



Clergy Remuneration Information

Date: November 7, 2022
REVISED December 7, 2022 to reflect medical and life insurance premiums
To: Churchwardens, Treasurers, and Active Clergy
From: The Human Resources Department

A. Remuneration and Benefits for 2023

Summary of Changes:

For 2023, there are changes to the Cost of Living Adjustment, the unit rate, medical benefit premiums, life insurance premiums, travel rate, and the short term disability fund rate as summarized below and with further information in Appendix B. The CPP, EI, and Unit rates have been updated on page 2. The minimum stipend grid has been updated on page 3. The travel reimbursement rates has been updated on page 4.

	2022	2023
COLA	3.0%	3.0%
Unit Rate	\$111.70	\$115.05
Medical Benefit Premiums*		
Single	\$1,131.84	\$1,132.20
Married	\$2,713.92	\$2,712.96
Family	\$3,251.52	\$3,255.96
Group Life Insurance Premium*		
Single	\$147.96	\$185.74
Married	\$157.20	\$196.36
Short Term Disability Fund Rate	\$216/year	\$138/year
Travel Rate	\$0.52 per km 1 st 5000 km/ \$0.46 per km thereafter	\$0.61 per km 1 st 5000 km/ \$0.55 per km thereafter

* both the cleric and the parish pay the same premium

1. The Cost of Living Adjustment (COLA)

The Cost of Living Adjustment for 2023 is 3.0%. The minimum stipend scale (see point # 4 below) and the unit rate (see point #2 below) have been updated for 2023.

This recommendation takes into account ability to pay in balance with general employment market conditions and not for profit sector data and is in addition to the step increase for those on minimum stipend for each year.

Annual Clergy Stipend Adjustments

The stipend of clergy paid **at the minimum level** will be automatically adjusted on January 1 to reflect the annual increase for years of service.

For clergy paid **above the minimum stipend scale**, the Diocese requires the attached Appendix E form to be completed. No changes will be made unless this form is signed and received from the

Churchwardens. Churchwardens who wish to give an increase above the minimum stipend scale are urged to do so, by completing section A of Appendix E and submitting the form to the Diocesan Payroll Office by January 6, 2023 in order to ensure that any adjustment becomes effective as of January 2023.

2. Unit Rate

For retired clergy and Sunday supply who are paid on a unit basis, the minimum remuneration in 2023 is \$115.05 per unit. For more detail please refer to the [Parish Human Resources Manual](#). Appropriate statutory deductions must be made and remitted to the government, however, no other benefits are provided to clergy who are paid on a unit basis.

3. Summary of Costs

The following chart summarizes the various components of clergy remuneration costs/benefits. Please note that all information provided in this table is based on stipend and is in annual amounts unless otherwise stated. Further detail on these benefits is provided in Appendix B.

The rates listed below are subject to change. If there are any discrepancies between the information provided and the official plans, the official plans will rule in all cases.

Type of Cost	Clergy Portion	Parish Portion
Long-Term Disability Plan	not applicable	3.3% + tax
General Synod Pension Plan	7.5%	18.75%
Pregnancy and Parental Leave	not applicable	0.23%
Post-Retirement Benefits	not applicable	3.75%
Short-Term Disability	not applicable	\$138
Professional Development (CEP)	not applicable	\$900
Canada Pension Plan Premium	5.95% to max. of \$3,754.45	5.95% to max. of \$3,754.45
Employment Insurance Premium	1.63% to max of \$1,002.45	2.28 % to max of \$1,403.43

Medical Benefit and Group Life Insurance Premiums		
Medical Benefit Premium 2023		
Single	\$1,132.20	\$1,132.20
Married	\$2,712.96	\$2,712.96
Family	\$3,255.96	\$3,255.96
Group Life Insurance Premium 2022		
Single	\$185.74	\$185.74
Married (Family)	\$196.36	\$196.36

4. The Minimum Stipend Scale

Please note the amount of increase from year 3 and onward is 1.4%.

