

# Policy: Factoring Guide

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## Presbytery of Baltimore

Approved by the Presbytery of Baltimore

June 17, 2010 (841<sup>st</sup> Meeting)

Directions: To determine a position factor, first determine the Professional Skill level in Section I. Then determine the Complexity of the position in Section II. Section III provides a chart by which the factor for the position is then determined.

### I. PROFESSIONAL SKILLS REQUIRED BY THE POSITION

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|----|--|------------|
| A. | The position requires a professional degree, i.e. <ul style="list-style-type: none"><li>• M.Div., M.R.E. or other appropriate degree AND</li><li>• For pastors, ordination; or</li><li>• For other professionals the equivalent.</li></ul> | 370 Points |
| B. | In addition to the requirements of A, the position requires skills such as <ul style="list-style-type: none"><li>• Would be expected to come from 3-5 years experience OR</li><li>• From a second graduate degree</li></ul>                | 435 Points |
| C. | The position requires skills such as would be expected to come from <ul style="list-style-type: none"><li>• 6-10 years experience OR</li><li>• From 3-5 years experience AND a second graduate degree.</li></ul>                           | 500 Points |
| D. | The position requires skills such as would be expected to come from <ul style="list-style-type: none"><li>• More than 10 years experience OR</li><li>• 6-10 years experience AND a second graduate degree.</li></ul>                       | 565 Points |
| E. | The position requires skills such as would be expected to come from <ul style="list-style-type: none"><li>• More than 10 years experience AND a second graduate degree.</li></ul>  | 630 Points |

### II. COMPLEXITY OF THE POSITION

Take into account such factors as multi-racial, multi-lingual, locality, dispersed membership, high membership turnover, yoked churches, new church development, size of congregation, number of staff supervised, complexity and variety of program for which the professional is responsible, etc.

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|----|--|---------------------|
| 1. | NORMAL (involves 70-75% of all congregations)              | 40% of points above |
| 2. | ABOVE AVERAGE  | 50% of points above |
| 3. | VERY COMPLEX   | 60% of points above |
| 4. | EXTREMELY COMPLEX (involves about 3% of all congregations) | 70% of points above |

### III. FACTOR CHART (rounded off to nearest 5)

Professional Skills	A	B	C	D	E
Factor Base	370	435	500	565	630
Complexity					
1. 40%	520	610	700	790	880
2. 50%	555	655	750	850	945
3. 60%	590	700	800	905	1010
4. 70%	630	740	850	960	1070

### IV. Educators

- A. For Positions that require a Certified Christian Educator, the position factor is 520.
- B. For Positions that require an Associate Certified Christian Educator, the recommended minimum is 80% of the required minimum for a Certified Christian Educator.

#### Notes:

- 1. Part time positions will be based on a forty (40) hour full-time workweek.