

**GUIDELINES FOR COMPLETING
NEW MEXICO PASTOR COMPENSATION FORM – 2021**

GENERAL INFORMATION

PLEASE NOTE: The expectation is that you will complete the Pastor Compensation Form using Microsoft Excel. If you cannot use Excel, please print the forms and fill them out by hand.

Contact the Conference Benefits Office with any questions you may have. (Anna Marshall, CBO 505-255-8786 X 102)

Complete a compensation report for each pastor under Episcopal appointment to the church or charge.

- Please complete all information at the top of the form: insert the name of the church and the complete name of the pastor on the appropriate lines; check the % of appointment; indicate the effective date; who is filling out the form; and a contact phone number.
- In the case of a dual charge (2 point charge), each church must complete a compensation form AND use (page 3), *the CHARGE INFORMATION SHEET*, to enter information for both churches.
- Use the correct form for the percentage of appointment for licensed or non-licensed. The percentage of appointment is important so that the correct pension amount can be calculated and credited to the pastor, as well as to ensure enrollment in the appropriate pension plan.
- In completing the compensation form, make an entry in all non-shaded boxes. If the pastor is not provided with any amount with respect to a specific line, enter zero. Any lines on the compensation form that are left blank will be assumed to have a zero value.
- The shaded boxes calculate numbers and pull from information already entered. For example, line 3 is pulled from the information entered in Worksheet 1. For line 7, place an X on the line next to who is being covered under the Health Insurance and the default amount will be identified.
- After completing and signing the compensation form, return the original to the district office. Copies of the compensation form should be retained by the church and by the pastor. In addition, a copy of the compensation form is provided to the Conference Benefits Officer.
- *Any changes/amendments in the compensation form must be approved by a church or charge conference, and the amended form is to be submitted to the Conference Benefits Officer.*

Please note (if applicable) the following salary minimums that have been set by the New Mexico Annual Conference for 2021:

Relationship	Minimum Salary Base (salary only, does not include housing)
Full Time Local Pastor	\$35,792
Provisional Member	\$38,590
Full Connection Member	\$40,964