<i>Years of service</i>	<i>2022</i>	<i>2023</i>
0 At Ordination as Deacon	37,735	38,867
1 January 1, following year	39,205	40,381
2 January 1, next year	42,756	44,039
3 January 1, next year	43,354	44,655
4 January 1, next year	43,947	45,265
5 January 1, next year	44,558	45,895
6 January 1, next year	45,156	46,511
7 January 1, next year	45,790	47,164
8 January 1, next year	46,418	47,811
9 January 1, next year	47,065	48,477
10 January 1, next year	47,719	49,151
11 January 1, next year	48,388	49,840
12 January 1, next year	49,053	50,525
13 January 1, next year	49,719	51,211
14 January 1, next year	50,422	51,935
15 January 1, next year	51,126	52,660
16 January 1, next year	51,850	53,406
17 January 1, next year	52,574	54,151
18 January 1, next year	53,309	54,908
19 January 1, next year	54,049	55,670
20 January 1, next year	54,805	56,449

B. Other Finance and Budget Information

1. Travel

The cost of operating a car is subject to fluctuations in operating costs, primarily fuel. The Diocese regularly reviews the travel reimbursement rate for Diocesan volunteers and staff by considering the policies of other dioceses, comparable not-for-profit organizations, and the Canada Revenue Agency guidelines.

It is the responsibility of the Churchwardens and clergy to set an appropriate travel reimbursement rate for ministry-related travel for parish travel. Parish circumstances differ significantly throughout the Diocese, whether it is rural, multi-point or urban. These circumstances can mean a difference in reimbursement amounts. The rate should never be lower than the rate set by the Diocese which is 61 cents per kilometer for the first 5,000 km and 55 cents per km thereafter. (Effective January 1, 2023). The rates are not adjusted annually.

Travel between home and church is not eligible for reimbursement. A log must be kept for all church related travel and include addresses at the beginning and end of the trip, the total kilometers, and the reason for travel. Expense claim forms must include the same information or have attached a photocopy of the relevant pages of the travel log.

There are tax implications if the reimbursement rate exceeds what is deemed reasonable by the Canada Revenue Agency (CRA). If the amount exceeds that rate, the entire allowance will be deemed a taxable benefit, and must be included in one's report of taxable income. In turn the individual may then be able to claim automobile expenses by filing Form T2200, which may be obtained from the Diocesan payroll office (call 416-363-6021 / toll-free, 1-800-668-8932, ext. 239). For more information about automobile and motor vehicle allowances, please visit CRA's website at: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>

In 2022, the maximum rates set by CRA were 61 cents per kilometer for the first 5,000 km and 55 cents per km thereafter. The rates can be found on CRA's website at: www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html.

2. Utility Costs

In order to comply with the Income Tax Act, the Diocesan payroll office must receive by January 31, 2023, the 2022 amount (January to December) of utilities paid by your parish on behalf of the cleric. These costs will be reported on each cleric's annual T4 slip.

These costs should include the following: basic phone service, light, heat, and water, but not property taxes.

APPENDIX A

How to determine Clergy Remuneration

The clergy remuneration package consists of:

1. a stipend,
2. a living accommodation or a reasonable housing allowance, together with the reasonable costs of fuel, telephone and public utilities (taxable benefit),
3. the diocesan benefits plan including group insurance, dental and vision care, and extended health care,
4. the diocesan pregnancy and parental leave benefits,
5. post-retirement benefits,
6. short-term disability and long-term disability benefits,
7. the national continuing education plan,
8. the General Synod Pension Plan,
9. statutory benefits such as Canada Pension Plan and Employment Insurance,
10. one month of vacation, plus a one-week winter break per year,
11. two weeks (one weekend) paid leave of absence of Professional Development Leave per year,
12. eligibility for sabbath and education leaves after 6 years of continuous full-time service in the Diocese of Toronto.

Determining Remuneration

When a cleric is appointed, the Suffragan Bishop, after consultation with the Churchwardens, sets a stipend amount and housing arrangement. From that point forward, it is expected that the Churchwardens will meet annually with the cleric to determine changes to their level of remuneration.

Here are a few suggestions that may be of help in preparing for this meeting:

Step 1. Adjust by Cost of Living

Adjust the present stipend level by the approved Cost of Living Adjustment.

The Human Resources Committee of Synod Council approves the cost of living adjustment. If the cleric is paid according to the minimum stipend scale, the adjustment is made automatically through central payroll.

If the cleric is paid more than the minimum and the Churchwardens intend to make the cost of living adjustment, they must send in the attached remuneration notification form (Appendix E) to central payroll.

As just and fair employers, it is advised that a cost of living adjustment be applied to lay staff compensation levels.

Step 2. Review the Housing Arrangement

Review the present housing arrangement. If the cleric is in a rectory, assess and plan for any repairs. Since the rectory is considered part of the remuneration package for clergy it is important to properly maintain the home.

