



Wage and Hour Compliance Manual

Catholic Diocese of Salina

TABLE OF CONTENTS

I.	Introduction	1
II.	Exempt or Non-Exempt under the FLSA Chart	6
III.	Time Sheet – Exhibit A	7
IV.	Employment Agreement – Exhibit B	8
V.	Job Descriptions – Exhibit C	10
	A. Catholic School Teacher	11
	B. Office Manager	14
	C. Development Director	16
	D. Pastoral Associate	20
	E. Director of Religious Education	23
	F. Director of Liturgical Music	27
	G. Catechist	29
VI.	Example List of Exemption/Non-Exempt Employee Positions	31

I-9 Form/Sample Performance Review

Introduction

This manual has been developed to assist you and ensure that each of your parishes, schools, or Catholic Charities is in compliance with federal and state laws governing compensation. Kindly review the manual and if you have any questions please refer them to Kim Hoelting by contacting her either by email (kim.hoelting@salinadiocese.org) or telephone (785) 820-8704 ext. #18.

Difference between Exempt and Non-Exempt Positions

- For a position to be exempt from overtime (and usually paid on a salary basis), a two-part test must be met:
 1. The position must be paid a salary at or above the limit of **\$684** a week or **\$35,568** annually established by the Federal Labor Standards Act (FLSA), **AND**
 2. The duties of the position must fall into one of the exemption categories established by the FLSA.
- Non-exempt positions must be paid an hourly rate and overtime at a rate of 1 ½ times the hourly rate for all hours worked over 40 in a 7-day week. For our Diocese, the standard workweek is Sunday through Saturday.
- Non-exempt employees must be paid for all hours worked. Hours worked include activities such as running an errand for work or taking work home. Employees cannot “volunteer” to do their regular job or work off the clock.

Exemption for Teachers

Teachers and substitute teachers in elementary, middle, and high schools will continue to be exempt **without** regard to a minimum salary. They are exempt under the FLSA from overtime and may be paid a salary without regard to a minimum salary.

Pre-Schools and Day Care Ministries

In order for a position to be classified as a “teacher” and exempt from the required minimum salary, the following conditions must be met:

1. The primary duties of the position must be teaching, tutoring, instructing or lecturing in order to impart knowledge, **AND**
2. The instruction must occur in an “educational establishment.” An “educational establishment” means: “A day or residential school **in an elementary or secondary school system** as determined under state law, an institution of higher education or other educational institution (such as special schools for children with mental or physical disabilities or gifted children, whether classified as elementary, secondary or higher). Whether any particular introductory program (e.g., kindergarten or nursery school program) qualifies as an educational establishment depends upon whether the program is **included in the curriculum for elementary education established by the applicable state law.**”

Employees of pre-schools and day care ministries that do not meet the definition of “educational establishment” must be paid on an hourly basis and are entitled to overtime pay. This is not part of the new rule, but it is important to look at the duties of teachers in pre-schools and day care ministries to determine if they meet the definition.

Positions that are Always Non-Exempt (hourly)

Secretaries, administrative assistants, receptionists, and other administrative clerical positions are examples of positions that are always non-exempt and must be paid on an hourly basis and overtime for all hours worked over 40 in a week.

1

Executive Exemption

To qualify for the executive employee exemption, all of the following tests must be met:

- Manage the business, or department, or subdivision, **AND**
- Supervise at least two or more full time associates or the equivalent, **AND**
- Authority to hire, fire, or make suggestions to hire/fire, or other change of status decisions regarding other associates, **AND**
- Minimum Salary is \$684 per week or \$35,568 annually

Positions most likely qualifying for this exemption are:

- Director of Development
- Office Administrator

Administrative Exemption

To qualify for the administrative employee exemption, all of the following tests must be met:

- Primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer, **AND**
- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance, **AND**
- Minimum Salary is \$684 per week or \$35,568 annually

Positions most likely qualifying for this exemption are:

- Executive Assistant
- Grounds Maintenance/Maintenance Supervisor
- Cafeteria Manager

Professional Exemption

To qualify for the learned professional employee exemption, **all** of the following tests must be met:

- Primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment, and
- The advanced knowledge must be in a field of science or learning, and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction, **AND**
- Minimum Salary is \$684 per week or \$35,568 annually

Positions most likely qualifying for this exemption are:

- Business Manager
- Accountant
- Attorney

Educational Administrative Exemption

Duties should include:

- Primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment, **AND**
- The advanced knowledge must be in a field of science or learning, and

- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction, **AND**
- Minimum Salary is \$684 per week or \$35,568 annually

Positions most likely qualifying for this exemption are:

- Business Manager
- Accountant
- Nurse

2

Computer Employee Exemption

Duties should include:

- The employee’s primary duty must consist of: The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or a combination of the aforementioned duties, the performance of which requires the same level of skills.
- Minimum Salary is \$684 per week or \$35,568 annually

Positions most likely qualifying for this exemption are:

- Computer systems analyst
- Computer programmer
- Software engineer
- Other similarly skilled worker in the computer field

Ministerial Exemption

Positions that fall under the Ministerial Exemption are also exempt from overtime and the minimum salary wage. Please note it is not enough to label a position as a “ministry” position, even though we know that all employees of the diocese contribute to the ministry of the Church, they **MUST** have specific ministerial duties in order meet this classification.

These positions are clearly within the Ministerial Exemption:

- | | |
|---|--------------------------------------|
| • Priest, Pastor, Associate Pastor | • Liturgical Minister |
| • Seminarian | • Director of Music or equivalent |
| • Deacon | • Youth, Family, and Campus Minister |
| • Parish Life Coordinator | • Catechist |
| • Pastoral Associate | • Sacristan |
| • Director of Religious Education (or equivalent) | |

If the duties of the position are **primarily clerical**, even if the position supports a ministry, that position does **NOT** fall under the Ministerial Exemption. These positions might include Religious Education Assistant or Youth Ministry Assistant and other similar support positions.

