range. We have also determined the cost, if any, to bring positions to the minimum of the range and totaled the salaries paid above the maximum of the range. This will identify any employees are paid outside the new salary ranges.

Implementation

Before implementing a new salary structure, review the preliminary grade assignments and make adjustments based on internal equity using reporting relationships and whole-job value as a guide. Positions may have more or less responsibilities and/or value at your church than others. For this exercise consider the value of the job, not the incumbent. Also confirm and/or correct the survey job match and employee base salaries associated with each position. These are based on values submitted on your 2023 MegaChurch Compensation Survey questionnaire.

Next, slot your non-benchmark jobs into the appropriate salary grade using the same internal equity review process described above. Church Compensation Services can assist you with this process for a small per job fee. Contact survey@churchcompensationservices.com for more information.

Lastly, if there are employees paid below the minimum of the new range determine what action, if any, should be taken to increase employee pay to the minimum of their new range.

Also, consider “red-circling” employees paid above the maximum of their new range. This refers to freezing employee pay and potentially paying a lump sum bonus in lieu of a base salary increase to prevent salaries from creeping higher above the maximum of the range.

Paying employees below the minimum of their salary range may cause excessive turnover while paying above the maximum of the range may incur unnecessary costs.

Maintenance

Annually adjust the salary structure to reflect the average increase in your market. The MegaChurch Compensation Survey reports average salary structure adjustments, along with average salary increases for other large churches. In addition, reference the estimated market value of each position to keep up with any salary trends for existing positions and slotting new positions.

Conduct an annual costing analysis to determine if any positions are falling below or moving above their formal salary ranges. Periodically, develop new salary structures, as needed.

Customized Salary Structure
Operating Budget \$5.0M
National

Grade	Minimum	Midpoint	Maximum	Midpt Prog	Width
1	--	--	--	--	--
2	--	--	--	--	--
3	--	--	--	--	--
4	--	--	--	--	--
5	--	--	--	--	--
6	--	--	--	--	--
7	--	--	--	--	--
8	--	--	--	--	--
9	--	--	--	--	--
10	--	--	--	--	--
11	--	--	--	--	--
12	--	--	--	--	--
13	--	--	--	--	--
14	--	--	--	--	--
15	--	--	--	--	--
16	--	--	--	--	--

Customized Salary Structure
Operating Budget \$5.0M
Houston, Texas @ 104% of the National Average

Grade	Minimum	Midpoint	Maximum	Midpoint Progression	Range Spread
1	--	--	--	--	--
2	--	--	--	--	--
3	--	--	--	--	--
4	--	--	--	--	--
5	--	--	--	--	--
6	--	--	--	--	--
7	--	--	--	--	--
8	--	--	--	--	--
9	--	--	--	--	--
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11	--	--	--	--	--
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13	--	--	--	--	--
14	--	--	--	--	--
15	--	--	--	--	--
16	--	--	--	--	--