If the cleric is receiving a housing allowance, check with a local realtor for a fair rental value. This figure should be reviewed annually and set for a minimum of a two year term. Please remember that the housing allowance is to include basic phone service, heat, light, water, and other utilities.

a) Rectories

Churchwardens are responsible for inspecting the rectory on an annual basis. The inspection is to be carried out at a time that is mutually convenient for the Incumbent and the Churchwardens. Every five years, the rectory is to be inspected by a professional home inspector who shall issue findings to the Churchwardens. The Churchwardens are to address, on a timely basis, all deficiencies identified by the inspections and all repairs are to be carried out by licensed and/or qualified individuals. The fair rental value of the rectory should be reviewed regularly with a local realtor and reported on Appendix E. This information is reported on the cleric's T4 and should be accurate.

b) Housing Allowance

A housing allowance is given to clergy who are not living in a church-provided home. It is determined by the fair rental value of a rectory-like building plus the cost of utilities and local telephone connection. The annual amount should be reviewed regularly with a local realtor to ensure it keeps up with the changes in the housing market and utility cost increases. Please note that as of January 1, 2010, CRA requires clergy to submit a T1213 for their approval before housing allowances are eligible for tax deductions at source. Without this pre-approval, the taxes will be deducted from the housing portion of the clergy remuneration. For more information, please see Appendix D "CRA Requirements for Clergy Residence Deductions".

For more information about the housing component of clergy remuneration, please refer to the [Clergy Housing Policy Statement](#) on the Diocesan website.

Step 3. Other Factors to Consider

Compensation in the secular setting is traditionally meant to attract, reward, motivate and retain employees. Historically, clergy remuneration was in the form of a living, meant to free the cleric from worldly concerns. Today, in the Church, we find these two principles intertwined. As the Churchwardens and the cleric try to discuss clergy remuneration the following questions should be considered: What is the standard of living at the present remuneration level? What not-for-profit compensation level suitably reflects the skills, talents and responsibilities needed for ministry? Everyone needs to know they are appreciated and valued for what they contribute. Does the present remuneration level communicate this?

It is often very difficult for a lay person to assess the effectiveness of a cleric's ministry since ministry is often confidential and is conducted in a one-on-one setting. Also, the outward manifestations of effective ministry are difficult to consistently measure. For example, a decrease in church attendance may reflect demographic shifts rather than the abilities of the cleric. Along with this, clerical ministry must never be considered in isolation from the parish ministry. The cleric cannot accomplish what the parish is not willing to support. Keep these factors in mind and do not rely solely on intuitive feelings and subjective hearsay.

APPENDIX B

Explanation of Benefits Costs

Included in the benefits costs that a parish is billed each month are:

Canada Pension Plan Premiums: The 2023 rate is 5.95%. The maximum pensionable earnings for 2023 are \$66,600, and maximum contributory earnings are \$63,100. The maximum employer's contribution per employee will be \$3,754.45. CPP contributions are made on taxable income (stipend and taxable housing).

Employment Insurance Premiums: The 2023 rate is \$1.63 per \$100 of insurable earnings. The employer rate is 1.4 times the employee rate. The maximum insurable earnings for 2023 are \$61,500. Therefore, in 2023 the maximum employer amount will be \$1,403.43. EI contributions are applied to all income, both stipend and housing.

Group Life Insurance Premiums: In 2023 the annual amounts were \$185.74 for the single plan; and \$196.36 for the married (family) plan. On a monthly basis this is: \$16.36 for married (family) and \$15.48 for single. Please note that the rates reduce when a cleric turns 65.

Medical Benefit Premiums: In 2023 the annual amounts were \$3,255.96 for the family plan; \$2,712.96 for the married plan; and \$1,132.20 for the single plan. On a monthly basis this is: \$271.33 for the family plan; \$226.08 for the married plan; and \$94.35 for the single plan. The Diocese regularly reviews the Benefit Plan, as well as its insurance carriers, and accordingly reserves the right to both amend the Benefit Plan and change its carriers, where appropriate, without further notice to the employee.

Long-Term Disability Plan: The parish contribution rate is 3.3% of stipend, and there is no contribution from the cleric. The LTD contribution is subject to applicable taxes. Currently this is an 8% retail sales tax. Please note that the LTD premium reduces 22 months before a cleric turns 65 and stops 4 months before a cleric turns 65.

Pension Plan: In 2023 parish pension contribution remains at the rate of 18.75% of stipend. The clergy rate is 7.5% of stipend. Please note that the rates from the Pension Office differ from these rates to reflect the housing portion of the cleric's remuneration. In the Diocese of Toronto, the rate is 1.5 times the Pension Office rate and applied to stipend only.

Professional Development: The Diocese of Toronto participates in the National Church Continuing Education plan. The parish contributions continue to be \$900 per year in 2023.