The Legal Definition of “Minister”

A “minister” is broadly defined in civil law as a person who functions in a significant religious capacity (even if not ordained) in accord with very specific Ministerial Exemption legal cases.

The courts use a “totality of the circumstances” analysis to determine if a person is deemed a “minister.” *Hosanna-Tabor*

Evangelical Lutheran Church & Sch. v. EEOC, 132 S.Ct. 694 (2012). This analysis (“totality of the circumstances”) is a multi-factor, fact-intensive examination of the duties of the position. Whether or not a person is considered a minister is based primarily on the individual's job description and function.

In analyzing the job duties, factors to be considered may include:

- 1) Are employment hiring decisions regarding the employee position at issue made largely on religious criteria? (e.g., does the employee need to be Catholic?)
- 2) Is the employee qualified and authorized to perform the ceremonies of the church?
- 3) Is the employee engaged in activities traditionally considered ecclesiastical or religious, including attending to the religious needs of the faithful? Examples: Teaching a religious course or curriculum as part of teaching duties; leading students in daily prayers and devotions. Take away: Religious-based duties.
- 4) Did the employee receive religious training for the job and/or commissioning by the church?
- 5) Did the employee receive any benefits / perks commonly associated with ministers such as tax exempt housing or a housing allowance?
- 6) Does the employee's job title and/or job description: (1) Reflect a ministerial function or role? or (2) Reflect a role in conveying the Church's message and carrying out its mission? Take away: Religious role
- 7) Does the religious organization sincerely in good faith believe that the employee is to function as a minister?
- 8) Are the job functions inextricably intertwined with the religious organization's religious doctrine or standards?
- 9) How much time does the employee spend in religious activities or functions? Take away: Relevant but not to be considered in isolation of other factors.
- 10) Does the employee perform a religious function or serve as a messenger or teacher of the faith?

Independent Contractors

The primary consideration of determining if a worker is an independent contractor is the economic independence of the worker. Several factors go into making this determination:

- The extent to which the work performed is an integral part of the employer's business.
- Whether the worker's managerial skills affect his or her opportunity for profit and loss.
- The relative investments in facilities and equipment by the worker.
- The worker's skill and initiative.
- The permanency of the worker's relationship with the employer.
- The nature and degree of control by the employer.

Most independent contractors have their own businesses, have other clients or customers, set their own hours and are not supervised by the employer.

SPECIAL NOTES:

Seminars, Lectures and Training for Non-Exempt Employees

Attending lectures, meetings, training programs, and similar activities outside the workplace **is compensable time** for non-exempt employees **unless ALL** of the following criteria are met:

1. Attendance is outside the employee's regular working hours; **AND**
2. Attendance is voluntary; **AND**
3. The course, lecture, or meeting is **NOT** directly related to the employee's job; **AND**
4. The employee does **NOT** perform any productive work during such attendance.

Training is considered related to the employee's job if it is designed to help the employee manage his or her job more effectively. If training is for a different job or a new skill, then it is not job-related, even if the course incidentally improves the employee's performance of his or her regular duties. For example, an IT employee who takes classes toward an accounting degree may incidentally improve his or her organizational skills, but the training is not job-related and is not compensable.

Voluntary attendance at independent training, courses, and college after hours is not compensable time, even if the employer pays or reimburses the employee for part of the tuition through an employee benefit plan. Similarly, if an employer offers a lecture or training session for the benefit of employees, voluntary attendance outside of work hours is not compensable time, even if it is job-related or paid by the employer. For example, an employer may offer all employees an opportunity to attend a lecture on improving management skills. If it is during work hours, the time spent at the session is compensable time. If the speaker event is outside of regular hours and is completely voluntary, it is not compensable time.

Receptions, Dinners and Social Events for Non-Exempt Employees

Employers that require non-exempt employees to attend social events (whether the events are sponsored by the employer or by another organization) must treat that time as compensable, even if the employee is not performing his or her regular duties. Employers must clearly communicate to non-exempt employees what is, and is not, required attendance, preferably in writing. Employers should not pressure non-exempt employees to attend an event that is not mandatory.

Time Records for Non-Exempt Employees

Courts place the burden on the Employer to support its position as to an employee's hours worked through adequate contemporaneous records. In the absence of proper records, an employee may substantiate an FLSA claim merely by offering sufficient evidence to permit a reasonable inference as to his or her hours worked. Personal records kept by the employee without the Employer's knowledge may be particularly damaging if the employer has no means of proving the hours worked by its employees.

In addition, evidence that an employer has directed employees not to record time actually worked will be used against the Employer. Employers are required to keep track of the hours worked by non-exempt employees. While time clocks are not required, some comparable means of keeping contemporaneous records of hours worked (such as weekly time sheets approved by employers) are essential to protect the Employer. Employers should follow record-keeping requirements meticulously, as good record-keeping practices often make a huge difference in the case of an audit.

I-9 Form

An I-9 form must be on file for every employee. Clergy forms are retained at the Chancery HR Office.

