

2025 Lay Staff Compensation Sheet for Payroll

Churches are encouraged to increase lay staff salaries by at least 3.6% for cost of living in 2025.

Employee Name _____ Effective Date of 2025 Increase: _____

Address _____ **√ if new address** _____

Parish Name _____ City/Town _____

Annual Salary \$ _____ /year **Monthly Salary** \$ _____ /month

Hourly Pay \$ _____ /hour Hours must be submitted the first week of the month for the previous month

Minimum wage in Ontario is \$17.20/hour effective October 1, 2024. The Diocese encourages paying a living wage. <https://www.ontariolivingwage.ca/rates>

Start Date _____ Number of hours worked per month _____

VACATION PAY

Add to each pay _____ (minimum 4% for employees under 5 years; 6% if over 5 years)

Or

Paid vacation days included in salary. **Indicate # of paid vacation days per year** _____

AUTHORIZATION

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Name: _____ Signature: _____ Date: _____
(Churchwarden)

Parish Treasurer or Paymaster (Payroll Contact) Name: _____

Email: _____ Daytime phone number: _____

Please mail, email or fax completed copies to:

Payroll Diocese of Huron, 190 Queens Ave. London, Ontario N6A 6H7

Phone: 519 434 6893 x 234

Fax #: (519) 673-4151

Email: payroll@huron.anglican.ca

For Office Use

Parish _____

Div/Dept _____

Location _____

Employee No _____

Lay Benefits _____

Lay Pension _____