



2022 Lay Employee Compensation Guide (excludes Musicians)

This reflects the 3% Cost of Living increase approved by Diocesan Council

Sample Position Titles	Minimum Hourly	Maximum Hourly	Minimum Salary	Maximum Salary
Receptionist	\$14.00	\$17.89	\$29,125	\$37,229
Secretary	\$14.00	\$19.68	\$28,743	\$40,927
Administrative Assistant	\$18.43	\$22.36	\$38,318	\$46,513
Bookkeeper	\$18.43	\$26.85	\$38,318	\$55,827
Cleaning Staff	\$13.55	\$19.68	\$28,191	\$40,927
Sexton	\$15.69	\$23.25	\$32,587	\$48,377
Youth Director			\$38,331	\$61,328
Director, Religious Educ.			\$47,911	\$71,867
Program Director			\$47,911	\$71,867
Administrator and/or Operations Director			\$57,496	\$95,828

2022 Minimum Wage by Locale

District of Columbia	\$15.00
Maryland (fewer than 15 employees)	\$12.20
Maryland (15 or more employees)	\$12.50
**Montgomery County	
10 or fewer employees	\$13.00
11-50 employees	\$13.25
51 or more employees	\$14.00
** Montgomery County rates change July 1, 2022	

For employees working less than full-time, as defined by the parish, the salary may be prorated based on number of hours worked each week. *Ex:* A receptionist works 30 hours per week or 75% time of a 40 hour full-time position. The salary might be 75% of \$40,000 or \$30,000 annually.

Base salary does not include the costs of health insurance, pension contributions, FICA, life insurance, income replacement (short-term disability) or long-term disability. Lay employees are eligible for employer paid retirement benefits if working 1000+ hours annually and health benefits if working 1500+ hours annually. Optional benefits at 1000+ hours annually include Group Life and Disability insurance. Employers are encouraged to offer Group Life and Short-term Disability to eligible staff.