

Non-ministerial Survey

This study is a joint project of Baptist state conventions, GuideStone Financial Resources and LifeWay Christian Resources. Compensation and employer data is collected anonymously from ministers and church employees, tabulated, and then made available in online reports. The free reports can be used by individuals, committees or churches to evaluate and compare on a national or statewide basis the compensation provided by churches of similar size and budget.

This form is designed for non-ministerial employees only. To obtain a ministerial survey form, please contact GuideStone or your state convention. All ministers and office/custodial personnel of Southern Baptist churches are encouraged to return the survey by May 15, 2012. Study results will be released in the summer of 2012 on the websites of Baptist state conventions, GuideStone Financial Resources and LifeWay Christian Resources. **You may complete the online version of this survey until May 31, 2012. Visit www.GuideStone.org/CompensationSurvey.**

HELP

If you have questions concerning the content or actual questions of the survey, call GuideStone Financial Resources at **1-888-98-GUIDE** (1-888-984-8433). This survey may also be completed online at www.GuideStone.org/CompensationSurvey.

SURVEY INSTRUCTIONS

Instructions for completing the survey:

1. In the questionnaire the term 'church' refers to both churches and church-type missions.
2. Please supply an appropriate answer for each item presented.
3. Enter dollar amounts as whole numbers.
4. Enter dollar amounts rather than answering "Yes" or "Provided."
5. Enter "0" rather than answering "None" or "Not provided."
6. Since data is anonymous, data from incomplete surveys will not be used in survey results.
7. Currently this survey is for Southern Baptist churches and missions. We are unable to use responses from non-SBC churches.

FREQUENTLY ASKED QUESTIONS

Who should complete the survey?

Full- or part-time pastors, staff ministers, office personnel and custodians of Southern Baptist churches. **This form is designed for non-ministerial employees only. To obtain a ministerial survey form, please contact GuideStone or your state convention.**

Will my privacy be guarded?

Yes. Data from the study will only be reported in aggregate or average formats. Specific data from individual respondents or from multiple respondents at a single church will not be released.

How long will the survey take?

Approximately 5–8 minutes.

What information is needed before I start?

Church Information for 2012:

- Average weekly primary attendance (Bible Study or Worship attendance).
- Resident membership.
- Annual church budget.

Individual employee information for 2012:

- Annual salary.
- Annual retirement plan contributions by the church.
- Annual insurance premiums paid by the church.
- Level of education completed.
- Vacation and paid time-off allowed.

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A. CHURCH INFORMATION

1. Is your church affiliated with a Baptist state convention and/or the Southern Baptist Convention? Yes No*
** Currently this survey is for Southern Baptist churches and missions. We are unable to use responses from non-SBC churches*
Note on confidentiality -- This data is strictly confidential and will not be shared with other agencies or used to market products or services to your church. Information provided about the name of the church and the city in which it is located will not be revealed as part of the survey results. This specific information is gathered for the sole purpose of preventing duplication of data in the survey should a church's compensation information be entered multiple times.
2. What is the name of your church? _____
3. In what city is your church located? _____
4. In what state is your church located? _____
5. With which Baptist state convention(s) is your church affiliated? **If you are dually aligned, please name both conventions:**

6. What is your church's average weekly primary attendance? (Use whichever figure is highest — Sunday School average attendance or average attendance at primary worship service[s].) _____
7. What is your church's RESIDENT membership? _____
8. What is your 2012 Annual Church Budget? (If no church budget, please enter the total annual receipts for the past year. Estimate if necessary.) _____
9. What is the annual TOTAL of Compensation and Benefits provided to ALL church employees? (This includes salaries, employer-provided benefits such as retirement or insurance, and the church's portion of Social Security or Medicare taxes. Include any Social Security offset or housing allowance for ministers.) _____

B. PERSONAL AND POSITION INFORMATION

1. Please enter the title of your position: _____
2. Please choose the staff position in which you are employed.
 Office Personnel
 Custodial Personnel
3. Please select the ONE choice which **best** describes your church employment.
 Full time (fully-funded position); Paid by the church to work 35+ hours per week.
Skip to question 6 if you checked "Full time".
 Part time (employed to work fewer than 35 hours per week)
4. As a part-time employee, approximately how many hours per week do you work? _____
5. As a part-time employee, do you receive an annual salary or are you paid by the hour? Annual salary Hourly rate.
6. What is your current age? _____
7. What is your highest level of education thus far? **(Choose only one.)**
 High School graduate or less
 Associate degree (two-year school)
 Some college (no degree)
 College graduate (Bachelor's degree)
 Graduate degree (Master's degree)
 Graduate degree (Doctorate)
8. How many years have you been employed at your current church (either full time or part time)?
Round to nearest whole year. _____
9. How many weeks of vacation do you currently receive each year from your church?
Round to nearest whole week. _____

C. SALARY INFORMATION

1. What is your **annual** salary for 2012? Include any personal retirement contributions which otherwise would reduce your salary.
Round to nearest whole dollar. _____
Or, if this position is part-time and is paid by the hour, enter the hourly wage here: _____

D. BENEFITS FOR 2012

1. Retirement Plan Contribution: Please enter the ANNUAL amount **paid by your church as an employee benefit (Do not include amounts you voluntarily reduced from your salary.) Round to the nearest whole dollar. Annual Retirement Contribution paid by Church as an Employee Benefit:** _____
2. Please give the **TOTAL annual amount Paid by the Church** for all insurance coverage **for you (including family if paid for by the church).** (This includes medical, dental, vision, life and accident, and disability insurance.) Be sure to give the annual amount.
Round to the nearest whole dollar. Total annual amount paid by the church: _____
3. Check the type of **medical** insurance coverage fully or partially paid for by your church.
- Self only
- Self and Spouse
- Family
- No medical insurance provided
4. Does the church pay (fully or partially) for **dental** insurance coverage for you? Yes No
5. Does the church pay (fully or partially) for **vision** insurance coverage for you? Yes No
6. Does the church pay (fully or partially) for **life and/or accident** insurance for you? Yes No
7. Does the church pay (fully or partially) for **disability** insurance for you? Yes No

Would you like to be notified when final results of the 2012 SBC Compensation Survey are ready? If so, please enter your email address and we will email you the link. _____

This concludes the survey items. Thank you for participating in the 2012 SBC Church Compensation Survey. Please return the completed survey to the address shown below by May 15, 2012. You can complete the online version of this survey until May 31, 2012. Visit www.GuideStone.org/CompensationSurvey to take the survey.

Please return this survey to: