

How to complete the Clergy Compensation form

The Clergy Compensation Form is available in the [People Portal](#) for the clergy/pastor(s).

Instructions for Initial Login: [People Portal Support Page](#)

General Instructions:

After logging into the People Portal, click the **“Compensation” link located in the black box on your screen.**

- Click your name (you)
- Click green “Create a new compensation” button
- Complete the Compensation form from top to bottom. This is a dynamic form which will open/close and calculate fields, depending on what is entered at the top sections of the form. When completed, click SAVE. You may re-enter the form at any time until you “Submit for approval.”
- Manage the Splits: enter the compensation splits if you serve more than one church. The calculations here must be correct for you to be able to Submit for Approval.
- Done? Submit for Approval.

(Clergy Compensation Form Training Recording: [Watch the recording](#))

- If you are appointed to a **multiple point charge** you will submit only one compensation form through your People Portal for your primary church. After the form is completed, you will then calculate the breakdown for each church by clicking on the "Manage the Splits" at the top of the form.
- **Important information for your reference:**
 - **HealthFlex Insurance Premiums Tables**, you can visit the [Health & Pension Benefits Page](#) for more information. Entering your HealthFlex Insurance choices will simply share that information for the form; you will still need to enroll in HealthFlex online during the election period.
 - **If you are part of a clergy couple**, you will see this question right under BENEFITS. If you are, and you click “Yes”, and you are not the spouse who will be carrying the policy, please select “4a. Clergy Couple Plan- \$0.00” for Health Plan Type, and the last options as well for Dental and Vision. (the \$0.00 plans). Only the clergy member who

will carry the policy needs to select the actual plans on the compensation form

- **COMPASS** is the new retirement plan for those clergy serving 50%. 75% and 100% appointments.
 - For those clergy on Compass, **you will need to select a PERCENTAGE of your salary**, we will no longer use flat dollar amounts for the clergy portion of Compass (previously UMPIP). **Up to 4% will be matched dollar-for-dollar.**
 - Pastors appointed Full-time, $\frac{3}{4}$ time, and $\frac{1}{2}$ time receive the church's contribution of \$150 + 3% plus the match (up to 4%) toward their Compass. Certain clergy categories also qualify for the death and disability benefit through CPP (Comprehensive Protection Plan). See the eligibility list below. All these plans are calculated on what is called "Plan Compensation".
 - CPP = 3.0% of plan compensation (same as 2026)
 - Plan compensation is calculated as follows:
 - With housing allowance: Cash salary + housing allowance + the amount the church/charge pays toward the personal portion of the pastor's health insurance premium = Plan Compensation
 - With parsonage: Cash salary + the amount the church/charge pays toward the personal portion of the pastor's
- **UMPIP** is a retirement plan for clergy who are in $\frac{1}{4}$ time or 25% appointments if the church has decided to adopt the plan. These personal contributions that pastors make to UMPIP are paid through a payroll deduction at the local church level and the bill comes directly to the local church from Wespath.
 - **If you are making a change to your personal contributions to pensions through UMPIP, please submit a new UMPIP Contributions Agreement form to LaMeise Turner lturner@umcnic.org, NIC Benefits Officer.**
 - You may also log into your Wespath Benefits Access account and on the Retirement/Accounts see your current election and make any changes. Please be sure to update your treasurer on any changes for your payroll deduction.
- The amount on line 1 of your Compensation Form must be equal to or greater than the MINIMUM SALARY amount listed below. These amounts were approved at the 2026 Annual Conference. Churches are encouraged to pay above the minimum. The 2027 recommended **Minimum Compensation amounts are:**

- Elders \$49,936
- Licensed Local Pastors \$45,869
- **Currently eligible for CPP:**
 - Serving 100%: Elders, Provisional Elders, Deacons and Provisional Deacons in a local church appointment, Licensed local pastors, full members of other UM conferences, full members of other denominations.
 - Serving 75%: Elders, Provisional Elders, Deacons and Provisional Deacons in a local church appointment, full members of other UM conferences, full members of other denominations.
 - 50% and 25% appointments and DS Supply are not eligible.