

UUA Recommended Compensation and Corresponding Job Description Capsules for various levels of “Administrator”

<http://www.uua.org/leaders/leaderslibrary/compensation/19315.shtml>

Business Administrator

Manages the administrative and financial matters of the congregation with a high degree of independence and fiscal responsibility. Typically empowered to sign contracts, negotiate insurance programs and develop financial plans. Advises the governing board on a wide range of financial matters at a strategic level. Supervises other administrative staff. Typically requires significant business experience and a degree in business administration with at least five years of managerial or significant professional employment in a religious organization.

Congregational Administrator

Responsible for a broad variety of functions for the smooth operation of the church program with minimal guidance by a business manager or minister. Manages office procedures, facilities, schedules, purchasing, preparation of budgets, and bookkeeping services. Will be skilled in office applications for computers. Will supervise other administrative staff in the absence of a Business Administrator. Prepares reports and recommendations to governing board and minister. Contacts people internally and externally to gather information. Knowledgeable about the organization and its policies. May prepare payroll, accounts payable, and record revenue.

Office Administrator

Responsible for a variety of operations for the administration of the church program under moderate supervision. May perform most of the functions listed above, but likely to require guidance. Often performs the duties of an Office Assistant. Will be skilled in current office applications for computers. May supervise other staff and/or volunteers.

From “Recommended Salary Ranges for UUA Congregations, Effective for Church Years beginning 1/1/08 through 12/31/08” Office of Church Staff Finances, Page 2. Approved by the UUA BOT 4/22/07:

| Number of Members | Small (<150) | | | Mid Sized I (150- 249) | | | Mid Sized II (250 -349) | | | Mid Sized III (350-499) | | | Large I (500 - 749) | | | Large II (>750) | | |
|--|--------------|--------|--------|------------------------|--------|--------|-------------------------|--------|--------|-------------------------|--------|--------|---------------------|--------|--------|-----------------|--------|--------|
| | MIN | MID | MAX | MIN | MID | MAX | MIN | MID | MAX | MIN | MID | MAX | MIN | MID | MAX | MIN | MID | MAX |
| ADMINISTRATIVE AND OPERATIONS | | | | | | | | | | | | | | | | | | |
| Business Administrator | 41,700 | 50,100 | 58,200 | 46,600 | 56,000 | 65,300 | 48,300 | 59,200 | 70,100 | 50,300 | 62,300 | 74,100 | 52,300 | 65,300 | 78,200 | 56,300 | 70,400 | 84,600 |
| Congregational Administrator | 31,800 | 37,300 | 42,900 | 32,900 | 38,800 | 44,500 | 33,500 | 39,300 | 45,200 | 34,000 | 40,400 | 46,900 | 34,600 | 41,400 | 48,500 | 35,100 | 42,900 | 50,800 |
| Office Administrator | 26,400 | 31,000 | 35,600 | 27,400 | 32,300 | 37,100 | 27,800 | 32,800 | 37,600 | 28,600 | 33,700 | 38,600 | 29,500 | 34,600 | 39,600 | 29,900 | 35,700 | 41,900 |
| Office Assistant | 22,800 | 26,500 | 30,900 | 23,200 | 27,200 | 31,400 | 23,700 | 27,800 | 32,100 | 24,200 | 28,500 | 32,800 | 24,800 | 29,200 | 33,500 | 25,500 | 30,000 | 34,500 |
| Bookkeeper | 30,900 | 36,400 | 41,800 | 31,800 | 37,500 | 43,000 | 32,400 | 38,000 | 43,700 | 33,200 | 39,000 | 44,800 | 34,000 | 40,000 | 45,900 | 34,600 | 41,600 | 48,500 |
| Membership or Volunteer Coordinator | 27,200 | 32,000 | 36,800 | 28,200 | 33,300 | 38,200 | 28,800 | 33,800 | 38,600 | 29,500 | 34,700 | 39,800 | 30,200 | 35,500 | 40,900 | 31,200 | 36,700 | 42,200 |
| Custodian | 22,800 | 24,600 | 29,800 | 22,800 | 25,400 | 29,800 | 22,800 | 25,900 | 29,800 | 22,800 | 26,500 | 30,400 | 22,800 | 27,100 | 30,900 | 23,400 | 27,900 | 31,700 |
| <i>Hourly Rate</i> | 10.96 | 11.83 | 14.33 | 10.96 | 12.21 | 14.33 | 10.96 | 12.45 | 14.33 | 10.96 | 12.74 | 14.62 | 10.96 | 13.03 | 14.86 | 11.25 | 13.41 | 15.24 |
| Capsule job descriptions are intended as a standard for establishing the appropriate salary range for employees. These capsules should guide congregations in assigning the appropriate salary range for a position. They are not a total or all-encompassing description of the work. | | | | | | | | | | | | | | | | | | |

