

2023 Lay Employee Compensation Guide

Diocesan Council approved a 3.5% increase in salaries and wages for 2023. *The Council strongly encourages a 4% increase if possible.*

Diocesan Council encourages parish leadership to offer at least a 3.5% increase in response to the growing cost of consumer goods. Additional pay, either added to base salary or a one-time bonus for exceptional performance also is encouraged.

Lay Employees (except Musicians) Changes are based on the DC minimum wage (\$16.10) effective July 1, 2022. Parishes with complex operations may need to offer higher salaries, such as those positions serving a parish *and* school or a parish *and* affiliated outreach service.

Sample Position Titles	Minimum Hourly	Minimum Salary		Maximum Salary	
		3.50%	4%	3.50%	4%
Receptionist	\$16.10	\$34,660	\$34,828	\$43,926	\$44,139
Secretary	\$16.10	\$34,660	\$34,828	\$48,290	\$48,523
Administrative Assistant	\$21.01	\$45,230	\$45,449	\$54,881	\$55,146
Bookkeeper	\$21.01	\$45,230	\$45,449	\$65,870	\$66,188
Cleaning Staff	\$16.10	\$34,660	\$34,828	\$48,290	\$48,523
Sexton	\$17.89	\$38,514	\$38,700	\$57,080	\$57,356
Youth Director		\$45,227	\$45,445	\$72,361	\$72,710
Director, Religious Educ.		\$56,530	\$56,803	\$84,796	\$85,206
Program Director		\$56,530	\$56,803	\$84,796	\$85,206
Administrator and/or Operations Director		\$67,840	\$68,167	\$113,067	\$113,614

2023 Minimum Wage by Locale.			
Please click on the links for required posting.			Full-time salary
District of Columbia		\$16.10	\$33,488
Maryland (fewer than 15 employees)		\$12.80	\$27,560
Maryland (15 or more employees)		\$13.25	\$26,624
** Montgomery County			
10 or fewer employees		\$14.00	\$29,120
11-50 employees		\$15.00	\$31,200
51 or more employees		\$15.65	\$32,552

**Montgomery County wages change July 1, 2023

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:* An administrative assistant 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.