

**Results of survey from United Methodist Church  
administrative assistants/secretaries in Arkansas and  
other surveys received from PAUMCS secretaries**

You will note yearly salaries were calculated using weekly, bi-weekly and monthly salaries where provided. We did not receive as many surveys as we really needed but this will give you an insight into the rate of pay for Arkansas. I know some of you are beginning to meet with pastors, PPR and finance committees. I hope this will help you with your meeting. I am delighted with the number of you who have spoken with me about continuing education for next year for PAUMCS in Dayton, Ohio and vacation and sick days!

I am still reeling over our meeting in August and the possibility of another meeting in 2008. Please feel free to call me on the 1-877-646-1816 toll free number or email me [lgray@arumc.org](mailto:lgray@arumc.org) with ideas for our next meeting or help with any other areas of your work.

Libby Gray, President  
Arkansas Chapter, PAUMCS

<u>Members</u>	<u>Attendance</u>	<u>Salary Yr</u>	<u>Weekly*</u>	<u>Bi-weekly*</u>	<u>Monthly*</u>	<u>Hours</u>	
1440	547	\$25,621.00					and benefits - health/pension
850	400	\$25,522.00				33.5 hr	\$2000/yr. Annuity; 4 weeks vacation
300	250	\$25,000.00				35 hr	Off on Fridays, health ins, 2 wks vacation and sick leave
700	500	\$24,960.00	\$480.00			30 hrs	
1000	300	\$23,200.00					
687	159	\$22,050.00					
341	95	\$22,000.00					
274	100	\$22,000.00				32 hr	\$3700 ins/\$1200 pension yr
693	145	\$21,700.00					
306	117	\$21,630.00					
400	175	\$20,800.00		\$867.00		40 hrs	
250	150	\$20,000.00				40 hrs	No benefits
580	400	\$19,151.00		\$797.96			
750	300	\$18,000.00			\$1500.00		Vacation and health ins
450	135	\$17,028.00				32 hrs	
454	200	\$15,929.00					
166	104	\$13,980.00					part-time
700	650	\$13,900.00					part-time
700	200	\$13,200.00			\$1,100.00		health insurance \$1500/yr
1270	422	\$13,158.00		\$1,096.15		40 hrs	
826	347	\$10,797.00					part-time
199	75	\$9,880.00	\$190.00				
250	90	\$9,100.00	\$175.00				
188	75	\$8,320.00	\$160.00			28-30 hrs	
528	338	\$5,360.00					
290	151	\$1,681.00					
235	91	\$1,500.00					
100	45	\$1,392.00					works at home
1069	639	\$1,040.00					
250	150					40 hrs	

*\*Yearly salaries were calculated using weekly, bi-weekly and monthly salaries provided.*

The following is the result of the survey sent from PAUMCS. I am amazed at the diversity of salaries and benefits. However everyone is working extremely hard, some have lots of pressure; several mentioned they have very caring congregations, who have helped them when they have had difficulties, such as divorce and/or illness. Most seem to be quite happy although sometimes not appreciated —

### Pennsylvania

- Pennsylvania Administrative Assistants working for the District Superintendents works 20-30 hours a week and are paid \$12.40 an hour, with pension and conference contribution, no health insurance or paid vacation.
- Pennsylvania small membership churches work approximately 20 hours a week for \$12,500 year.
- A congregation of 650, small town makes \$11.00 hour, volunteers for many hours of the week and mentors of two youth from the church.  
Many members feel the secretary should be a volunteer position.

### Michigan

- A 125-member church, \$11,50 an hour, average 50-70 hours a pay period of twice a month, also has a separate income from a community ministry group at the church.
- A 117-member church office manager receives \$22,750 for 35.5 hours/week. And church pays insurance and funds National PAUMCS Conference each year.
- A 600 member church administrative assistant, \$26,484, full time, 3 weeks paid vacation, 9 paid holidays, 5% of salary into pension, does all work but paying bills.
- 220 member church, \$11.90 an hour, part-time, six paid holidays, \$600.00 for continuing ed for PAUMCS conference.

### Georgia

- Average pay for large church secretaries is \$37,250 plus insurance and accounts reimbursement of \$1,250.00.

### Ohio

- An office manager of a medium size membership church receives \$27,000, 40 hours a week, for September through May, 30 hours a week June through August. Does all financial and bookkeeping work plus usual, 4 weeks paid vacation and sick leave accumulating one day per month.

### Tennessee

- Administrative Assistant, \$34,000 includes health and dental insurance, highest paid in the conference and it is a medium to large size membership church.
- Administrative Assistant \$20,821 for 275 members, 4% of salary paid to pension by church, all insurance paid with a total package of \$26,573.84. Handles all finances, financial giving, withholding, etc.

### Middle Tennessee

- \$30,000 plus insurance, office manager and the church secretary \$25,000 plus insurance, 40 hours a week and paid benefits of vacation and holidays.

### New Jersey

- New Jersey small membership church secretary works 20 hours a week for \$13,000.
- Large church secretary (800+) makes \$37,500 a year for 37.5 hours a week.
- A medium membership size (229) church secretary works 25 hours a week, and makes \$10.00 an hour.
- A 178 size congregation secretary works 12 hours a week for \$5,248 a year.
- A 750 membership church works 32+ hours a week, for \$21,281 and pension of \$3,100, three weeks vacation and one week sick leave.

### Florida

- Average salary for medium to large church membership is \$25,894. Their pension is paid and \$750.00 continuing ed plus free medical insurance for individual.
- Florida, 1,000 member church, \$30,000, 40 hours a week, health insurance paid, 100% for her, large portion paid for dependents, 3% of salary goes to pension and she pays 1.5%, also has three paid weeks of vacation.

### Wisconsin

- Small congregation relying on outside rentals for 45% of their income pays secretary \$15.52 hour for 25 hours a week.
- 850 member church administrative assistant is paid \$35,928, \$3100 for health insurance. She does not have any financial responsibilities.

### Western New York

- In a city struggling with economy, \$25,199 is paid to secretary for 750 membership church. Has no benefits except or three weeks vacation. Had money for PAUMCS in continuing education but was cut at budget time.
- Small membership church of 179, receives \$20, 500 with no benefits.

### Virginia

- 350 member church, \$22,500 for 36 hours a week, three weeks vacation, 30 days sick leave, and \$100.00 benefit package.
- 400 member church, \$24, 517, 35 hours a week, 3 weeks paid vacation, church matches pension contribution, and has \$500 continuing education.

### Maryland

- Small church in small town (250) no benefits, half days in summer with Fridays off (June, July and August) and 30 hours a week.
- 260 member church, \$20,400, 30 hour week., (which is considered full time) has two weeks vacation and 10 holidays.
- 1500 member church, senior church secretary (new title) receives \$31,000 with pension, health insurance, no financial responsibilities, has part-time assistant for four hours a day,
- 650 member administrative assistant receives \$36,500 with no benefits.

### Arizona

- Office manager for \$16.62 hour, health insurance paid, and next year paying for dependents insurance. All benefits of pension, holidays and vacation.
- Church administrator \$28,000 with health benefits and pension, works four 10 hour days, paid over-time for weekend hours.