Pregnancy and Parental Leave Benefits: This fund provides supplementary benefits to those on Pregnancy and Parental leave. The parish contribution rate is 0.23% of stipend. For those that qualify for the supplemental benefits and choose to receive, parishes are not billed for the costs associated with the leave. Parishes remain responsible for employer costs related to leaves not covered by this program.

Post-Retirement Benefits: These are fully funded during a cleric's active service, i.e. pre-retirement years. Parish contributions are 3.75% of stipend.

Short-Term Disability Fund: This fund provides for supply coverage to parishes while clergy are on short term disability leave. The program has been effective in assisting parishes pay for supply coverage of up to \$580.00 (approximately 5 units) per week during the short-term disability leave period. Parish contributions are \$138 a year (\$11.50 per month). This contribution will be made for every cleric who participates in the Diocesan pension and benefits plans.

APPENDIX C

Diocese of Toronto Clergy Remuneration and Demographic Data

(based on September, 2022)

i) Number of Full and Part Time Clergy, Average Age and Average Years of Service (2021 and 2022):

Area	2021 Data						2022 Data					
	Total #	# F/T	# P/T	% that are P/T	Avg. Age	Avg. Yrs. Service	Total #	# F/T	# P/T	% that are P/T	Avg. Age	Avg. Yrs. Service
Trent Durham	29	27	2	7%	53.8	17.9	27	22	5	19%	53.5	17.5
York Credit Valley	44	41	3	7%	51.1	14.6	46	42	4	9%	51.9	15.9
York Scarborough	60	46	14	23%	50.5	14.8	60	46	14	23%	50.7	14.0
York Simcoe	36	32	4	11%	54.5	19.2	35	34	1	3%	55.8	18.7
Overall	169	146	23*	14%	52.2	16.3	168	144	24^	14%	52.7	16.2

*Plus 40 part-time clergy not paid through central payroll (30% of total clergy are part-time).

^Plus 47 part-time clergy not paid through central payroll (33% of total clergy are part-time).

ii) 2022 Stipend Information by Years of Service (full-time only): Please note that years 0 and 1 were not included.

Yrs. of Service	# of clergy	Avg. Age	Avg. Stipend	Median Stipend	Percentage above min.
Years 2-5:	17	42.1	\$44,966	\$44,566	70.6%
Years 6-10:	26	53.0	\$48,477	\$47,082	50.0%
Years 11-15:	22	51.4	\$53,145	\$51,720	59.1%
Years 16-20:	22	52.8	\$56,835	\$54,427	59.1%
Years 21+	46	59.8	\$62,252	\$57,000	73.9%
All Clergy	Includes years 0 and 1		\$53,663	\$53,780	59%

iii) 2022 Stipend by Parish Role (full-time only):

Area	All Clergy		Main Priest*		Associates**	
	Average	Median	Average	Median	Average	Median
Trent Durham	\$53,878	\$53,264	\$53,878	\$53,264	-	-
York Credit Valley	\$53,048	\$52,212	\$54,769	\$54,805	\$51,957	\$51,957
York Scarborough	\$54,667	\$50,000	\$58,329	\$55,224	\$49,780	\$45,829
York Simcoe	\$52,926	\$54,525	\$53,917	\$54,805	\$53,240	\$53,240
Overall	\$53,663	\$53,780	\$55,366	\$54,805	\$50,719	\$48,054

*Main Priest refers to Incumbents & Priests-in-Charge

**Associates refers to Associate Priests

iv) 2022 Stipend by Parish Size:

Size	# of parishes	Avg. Yrs. Service	Average	Median
Family	13	17.6	\$51,094	\$51,850
Pastoral	74	16.9	\$53,072	\$52,995
Program	29	19.8	\$59,912	\$58,235
Resource	4	24.8	\$80,484	\$81,968

Includes Incumbents and Priests-in-Charge only

v) Housing Information, including utilities for full-time clergy (2021 and 2022):

The data is the median amount for each type of housing. All types is both cash housing, rectory, and utilities.

Area	2021 Median Housing (all types)					2022 Median Housing (all types)				
	All Types	Rectory Value	Cash Allowance	#	%	All Types	Rectory Value	Cash Allowance	#	%
Trent Durham	\$24,312	\$21,600	\$26,100	14	52	\$25,800	\$23,721	\$26,442	12	55
York Credit Valley	\$24,225	\$33,938	\$23,000	27	66	\$23,613	\$36,094	\$21,714	28	67
York Scarborough	\$29,518	\$41,232	\$24,750	30	65	\$30,000	\$43,800	\$25,884	31	67
York Simcoe	\$24,148	\$22,556	\$24,900	18	56	\$24,414	\$24,070	\$24,800	20	59
Overall	\$25,774	\$29,673	\$24,000	89	61	\$25,800	\$29,378	\$24,500	91	63

is the number of clergy receiving a cash housing allowance.

