

**Grace Episcopal Church  
Ministry Role Description  
2025**

**Ministry name** – Compensation Committee

**Leader/s name, email address, phone number** – Finance Committee chair(s)

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**Leader role, responsibilities and duties**

- Meet routinely in the fall of each year;
- Communicate with committee members:
  - Finance Committee chair(s)
  - Treasurer of parish
  - Current Senior Warden
  - Incoming Senior Warden
  - Other parishioners as invited by committee chair(s)

**Member role, responsibilities and duties**

- On an annual basis:
  - Review and advise the Vestry about fair and equitable salaries and benefits for all church clergy and staff;
  - Review every employee's compensation package;
  - Recommend to the Vestry salary adjustments, taking into account the financial realities of the parish;
  - Meet with Rector to create any new employee's initial compensation package and subsequent annual adjustments;
- In the event of a Rector Search Committee, the Compensation Committee will meet with the search committee and/or the Vestry to advise about a compensation package.