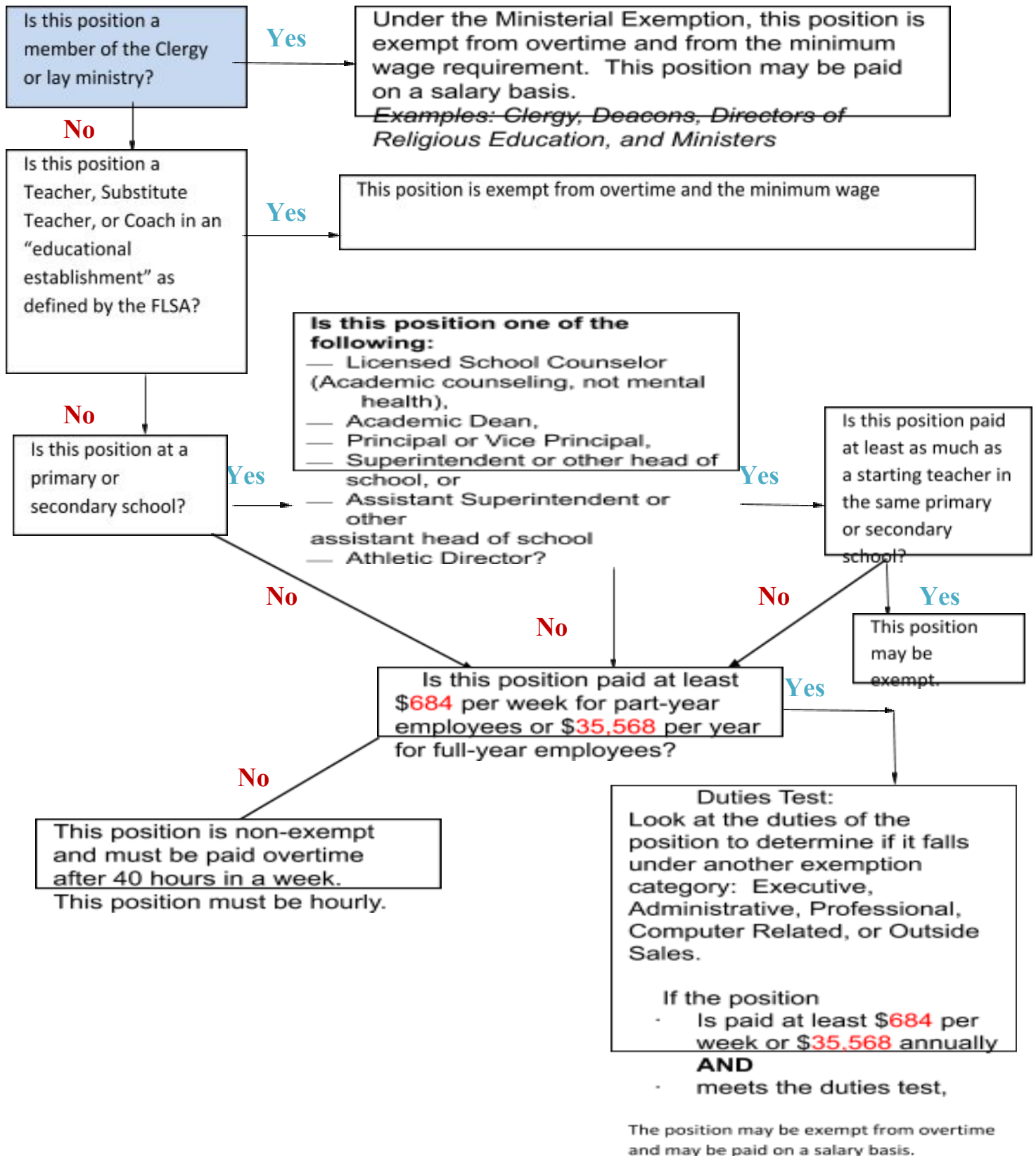
Exhibits Attached

- **Time Card For Non-Exempt Employee (Template/Exhibit A)**
- **Employee Agreement (Template/Exhibit B)**
- **Job Descriptions (Template/Exhibit C)**
- **Example List of Exempt/Non-Exempt Positions in the Diocese of Salina (Exhibit D)**
- **I-9 Sample/Performance Appraisal (PA) Sample**

Exempt or Non-Exempt under the FLSA

To determine if a position is exempt or non-exempt under the Fair Labor Standards Act (1938), look at the salary level and the job description. **The actual duties, not the job title, determine the FLSA status.**

Start Here:



EMPLOYEE: _____

DEPARTMENT: _____

PAY PERIOD: Beginning: _____

Ending: _____

DATE	A.M. In	Out	P.M. In	Out	Hours Worked	Hours Explanation
						Holiday, Vacation or Sick time
				Total Hours		

Employee's Signature: _____

Supervisor's Signature: _____

7



Exhibit B

EM PLOYM ENT AG R EEM ENT

NAME OF EM PLOYEE

TITLE OF POSITION

It is hereby agreed that the (INSERT NAME OF SCHOOL/PARI SH) will employ (INSERT NAME EMPLOYEE) as (INSERT TITLE OF POSITION) beginning (INSERT DATE OF EMPLOYMENT).

In fulfillment of the role and functions outlined in the job description of (INSERT TITLE OF EMPLOYMENT), the (INSERT NAME OF SCHOOL/PARISH) agrees to pay (INSERT NAME OF EMPLOYEE) a (insert whether it is to be salary or hourly) wage of (INSERT STARTING SALARY) beginning on (INSERT DATE). After six (6) months the **Employee** will be evaluated by her/his supervisor(s) and if the **Employee** has performed satisfactorily it is agreed she/he will become a permanent employee as (INSERT TITLE OF POSITION). Once permanent status begins the **Employee's** wage will increase to

(INSERT WAGE) . The wage will be paid bi-monthly. The **Employee** is expected to work (x HOURS) or more per week.

The **Employee** agrees to abide by all of the policies of the (INSERT NAME OF School/Parish) and is under the immediate direction of the {INSERT TITLE OF SUPERVISOR}.

The **Employee** will receive vacation and sick leave (according to the School/Parish Employee Handbook if handbook is applicable otherwise insert what is agreed upon).

The **Employee** will receive paid legal holidays and Holy days (according to the School/Parish Employee Handbook if handbook is applicable otherwise insert what is agreed upon).

Employee acknowledges she/he has received a copy of the School/Parish Employee Handbook and has signed acknowledgement of receiving a copy of said handbook.

8

Employee agrees involvement in the commission of any serious crime, public scandal, or conduct substantially impairing the **Employee's** professional effectiveness or the **Employee's** portrayal of an example to the public, or promulgating teachings inconsistent with established Catholic teachings or openly adopting a way of life inconsistent with Catholic moral standards is considered grounds for immediate termination.

The Employment Agreement is **not** an employment contract, expressed or implied, and is **not** intended to create contractual obligations of any kind. Neither **Employee**, nor the School/Parish, is bound to continue the employment relationship if either chooses. The **Employee** agrees, during her/his employment, she/he is an **employee-at-will**.