% is the percentage receiving a cash housing allowance

APPENDIX D

CRA Requirements for Clergy Residence Deductions

In 2009, the Canada Revenue Agency (CRA) made technical changes to the requirement to file Form T1213 (Request to Reduce Tax Deductions at Source) for employees who qualify for the Clergy Residence Deduction (CRD.) Those employees who qualify for that deduction are now required to submit Form T1213 on an annual basis.

Clergy who are receiving a housing allowance must file Form T1213 and receive prior written approval from the CRA before being allowed a reduction of tax at source. If you are living in a rectory you do not need to file a T1213. **It is the employee's responsibility to file the Form T1213.**

Download your Form T1213 from: www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1213.html, fill out and submit as soon as possible to allow sufficient time for CRA to issue the approval before the January 2023 pay.

The following steps are to be taken:

- Download Form T1213.
- Complete, sign and date the T1213.
 1. Fill in the identification section
 2. Under “Request to reduce tax on”, check salary
 3. At the top of page, next to Clergy Residence, write in the housing deduction amount **as** calculated on your T1223. The line “Net amount requested for tax waiver” should have the same amount, unless you are also seeking additional amounts on the T1213 form.
- Attach the EMPLOYER letter from the Diocese. This letter has already been mailed to all clergy receiving paid housing allowance. If you have yet to receive your letter, please contact Keri Stilling at kstilling@toronto.anglican.ca; (416) 363-6021 x 239 or 1 (800) 668-8932 x 239 and a copy will be sent to you.
- Attach a copy of your T1223 (Clergy Residence Deduction) for the year 2023 (which was mailed to you with the employer letter), along with your Job Description which you have to fill out. CRA is also asking for proof of appointment (i.e. an ordination certificate) to be submitted.
- Some clergy were asked for a Fair Market Value (with utilities) assessment letter from a real estate agent in prior years. Please consider getting one and submitting it with your application package.
- **Submit to the London Tax Services Office, 451 Talbot Street, London ON N6A 5E5. This should have been done no later than September 30, 2022 to ensure approval is received by the January 2023 payroll cut-off, as we are being advised it takes up to 16 weeks to process by the CRA.**

Please note that the Diocesan Payroll office should receive your written approval from the CRA by January 15, 2023, otherwise, your housing allowance will be treated as a taxable benefit, until such time as we receive CRA approval, which will result in reduction of take-home (net) pay. No exceptions can be made.

Once you receive a copy of your CRA approval, please send a copy to the Finance Department by:

1. Mail: Anglican Diocese of Toronto
c/o Keri Stilling, General Accountant
135 Adelaide St. E.,
Toronto, ON M5C 1L8
2. Fax: (416) 363-7678
3. Email: kstilling@toronto.anglican.ca

APPENDIX E

2023 Stipend, Housing, and Utilities

You do not need to complete **Part A** if your clergy are on the minimum stipend scale; their remuneration will automatically be adjusted in January. Please use a separate form for each cleric in your parish.

A. Stipend (do not include housing and ensure it is not less than the minimum stipend for 2023)
Clergy Name **Stipend**

_____ \$ _____

B. Housing

Please indicate the fair rental value where a rectory is provided, **or** the amount of cash housing provided. The fair rental value is required by Canada Revenue Agency to be reported. **NOTE:** Clergy have either “fair rental value of rectory” **or** “cash housing paid”, never both. The Diocese of Toronto requires that a fair rental value be determined for all clergy provided housing. The fair rental value is to be reviewed annually by the Churchwardens, set for a minimum two year term, and formally evaluated by an independent assessor every five years.

Clergy Name	Fair Rental Value of Rectory	Cash Housing Paid
_____	\$ _____	\$ _____

C. Utilities

Utilities include basic phone service, light, heat and water, but not property taxes. Rectory utilities or housing utilities paid **by the parish** for the period January 1, 2022 to December 31, 2022.

Clergy Name	Amount
_____	\$ _____

D. Churchwarden Authorization

_____ Name (please print):	_____ Signature:	_____ Phone number
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_____ Name (please print):	_____ Signature:	_____ Phone number
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Parish Name: _____

Please email, mail or fax completed copies to the Payroll Office, Anglican Diocese of Toronto, kstilling@toronto.anglican.ca, 135 Adelaide St. E., Toronto M5C 1L8. Fax **(416) 363-7678**