From: "Betsy Gabriel" <bsgabriel47@msn.com>
Subject: **Re: Help with "Business Administrator" Position Description**
Date: May 7, 2008 2:30:23 PM EDT
To: <mark@markandvinny.com>
Cc: "Joyce Stewart" <JStewart@uaa.org>

Hello Mark,

Joyce Stewart has forwarded your message to me for reply.

First I have to say what an enviable position you are in. Such significant assets and large endowment must allow you to do many wonderful things.

You already referenced what we have available through the UUA Fair Compensation program. The highest level position related to administration of the church is the Business Administrator. You are correct in determining yourselves to be in a Geo-Index 5 category. I would classify you as a Mid Sized II Congregation - which would predict a pay range of 48,300 to 70,010 for 2008.

Our scheme would place you in the Mid-Sized II category because we quantify churches by membership size. We do not have access to assets or endowment levels for our various congregations and consequently would not be able to match that information to the outside data we use to develop market prices for our positions. If you were to choose to identify yourself as a Large II congregation I would only urge that you pay all your employees according to that classification. Internal equity (paying according to the same measures within an organization) is an important component of Fair Compensation.

There are several sources for job descriptions. I suggest you look at the Dictionary of Occupational Titles. There are many references to Executive Directors of Non-profits listed there which might help you find some descriptive material.

http://www.occupationalinfo.org/dot_e4.html

You might also try some non-profit groups, such as Idealist.org

<http://www.idealists.org/>

Generally speaking an Executive Director of an organization is the top person, reporting only to the Board and responsible for all operations of the organization. This seems to me to be broader than the position you are describing. If I were you, I would call some of the large non-profits in your area, ask them the titles of the folks who run the business side of their organization and search various sources for a job description with those titles. Some of these non-profits might even be willing to share their job descriptions.

Finally, please feel free to contact your District Compensation consultant. I know that he will help in any way he can. His contact information follows:

Mr. Douglas Ford
37 Pleasant Valley Road
Mendham, NJ 07945
H: (973) 543-6415 dougbar@aol.com

Best wishes to you.

Betsy Gabriel
National Volunteer Coordinator
UUA Compensation Consultants
215-376-0417

From: Mark de Solla Price [<mailto:mark@MarkandVinny.com>]
Sent: Sunday, May 04, 2008 7:36 PM
To: ocsf@uua.org
Cc: Andrea Lerner; Doug Zelinski; Brenda Shrobe; Winifred Zubin
Subject: Help with "Business Administrator" Position Description

Dear UUA Compensation & Our District Folks --

We're just about to start the process of hiring a new Business Administrator. Although we're a medium-sized congregation (315 members) we have

significant real estate holdings and a \$15+ million endowment.

In the past we've had more of a Congregational or Office Administrator level person, and we're trying to upgrade the position to more of an Executive Director who reports to the board and runs the business side of our church.

If you could provide us (or point us toward) some "best practices" position descriptions for this job function, it would really help us find what's right for us.

We have already seen the paragraph on uua.org and the Recommended Salary Ranges for UUA Congregations. I assume that we're in "Geo Index 5" and might be considered "Large II (>750)" (because of our assets and real estate business) so the suggested range might be the \$56,300 to \$84,600.

-- Mark

Mark de Solla Price

Board of Trustees Chair

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Business Administrator

Manages the administrative and financial matters of the congregation with a high degree of independence and fiscal responsibility. Typically empowered to sign contracts, negotiate insurance programs and develop financial plans. Advises the governing board on a wide range of financial matters at a strategic level. Supervises other administrative staff. Typically requires significant business experience and a degree in business administration with at least five years of managerial or significant professional employment in a religious organization.