Name of Employer

Name of Employee

Date

Date

EXHIBIT C

JOB DESCRIPTIONS

Catholic School

TEACHER

Job Description

Job Title: Certified Teacher

Exemption Status: Exempt

Primary Function:

Under the direction of the school principal, the Teacher is responsible for supporting the School and the Diocese of Salina in their mission to evangelize, catechize, and educate youth in a Catholic School environment. The Teacher shall be a minister of the Gospel and Catholic teaching both academically and behaviorally while at work and in personal life.

Essential Duties and Responsibilities:

- Shall recognize and support the unique Catholic Mission of the School by speaking, acting, and instructing consistent with the teachings of the Roman Catholic Church. The teacher may not espouse any doctrine inconsistent with the teachings of the Roman Catholic Church;
- Shall abide by Catholic principles in the teacher's professional and private life, and shall govern his/her professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures;
- Shall give evidence of living Gospel values by being an active member of a faith community and being open to the importance of a personal faith journey; shall strive to model the teaching of Jesus by attitude and example in the teacher's professional and private life;
- Help build the School's faith community by a demonstrated willingness to participate in, and help plan, School religious and service activities;
- Demonstrate effective planning skills by preparing lessons designed to implement and achieve academic goals and objectives as adopted by the School, along with a Catholic religious curriculum as articulated by the School;
- Demonstrate competence in teaching by demonstrating current, thorough knowledge of the academic and religious curriculum as specified, and be able to communicate effectively with students; be able to organize classroom learning and materials to maximize student time on tasks as well as motivate student learning;
- Develop and use effective methods of evaluation that are directly related to curriculum;
- Objectives and to concepts and skills taught; consistently, clearly, and effectively

- evaluate student progress;
- Establish a consistent disciplinary approach which promotes self-direction and positive self-image; set high standards for student behavior and manage inappropriate behavior effectively;
- Maintain a functional and pleasant learning environment;
- Cooperate with School and Diocesan administration; work effectively with all staff members to promote positive relationships with students and parents. Specific attention will be given toward prompt attendance at scheduled faculty trainings and meetings.
- At all times demonstrate professional responsibility in enforcing School policies and regulations;
- Maintain confidentiality of information; display sound judgment in dress and general behavior. Specifically, Teacher will follow School dress code standards.
- Perform other duties as assigned.

Physical/Mental Requirements:

Coordination and manual dexterity, normal mental and visual capabilities, and the ability to lift as required in a normal office environment.

Required Activities:

Walking; sitting; standing; stooping; reaching; talking; handling; hearing; carrying; and keyboarding.

Basic Qualifications:

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Roman Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church. If not a baptized Catholic, must nonetheless abide by Catholic principles in the teacher's professional and private life.
 - Excellent communications skills including written and oral, public speaking and presentation skills.
 - Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player.
 - Be available for evening and weekend work as necessary; have reliable transportation.
 - Be able to manage multiple tasks simultaneously.
- 12
- Proficiency in the use of computer technology including word processing and the use of excel and related technology; ability and willingness to maintain confidentiality.
 - Flexibility in assessing needs and strategies and adapt appropriately in a ministerial environment.

- Complete a criminal history and background check .
- Professional bearing and clean and neat personal appearance.

Education and Experience:

- Bachelor's Degree from an accredited Institution
- Certified by the State of Kansas as a Teacher
- Level I Diocesan Ministry Certification

Other/Preferred Skills:

- List preferred skill

OFFICE MANAGER Job Description

Position Title: OFFICE MANAGER

Employment Status: Exempt/Non-Exempt

Directly Responsible To: (Indicate pastor/principal)

Purpose: The Office Manager is an administrator in support of the pastor's/principal's responsibilities to the parish/school. This administrator is a steward of the physical, financial, and personnel resources of the parish/school.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- Prepare, administer, and review budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
- Act as liaison between the parish and the diocese in financial matters
- Maximize cash management resources
- Coordinate and review parish organizations' funds
- Establish and maintain personnel evaluation process
- Administer salaries and benefits programs
- In collaboration with the pastor, establish and implement personnel policies
- Direct the management of the parish office
- Oversee the management of the parish records
- Coordinate parish liability, property insurance and workers' compensation with the diocesan general insurance program
- Maintain all cemetery records if applicable
- Maintain good working relationships, effective communications between parish community, various groups and outside authorities
- Attend pastoral staff meetings, commission meetings and Parish Council meetings, as necessary when appropriate
- Attend diocesan administration meetings as necessary, representing the parish and the pastor
- Consult with and advise pastor and principal on business and administrative matters that affect the parish and school
- Coordinate parish purchasing of supplies
- Responsible for use of parish facilities by various groups

- Supervise any major construction, improvement or repair
- Solicit and review bids and quotes and negotiate contracts
- Establish and monitor preventative maintenance programs for all properties
- Establish emergency situation procedures for maintenance staff
- Maintain security of property (key files, etc.)
- Control use of parish facilities by various groups

FAITH COMMITMENT:

1. Manifests a deep faith in God.
2. Participates actively and regularly in the worship and sacramental life of the Church.
3. Demonstrates great love for the Church and commitment to Church teachings.
4. Witnesses to a spirituality of communion by working collaboratively with others in the parish and cluster.

Other, as directed by pastor/director

JOB QUALIFICATIONS:

- Knowledge of accounting principles and practices
- Excellent interpersonal communication skills
- Supervisory experience
- Good organizational skills
- Good record-keeping skills
- Good facilitation skills
- Ability to manage
- Ability to present oneself professionally
- Ability to maintain confidentiality
- Ability to prioritize and to be flexible

EDUCATION:

- College degree desired and/or 5-10 years of business experience
- Able to work frequent evenings and/or weekends and work an unpredictable schedule when necessary

PHYSICAL REQUIREMENTS: (List, if any applicable)

WORK HOURS: (indicate specific days and hours to be worked)

DEVELOPMENT DIRECTOR Job Description

Job Title: Development Director

Program: Fundraising

Reports To: Executive Director

FLSA Status: Exempt

Job Status: Full-time

Date:

The focus of this position is to generate major gifts and corporate sponsorships in support of Diocese of Salina Catholic mission, programs, and annual operating budget. The Development Director will work independently as well as collaborate with Executive Director, Communications and Events Director, and Board of Directors to achieve success.