Salary Structure - Survey Job Grade Assignments

Survey Job Title	Market Base Salary	Assigned Grade	Operating Budget < \$5.0M					
			National			Houston, TX @ 104% of Nat'l Avg		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
0010 Director of Administration or Chief Administrative Officer	TBD	TBD	--	--	--	--	--	--
0020 Administrative Manager	TBD	TBD	--	--	--	--	--	--
0030 Administrative Assistant to Senior Pastor	TBD	TBD	--	--	--	--	--	--
0040 Administrative Assistant to Senior Leadership Team Member	TBD	TBD	--	--	--	--	--	--
0050 Senior Administrative Assistant	TBD	TBD	--	--	--	--	--	--
0060 Administrative Assistant	TBD	TBD	--	--	--	--	--	--
0070 Administrative Clerk	TBD	TBD	--	--	--	--	--	--
0080 Mailroom/Printing Services/Imaging Clerk	TBD	TBD	--	--	--	--	--	--
0090 Receptionist/Switchboard Operator	TBD	TBD	--	--	--	--	--	--
0100 Book Store/Retail Manager	TBD	TBD	--	--	--	--	--	--
0110 Book Store/Retail Coordinator	TBD	TBD	--	--	--	--	--	--
0120 Director of Communications	TBD	TBD	--	--	--	--	--	--
0130 Communications Manager	TBD	TBD	--	--	--	--	--	--
0140 Writer	TBD	TBD	--	--	--	--	--	--
0150 Visual Arts Director	TBD	TBD	--	--	--	--	--	--
0160 Graphic Designer	TBD	TBD	--	--	--	--	--	--
0170 Webmaster	TBD	TBD	--	--	--	--	--	--
0175 Web Content Designer	TBD	TBD	--	--	--	--	--	--
0180 Guest Services Director/Assimilation Director	TBD	TBD	--	--	--	--	--	--
0190 Director of Pastoral Care Ministry	TBD	TBD	--	--	--	--	--	--
0200 Pastoral Care Associate	TBD	TBD	--	--	--	--	--	--
0210 Director of Special Programs	TBD	TBD	--	--	--	--	--	--
0220 Top Missions Development	TBD	TBD	--	--	--	--	--	--
0230 International Missions/Development Director	TBD	TBD	--	--	--	--	--	--
0240 International Missions/Development Coordinator	TBD	TBD	--	--	--	--	--	--
0250 Urban Missions/Development Director	TBD	TBD	--	--	--	--	--	--
0260 Urban Missions/Development Coordinator	TBD	TBD	--	--	--	--	--	--
0265 Licensed Counselor	TBD	TBD	--	--	--	--	--	--
0270 Top Creative Arts/Music Position	TBD	TBD	--	--	--	--	--	--
0280 Worship Leader	TBD	TBD	--	--	--	--	--	--
0290 Music Director	TBD	TBD	--	--	--	--	--	--
0300 Musician	TBD	TBD	--	--	--	--	--	--
0310 Vocalist/Worship Team Member	TBD	TBD	--	--	--	--	--	--
0320 Drama Director	TBD	TBD	--	--	--	--	--	--
0330 Producer	TBD	TBD	--	--	--	--	--	--
0345 Music Librarian	TBD	TBD	--	--	--	--	--	--
0350 Top Facilities Position	TBD	TBD	--	--	--	--	--	--
0360 Facilities/Operations Manager	TBD	TBD	--	--	--	--	--	--
0370 Facilities Supervisor	TBD	TBD	--	--	--	--	--	--
0380 Maintenance Technician	TBD	TBD	--	--	--	--	--	--
0420 Groundskeeper	TBD	TBD	--	--	--	--	--	--
0440 Custodian/Janitor	TBD	TBD	--	--	--	--	--	--
0450 Director of Finance or Chief Financial Officer	TBD	TBD	--	--	--	--	--	--
0460 Controller	TBD	TBD	--	--	--	--	--	--
0470 Accounting Manager	TBD	TBD	--	--	--	--	--	--
0480 Senior Accountant	TBD	TBD	--	--	--	--	--	--
0490 Accountant	TBD	TBD	--	--	--	--	--	--
0510 Accounting Supervisor	TBD	TBD	--	--	--	--	--	--
0515 Accounting Clerk	TBD	TBD	--	--	--	--	--	--
0560 Payroll Administrator	TBD	TBD	--	--	--	--	--	--
0570 Director of Food Service	TBD	TBD	--	--	--	--	--	--
0580 Food Services Manager	TBD	TBD	--	--	--	--	--	--
0590 Shift Manager	TBD	TBD	--	--	--	--	--	--

Customized Salary Structure - Costing Analysis

Church of the Living God				MegaChurch Compensation Survey		Structure Based on Operating Budget < \$5.0M (National)						Structure Based on Operating Budget < \$5.0M (Houston, TX) @ 104% of Nat'l Avg)									
Job Title	ID	FLSA	Annual Base Salary	Job Code	Job Title	Market Base Salary	Grade	Minimum	Midpoint	Maximum	Compa-Ratio	Below Minimum	Above Maximum	Grade	Minimum	Midpoint	Maximum	Compa-Ratio	Below Minimum	Above Maximum	
<i>Insert your church job title and survey match to populate the costing analysis</i>						TBD	TBD	--	--	--	TBD			TBD	--	--	--	TBD			
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Totals												\$	-	\$	-			\$	-	\$	-