

## **GUIDELINES FOR COMPLETING NEW MEXICO COMPENSATION FORM 2023**

Please complete the 2023 Compensation form using Excel for each pastor under Episcopal appointment to the church. Complete the top information as requested.

If this is not possible, please print the forms and complete what information you can, however at the very least include: Housing, Salary, Cash Allowances and Account Reimbursements approved by the church. Calculations for Pension and Benefits will then need to be calculated using 2023 percentages, so submit the manually completed form to the Conference Benefits Officer(anna@nmconfum.com) to be completed with the other church costs, in time for the church to have the full compensation package for their scheduled Charge Conference.

Use the correct form for the appointment percentage and conference relationship. There is a form for Full Time or  $\frac{3}{4}$  time Elders, Deacons, and Local Pastors. There is a separate form for  $\frac{1}{2}$  or less appointment for Elders, Deacons, and Local Pastors. In the case of a 2-point charge, each church must individually complete a compensation form and also complete page 3 of their form with the information from the other church added. Call the District office if you need help determining which form to use.

The payroll deduction page is for the church's finance committee to determine how to structure payroll. The Conference Benefits Officer, although it should match, cannot use it as the definitive election of the HealthFlex Benefits or UMPIP percentage election.

Enter information in the non-shaded boxes(cells), entering zero if not applicable. The shaded boxes pull information from information already entered and should not be edited. For line 7, *Conference Health Insurance Paid by Local Church*, place an X on the line next to who is being covered and the default amount will be identified.

After completing and getting the required signatures on the Compensation form, send it to the District Office, along with the appropriate Resolutions. The church and the pastor should keep a copy for their files. The completed form will be forwarded to the Conference Benefits Officer to enter into Benefits Management and Wespah.

*Any changes/amendments to an already approved compensation form must again be approved by a church or charge conference. Submit this amendment to the District Office with the required signatures.*

### **Minimum Salary Requirements set by the New Mexico Annual Conference for 2023**

<b>CONFERENCE RELATIONSHIP</b>	<b>MINIMUM SALARY (DOES NOT INCLUDE HOUSING)</b>
<i>Full Time Local Pastor</i>	<i>\$37,603</i>
<i>Associate Member</i>	<i>\$39,233</i>
<i>Provisional Member</i>	<i>\$40,543</i>
<i>Full Connection</i>	<i>\$43,036</i>