Essential Duties and Responsibilities:

- Collaborate with the Board of Directors and Executive Director to craft a comprehensive development strategy to enable sustainable growth and achievement of our Catholic strategic goals.
- Develop policies and procedures for the fund development plans which reflect ethical fundraising practices. Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Identify and develop corporate, community and individual prospects for the organization's development priorities. Conduct face-to-face meetings with donors to learn more about their interests and goals and to share about the work of the Roman Catholic faith. Continue to develop pipeline of potential supporters, building on referrals from board members, current advocates and research.
- Work closely with members of the Board of Directors to strategize and solicit individuals, corporations and foundations for major gifts. Under the direction of the Executive Director, the Development Director will cultivate and manage a portfolio of

donors gifting \$1,000 and more and special gifts. Coach senior staff and board

16

members on how to effectively fundraise, helping them to identify and cultivate potential donors, as well as steward existing donors toward increased levels of giving.

- Work closely with the Executive Director and Program Managers to establish funding priorities for pursuing grants. Research grant applications as outlined in the fund development plan to generate funds for the organization. Oversee applications, reports, site visits and other communications to foundations and corporations for support of specific programs.
- Identify potential contributors, establish relationships with potential donors, provide information to interested individuals about planned giving opportunities, handle all planned gifts made to the Catholic Church and maintain all development records related to wills, trusts, charitable gift annuities and other planned gifts.
- Collaborate with the Communications and Events Director to monitor trends in the community and adapt fundraising strategies as necessary to ensure fundraising goals are being achieved.
- Team with the Executive Director and Communications and Events Director for annual budget and management of fund development activities. Monitor expenses and analyze budget reports and recommend changes as necessary.
- Participate in agency planning. Offer insight and guidance to the short and long term planning of the agency and participate as an active member of the agency's director team.
- Perform other duties as assigned.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university required with three or more years of progressive experience in the field of development; or equivalent combination of education and experience.

Knowledge of effective fundraising strategies and techniques for small to medium-sized non-profits; thorough and specific knowledge of the principles and techniques of major gift fundraising, corporate and foundation philanthropic giving, planned and life income gift opportunities, gift and estate tax regulations. Strong knowledge of local, state and national donors, foundations, etc., existing relationships with these donor entities preferred.

Computer Skills:

Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel and PowerPoint. May also require the ability to use Access, and desktop publishing software as required. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information. Experience with Raiser's Edge database software strongly desired.

Workplace Ethics:

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of the Catholic Church including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Church's staff adheres to the social and moral teachings of the Catholic religion.

Communication Skills:

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly in both written and verbal form. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of the Catholic Church both within the Church and community.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence and procedure manuals utilizing proper English, grammar, punctuation and spelling; proofreads with accuracy and completeness to produce

documents requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the general public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community. May require ability to write speeches and articles for publication that conform to prescribed style and format.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

A Certificate in Fundraising Management (CFM) is an asset. Certified Fund Raising Executive (CFRE) designation preferred.

Other Skills and Abilities:

Knowledge of standard office procedures including alphabetic and numeric filing, mail processing, and record keeping. Ability to meet deadlines by effectively planning, organizing and prioritizing work assignments while managing frequent interruptions. Knowledge and ability to operate various office machines including: computer, printer, copier, scanner, fax machine, telephone, and calculator.

PASTORAL ASSOCIATE

Job Description

Position Description:

The Pastoral Associate is a Lay or Religious full-time and/or part-time employee who is a member of the parish staff, sharing responsibility for the daily pastoral care of the faithful. A Pastoral Associate shall be a person of strong faith, a witness to the Good News of Jesus Christ, blessed with a deep love of the Catholic Church, knowledgeable in its teachings and committed to its mission.

As a member of the parish staff, the Pastoral Associate participates in the pastoral care of the parish community. In addition to general responsibilities, the Pastoral Associate performs the various ministries assigned, and supports other staff members as they strive to make adult faith formation an integral focus of parish life.

Essential Duties & Responsibilities:

A. Faith Commitment

1. Manifests a deep faith in God.
2. Participates actively and regularly in the worship and sacramental life of the Church.
3. Demonstrates great love for the Church and commitment to Church teachings.
4. Witnesses to a spirituality of communion by working collaboratively with others in the parish and cluster.
5. Committed to engage the gifts of all of the baptized for the Mission of the Church.

B. Personality

1. Has a healthy self-image.
2. Possesses leadership ability.
3. Is cooperative.
4. Takes initiative.
5. Is flexible.
6. Manifests a hospitable attitude.

7. Relates well with others.
8. Possesses a sense of humor.
9. Is compassionate.

C. Ministerial and Spiritual Formation

1. Has the education, training, and experience required to meet the ministry needs of the specific parish.
2. Possesses organizational and administrative skills.
3. Committed to ongoing formation and education.
4. Involved in spiritual direction, annual retreat, and other ongoing formation opportunities.
5. Willing to participate in appropriate workshops, seminars and programs offered by the parish and the Catholic Diocese of Salina.

D. Academic Competence

Pastoral Associates should have the level of education considered necessary for effectiveness in the general and specific aspects of their ministry. Ordinarily this would include one or a combination of the following:

- MA in Theology or Pastoral Ministry.
- Masters in Divinity.
- MA in non-related field plus 12 academic credits in core theology.
- BA/BS in Theology or Religious Studies.
- BA/BS in non-related field plus 12 academic credits in core theology.

The required core courses in the Catholic tradition are Scripture, Christology, Ecclesiology, and Sacramental Theology.

Skills:

Proficient in the use of personal computers including: word processing, spreadsheet, database and Internet programs.

E. Organization and Administration

Ability to direct the management of the parish office and to implement personnel policies.

F. Youth Ministry

To serve the spiritual, social and developmental needs of the youth of the parish in collaboration with existing youth programs.

