**GUIDELINES FOR COMPLETING**

**NEW MEXICO COMPENSATION FORM 2024**

Please complete the 2024 Compensation form **using Excel** for each pastor under Episcopal appointment to the church.

**If you are not able to use Excel**, please print the forms and complete at the very least: Housing, Salary, Cash Allowances, and Accountable Reimbursements approved by the church. Calculations for Pension and Benefits will need to be calculated using 2024 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.

Please be sure you are using the correct form for your appointment or assignment. There are 4 forms available.

1. Full Time or Three-Quarter Time

 2. Half Time NMAC Elder or Local Licensed

 3. Retired or Supply or Less Than Half Time

 4. 2-point charge

In the case of a 2-point charge form, each church must (individually) complete that compensation form, and include the other church on page 3.

The forms are available on the conference website under the “Resources” tab, then to “Forms” or by using this link <https://www.nmconfum.com/charge-conference-forms/> . Call or email Melissa Thacker (melissa@nmconfum.com) at the NMAC office if you need help determining which form to use.

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

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

Forms should be approved at your annual church/charge conference and signed by all parties. Include the appropriate Resolutions form (Housing Allowance, Housing Exclusion, Accountable Reimbursement). ***Completed and signed forms are due by December 1, 2023*** and should be forwarded to Melissa Thacker at the NMAC office for data entry and she will forward to the Conference Benefits Officer to enter in to Benefits Management and Wespath. The church and the pastor should keep a copy for their files.

*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 (including Melissa Thacker), with the required* *signatures.*

**Minimum Salary Requirements set by the New Mexico Annual Conference for 2024**

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| ***CONFERENCE RELATIONSHIP*** | ***MINIMUM SALARY (DOES NOT INCLUDE HOUSING)*** |
| *Full Time Local Pastor* | *$37,603* |
| *Associate Member* | *$39,233* |
| *Provisional Member* | *$40,543* |
| *Full Connection* | *$43,036* |