

2026 Clergy Compensation Form Instructions

Please complete pastor's name, church name, charge name, district, and beginning date.

Cash Salary: this amount is the total amount paid to the clergy for payroll. This amount does not need to include any housing allowance funds or parsonage utility funds. This was previously line A1, however, there are no deductions on this new compensation form so cash salary should include any personal contributions to pension and personal premiums for health insurance. Please do not deduct those amounts from the cash salary line.

If your church receives Equitable Compensation, Stay UMC funding, or district support please include those dollar amounts in this line as well. If you have questions about these funds, please refer to one of the following:

Equitable compensation: Melinda Parker

Stay UMC: Melinda Britt or Clare Wilson

District Support: your district admin. assistant

Housing Allowance: this amount is the total amount designated as the housing allowance. This line should ONLY be used if there is NO personage. This was previously line C1.

Cash Sub-Total: this line is the total of cash salary + housing. The formula is already in the system to do this for you. Please do not remove or change this formula. This was previously line D.

Check if Parsonage: only check the box if your church has a parsonage that the clergy is using. (* If your sheet shows the check box, use that box if applicable. If your sheet shows FALSE, type TRUE in its place if applicable.)

Parsonage utilities: this amount is the total amount designated as the parsonage utilities/apurtenances. This line should ONLY be used if there is a parsonage that the clergy is using. This was previously line C2.

Parsonage equivalent: this is based off the total of cash salary + parsonage utilities x 35%. This is not a paid amount, and it is only used for pension calculations. The formula is in the system to do the calculations for you. Please do not remove or change this formula. 35% is an increase from prior years, and it was set by General Conference 2024 to start in 2026. This was previously line E.

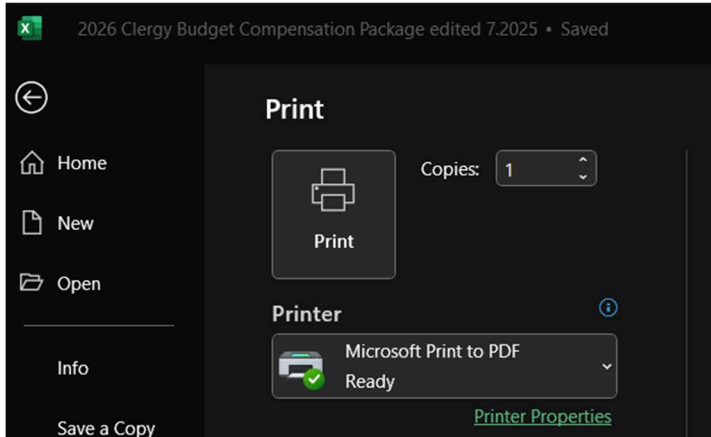
Clergy Plan Compensation Grand Total: for clergy with NO parsonage this is the total of cash salary + housing allowance. For clergy with a parsonage this is total of cash salary + parsonage utilities + parsonage equivalent. This is the amount that is the clergy's direct billed pension will be based on. This was previously line F.

Minimum Clergy personal contribution to Compass: this shows what 4% of the clergy plan compensation grand total is so that your clergy knows the amount they MUST contribute to receive the full match. If any changes need to be made to the clergy's personal contributions a new UMPIP form must be completed and sent to Melinda Parker.

How to print clergy compensation form from excel to pdf:

Once the form has been completed, select file, then print.

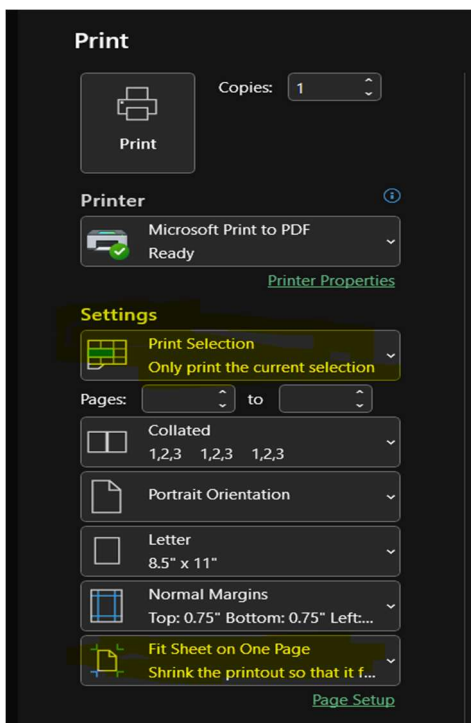
Select print to pdf or Microsoft print to pdf depending on your computer.



If you have not adjusted anything on the page the form should be preset to print on one page. Then select print and a save print box will appear. Save the file as ClergyLastName, ClergyFirstName ChurchName 2026.pdf

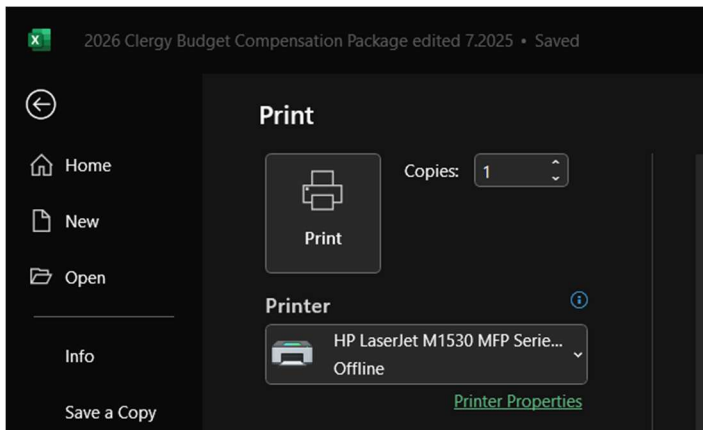
If you have made adjustments, highlight the form including columns A-F and rows 1-37.

Under settings, select print selection. Select fit sheet on one page under scaling. Then print.



How to print a hard copy of the form:

Select file print, then select your printer.



If you have not adjusted anything on the page the form should be preset to print on one page.

Complete the form and collect the appropriate signatures.

Then scan and save the form as a pdf so it can be uploaded to the system.

If you have made adjustments, highlight the form including columns A-F and rows 1-37.

Under settings, select print selection. Select fit sheet on one page under scaling. Then print.