G. Adult Enrichment

To provide formation opportunities for laity by assisting them in understanding and living out more fully their Baptismal call to holiness and service in the Church.

- To conduct sacramental catechesis.
- To organize Scripture study groups.
- To develop prayer groups and to organize days of recollection and retreats.

H. Parish Outreach

To discern, create, and promote ways through which the parish can reach out in service to its own members and to those outside the parish community. This includes the formation of a community that welcomes its own, as well as newcomers.

- To train parishioners to serve as parish visitors for the ministry of pastoral care to the sick and homebound.
- To do home visitations/census.
- To visit hospitals and nursing homes.
- To reach out to the alienated and the unchurched.
- To represent the parish at community gatherings and in ecumenical and interreligious organizations.

I. Worship and Spirituality

To work collaboratively with the Pastor and others in forming a pastoral team for liturgical planning.

- To assist with liturgical functions, to lead prayer services, and to provide other devotional opportunities.
- To organize rehearsals and celebrations (e.g. wedding, baptism).
- To lead Wake Services and Burial Services as needed.
- To administer the Eucharist as an extraordinary minister as needed.
- To be involved in the Rite of Christian Initiation of Adults.
- To be responsible for the training and formation of liturgical ministers.
- To organize and implement programs of spiritual enrichment.
- To be available for pastoral conversations and spiritual support.

REPORTS TO:

DIRECTLY REPORTS TO THE PASTOR AND BISHOP OF THE DIOCESE OF SALINA

DIRECTOR OF RELIGIOUS EDUCATION

Job Description

Position Title- Director of Religious Education for Faith Formation K-8th

A. Purpose of Position:

Assist parishioners in the facilitation of educating students K-8th grade and parents of our parish in knowledge and understanding of our faith, encourage them to participate during Mass and in parish functions, and recognize their abilities to serve in church ministries.

B. Responsibilities

1. Assist parents to accept responsibility as primary teachers of their children.
2. Formulates a coherent, well-integrated catechetical plan for the school, which will provide opportunities for all parishioners to grow in their faith and to serve the needs of the parish community.
3. Carries out on-going evaluation of parish religious education programs. May use surveys, questionnaires, or meetings to resolve and clarify areas of possible problems.
4. Provides parish representation at Vicariate education meetings, diocesan workshops and institutes, etc.
5. Supports and assists parish catechetical personnel in devising and implementing programs and arranging good communications between parents and teachers. Helps catechists achieve certification through appropriate ongoing education.
6. Establishes, implements, and evaluates Religious Education goals and objectives of the parish on a regular basis.
7. Create a safe Christian learning environment for children, youth, and adults, according to the teaching of the Catholic Church.
8. Evaluate and select textbooks in accordance with the Teachings of the Church.
9. Update resources, maintaining a catechetical library including audiovisual and multi-media equipment.
10. Provide opportunities of study, discussion, in-service, meetings, and conduct each as needed.
11. Provide all needed materials (AV, run-offs, supplementary material, lesson plans, texts, resources, schedules, class rosters, etc).
12. Foster effective communication among all persons involved with the catechetical program, especially by means of presence and dialogue (emotionally and spiritually), give encouragement and support.

13. Provide for positive Christian disciplinary action encouraging parental support.
14. Find or substitute for catechists when necessary, or give assistance for special needs when requested.
15. Organize and present for Diocesan Child Lures program for all parents and students.
16. Planning and organizing of sacramental preparation for parents and children for the reception of First Reconciliation, Eucharist, Confirmation, or RCIC.
 - Set up and conduct meetings as necessary for parent, child, and catechist.
 - Plan and prepare for First Reconciliation service, Communion, Confirmation, and RCIC Masses and practices (all preparation: i.e.- programs for celebration of Mass, certificates, prepare church for celebrations, and send letters of notification to place of Baptism).
 - First Reconciliation and Eucharist retreats, track attendance, and record Baptismal information.
 - Plan Confirmation retreat and one planned group stewardship project (i.e. Taste of Hays)
 - Track and record of all Confirmation requirements. (i.e. class attendance, stewardship hours, retreats, the Quest, letters to Bishop, Confirmation name and sacramental information and sponsors name.)
 - Plan receptions following celebrations with help of Family Life Commission.
 - Your presence, or a delegate of your choice, is required at these celebrations. If unable to be present let the Priest know.

C. Administrative Duties for Religious Education:

1. Evaluate the catechetical programs, set goals and objectives annually with catechists, and staff.
2. Recruit and train catechists and helpers, maintain catechist records regarding certification, and other needs.
3. Project, prepare, and revise budget annually
4. Purchase materials, supplies, and distribute as needed.
5. Organize the scheduling for classes, prayer services, reconciliation services, youth Masses, for all programs with catechists & priests.
6. Prepare, schedule, and conduct registration of Religious Education.

24

7. Prepare student directory and keep data current.
8. Attend Diocesan DRE meetings and bi-annually Vicariate meetings.
9. Report pertinent data as required by the Salina Diocesan Office of Religious Education.
10. Insure that all catechists and parish volunteers receive policy of protecting our children, consent to background check through the diocese, and complete the VIRTUS online training.

11. Foster a communication support system for parent, catechist, parish, and staff.

G. Other Duties:

1. Weekly, prepare PRE information for the Bulletin, and information on Parish Calendar.
2. Plan, prepare and/or organize all social events concerning Religious education (ie. Catechetical Sunday).
3. Help plan and/or organize Totus Tuus and/or Vacation Bible School (VBS).
4. Attend and participate in classes, workshops, and institutes at the diocesan level and pursue webinars and other workshops you feel will be beneficial to self-growth and parish community.
5. Schedule and attend PRE Teacher meeting and when requested diocesan or parish meetings.
6. Assist staff with projects, functions, or whenever it deems necessary.

H. Minimum Requirements:

1. Bachelor's Degree in Theology preferred and/or
2. Significant experience and knowledge with Catholic teachings.

I. Essential Mental Functions:

1. Ability to read, write and speak English.
2. Ability to plan and prioritize job tasks within deadlines.
3. Excellent presentation and written communication skills

J. Essential Physical Functions:

1. Ability to work with children and parents
2. Ability to occasionally lift children

25

K. Equipment Used:

1. Desktop computer, Copy machine, Fax machine, Telephone

Additional Comments:

These functions and job responsibilities may change over time as directed by the pastor and/or the bishop of the Diocese of Salina.

Other duties may be requested by the pastor and agreed upon by DRE.

26

DIRECTOR OF LITURGICAL MUSIC

Job Description

POSITION TITLE: DIRECTOR OF LITURGICAL MUSIC

EMPLOYMENT STATUS: *(Indicate whether full time, part time, exempt or non-exempt)*

DIRECTLY RESPONSIBLE TO: Pastor

PURPOSE: Serves the parish as principal musician, organist or pianist and/or choir Director, according to the highest standards established by this profession.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides service playing for the regular parish liturgical celebrations, including weddings and funerals, with particular attention to accompanying the assembly
- Trains and directs choirs, instrumental ensembles and cantors
- Prepares assembly for liturgies through rehearsals prior to liturgies
- Provides for liturgical updating and education of the parish
- Introduces new music and encourages congregational participation
- Communicates through the parish bulletin when needed
- Actively participates in parish organizations, including parish staff, Worship Committee, Liturgy preparation groups or music support committee
- Maintains and further develops professional and personal skills through practice and in-service training conferences
- Develops budget for liturgical music and is accountable for music expenditures
- Maintains the parish music library
- Follows church and legal laws regarding copyrights and copying music
- Participates or cooperates with liturgical music projects of the deanery or diocese, when feasible
- May be involved in the parish school music program

FAITH COMMITMENT:

1. Manifests a deep faith in God.
2. Participates actively and regularly in the worship and sacramental life of the Church.
3. Demonstrates great love for the Church and commitment to Church teachings.
4. Witnesses to a spirituality of communion by working collaboratively with others in the parish and cluster.

JOB QUALIFICATIONS:

1. Should have a high degree of proficiency in playing the organ and/or piano, as attested to by formal credentials and a personal performance audition

27

2. Should have a working knowledge of other instruments, which might be used in liturgical music
3. Demonstrated skill as an effective choral conductor
4. Has knowledge of the Catholic Church's liturgical tradition as well as current liturgical Practices

EDUCATION REQUIREMENTS:

PHYSICAL REQUIREMENTS:

The position of Catechist in the Catholic Church provides a vital service to the people of God, catechists have a great responsibility to pass on the Deposit of Faith in a limited amount of time. In discerning the call to be a catechist, the two most important necessities are (1) that you are a baptized and practicing Catholic at least 18 years of age and (2) that you support the needs and desires of the pastor in charge of our parish.

The key to success is, first of all, your witness. As Pope Paul VI expressed so well in his encyclical *Evangelization in the Modern World*, “**modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses.**” In order to exhibit this witness, you have to have a strong foundation, one rooted in the sacraments.

Positive qualities of Catechist:

- Faith that manifests itself in their piety and daily life
- Love for the Church and communion with its pastors
- Apostolic spirit and missionary zeal
- Love for their brothers and sisters and a willingness to give generous service
- Sufficient education
- The respect of the community
- The human, moral and technical qualities necessary for the work of a catechist, such as dynamism, good relations with others, etc.

The **six tasks of Catechesis** are fundamental in helping to know, to celebrate, and to contemplate the mystery of Christ:

1. Promoting knowledge of the faith: *nourish the life of faith and equip to explain it*
2. Liturgical education: *celebrate the full, conscious and active participation in the liturgy*
3. Moral formation: *undertake a journey of interior transformation*
4. Teaching to pray: *assume the attitude of prayer and contemplation which Jesus had*
5. Education for community life: *call for the spirit of simplicity and humility, solicitude for the least among the brethren, care for those who are alienated, fraternal correction, mutual forgiveness*
6. Missionary initiation: *equip Christians to be present as witnesses in society*

Job Title: Catechist for the Faith Formation Program

Job Description:

- Sharing in the mission work of the Church by walking in faith and sharing the faith
- Teaching the Good News with school-aged children and building community with their families
- Being a role-model of the faith to the children in the program

Responsible To:

- Coordinator of Elementary Faith Formation
- Director of Faith Formation
- Pastor

Duties:

- Promote and nourish knowledge of the Catholic faith
- Initiate and teach children to be missionaries in life, to be present as witnesses in society
- Prepare liturgical lessons for weekly classes and/or programs
- Maintain presence before and after classes to support, assist and communicate with other catechists
- Cooperate with the rest of the Faith Formation Team in facilitating special events
- Seek to grow and learn with continuing education programs
- Record attendance for each class
- In the case of a planned absence, notify DFF or CEFF
- Read all communications, both those e-mailed and those placed in basket
- Promote moral formation in accordance with the Catholic teachings

Time Required:

- Preparation time (lesson planning): 1 – 2 hours per week
- Class time: 1 ½ hours (10 minutes before, 1 hour with class and possibly 15 minutes after dismissal) per week
- Additional seasonal/sacramental preparation (Advent, Christmas, Lent, Easter, end of year)

Length of Commitment:

- At least one year, preferably two, beginning in August and ending in May

In-Service Training Provided:

- Meetings with the DFF/CEFF for guidance, direction and support
- Catechist enrichment and formation opportunities offered by DFF and CEFF
- Classes offered by the Diocesan Office of Faith Formation
- Mandatory attendance of Safe Environment/Protection of Children On-line and Classroom training.
- **Per the *Diocesan Guidelines* catechists are expected to participate in at least six (6) hours of ongoing faith formation each year.**

EXHIBIT D

EXAMPLE LIST OF EXEMPT/NON-EXEMPT EMPLOYEE POSITIONS

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
Executive Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Administrator-head of dept. or agency	Professional	Yes	If not paid minimum salary, must be paid hourly	Yes	No	Salary or Hourly	
Director of agency or department	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Director*	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed	
Assistant Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Principal	Educational Administrator	Paid at least as much as a starting teacher at the same school		Yes	Yes	Salary	
Vice Principal	Educational Administrator	Paid at least as much as a starting teacher at the same school		Yes	No	Salary or Hourly	
Assistant Principal	Educational Administrator	Paid at least as much as a starting teacher at the same school		Yes	No	Salary or Hourly	
Administrative Assistant	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Office Manager	Supervisor? If not, non-exempt	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers.)	Yes	No	Salary or Hourly	
Executive Assistant	Administrative	Yes	Exempt if meets minimum salary and duties test. Very specific differences between Exec. Asst. position and Admin. Asst. positions.	Yes	No	Salary or Hourly	
Administrator-clerical duties	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Senior Accountant	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Accountant	Professional	Yes	If not paid minimum salary, must be paid hourly	Yes	No	Salary or Hourly	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
Accounting Assistant/Clerk/Accts. Payable	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Bookkeeper	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Director*	Depends on work performed	Depends on work performed		Depends on work performed	Depends on work performed	Depends on work performed	
Development Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Development Associate	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Office Assistant	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Secretary	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Receptionist	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Security	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Master Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Teacher-Licensed	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Substitute Teacher-Licensed	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Substitute Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Counselor	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
Specialist	Depends on work performed	Depends on work performed	If Teacher, see Teacher. If not, see if professional exemption applies	Depends on work performed	Depends on work performed	Depends on work performed	
Staff Therapist	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Resource-Teacher	Teacher	No	Must meet DOL definitions of teacher in "educational establishment."	Yes	Yes	Salary or Hourly	
Academic Support	If Teacher	No	If provides instruction as primary duty in an "educational establishment", is a teacher.	Yes	Yes	Salary	
Technology Support	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
IT Support	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Computer Technician	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Nurse	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Athletic Director	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Coach	Teacher/Coach	No	Exempt under coach/teacher exemption	Yes	Yes	Salary or Hourly	
Assistant Coach	Teacher/Coach	No	Exempt under coach/teacher exemption	Yes	Yes	Salary or Hourly	
Librarian	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	
Day Care Manager	Supervisor? Must perform non-manual work as primary duty.	Yes	Must supervise at least 2 full time equivalent staff (e.g. 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
After Care Manager	Supervisor? Must perform non-manual work as primary duty.	Yes	Must meet salary test and for duties, must supervise at least 2 full-time equivalent staff (e.g. 2 full time or more part time workers whose hours average to 2 full time workers.)	Yes	No	Salary or Hourly	
Day Care Teacher	None	Not applicable	Childcare worker providing supervision of children	No	No	Hourly	
Teacher's Assistant	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Teacher's Aide	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Preschool Aide	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Child Care Worker	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Day Care Worker	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
After Care Worker	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Summer Camp Worker	Special Rules apply.	Special Rules apply.	Special Rules apply.	Special Rules Apply	Special Rules Apply	Special Rules Apply	
Cafeteria Supervisor	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Cafeteria Manager	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Head Cook	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
Kitchen Manager	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Cook	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Cafeteria Worker	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Groundskeeping Supervisor	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Maintenance Manager/Supervisor	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Custodian	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Janitor	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Groundskeeper	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Bus Driver	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
PARISH							
Priest	Ministerial Exemption	No		Yes	Yes	Salary	
Associate Pastor	Ministerial Exemption	No		Yes	Yes	Salary	
Pastoral Associate	Ministerial Exemption	No		Yes	Yes	Salary	
Administrator-clerical duties	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Administrative Assistant	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Deacon	Ministerial Exemption	No		Yes	Yes	Salary	
Deputy Defender of the Bond	Professional	Yes	Exempt if meets minimum salary and duties test. If does not meet minimum salary requirement, must be paid hourly.	Yes	No	Salary or Hourly	Deputy Defender of the Bond
Nun	Depends on work performed	Depends on work performed	Being a nun does not affect the FLSA status. The E/NE status is assigned based on the job the nun is performing.	Depends on work performed	Depends on work performed	Depends on work performed	
Accounting Assistant/Clerk/Accts. Payable	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Office Assistant	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Adult Faith Formation	Ministerial Exemption	No		Yes	Yes	Salary	
Development Associate	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Pastoral Minister	Ministerial Exemption	No		Yes	Yes	Salary	
Seminarian	Ministerial Exemption	No		Yes	Yes	Salary	
Director of Religious Education	Ministerial Exemption	No		Yes	Yes	Salary	
Administrator of Religious Education	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary	
Campus Minister	Ministerial Exemption	No		Yes	Yes	Salary	
Coordinator of Religious Education	Ministerial Exemption	No		Yes	Yes	Salary	
Religious Education Assistant	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary	
Catechist	Ministerial Exemption	No		Yes	Yes	Salary	
Youth Minister	Ministerial Exemption	No		Yes	Yes	Salary	
Youth Ministry Assistant	Ministerial Exemption	No	Does not apply if duties are clerical or routine	Yes	Yes	Salary	
Liturgical Ministry	Ministerial Exemption	No		Yes	Yes	Salary	
Sacristan	Ministerial Exemption	No		Yes	Yes	Salary	

POSITION CURRENTLY IN THE DIOCESE OF SALINA	Possible Exemption Category (if any)	Must meet minimum salary?	Notes	Overtime Exempt?	Minimum Wage Exempt?	Salary or Hourly?*	Other
PARISH							
Maintenance Manager/Supervisor	Must perform non-manual work as primary duty	Yes	Must supervise at least 2 full-time equivalent staff (e.g., 2 full time or more part time workers whose hours average to 2 full time workers)	Yes	No	Salary or Hourly	
Groundskeeper	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Housekeeper	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Janitor	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Receptionist	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Secretary	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Security	None	Not applicable	Must be paid hourly and is eligible for overtime.	No	No	Hourly	
Director of Music	Ministerial Exemption	No		Yes	Yes	Salary	
Cantor	Ministerial Exemption	No		Yes	Yes	Salary	