



Episcopal Diocese of Bethlehem

2023 Cost of Living Grants

Parish:	Town/City:
Contact Person:	
Phone:	E-mail:
Date approved by Vestry:	
Signatures	
Clergy:	E-mail:
Senior Warden:	E-mail:
Treasurer:	E-mail:

SUMMARY INFORMATION

1. The 2023 Cost of Living (COLA) Grants program totals \$100,000 from the Diocese of Bethlehem 2023 budget as approved at the 2022 Diocesan Convention.
2. The program's goal is to assist parishes providing cost of living increases in 2023 for current employees.
3. Applications must be received **before** December 1, 2022.
4. The full \$100,000 will be allocated proportionally based on applications submitted.
5. The application should be reviewed and approved via Vestry resolution and include signatures of the Rector or Priest-in-Charge (if present), Senior Warden, and Treasurer.

APPLICATION DETAILS

Please attach the following information about your parish and its paid employees to this application.

1. Employee worksheet (Attachment A below).
2. 2021 year-end financial statements (balance sheet and revenue and expenses report)
3. 2022 budget
4. Most recent 2022 financial statements (balance sheet and revenue and expenses report)
5. Email completed application (PDF completed form or scanned versions) and supporting documents to Paula Lapinski – paula@diobeth.org **before** December 1, 2022.

Attachment A – 2023 Cost of Living (COLA) Grants Application

Parish:	Town/City:
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Please provide requested information about your employees or positions that will continue from 2022 into 2023. Add rows or a second sheet if additional space needed. Contact Canon Steve Baker (steve@diobeth.org) if you have any questions.

An “employee” is a person who must follow the employer’s instructions when it comes to the performance and timing of work tasks. Please note that Independent Contractors and Supply Clergy are not considered employees for the purposes of this grant application so please do not include their information.

Clergy

Name	Job Title	Hours per week (max. 40)	Compensation Paid in 2021 (including SECA)	Pension Assessment Paid in 2021	Compensation Budgeted in 2022 (including SECA)	Pension Assessment Budgeted in 2022	Notes & Anticipated 2023 Compensation Changes
Mary Sample	Priest-in-Charge	20	\$30,271.48	\$5,448.87	\$31,058.54	\$0	+8.5% salary; retired at end of 2021

For the purposes of this table, “Compensation Paid” includes annual cash salary, housing allowance (if applicable), and self-employment tax contribution (SECA).

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Name	Job Title	Hours per week (max. 40)	Compensation Paid in 2021	Parish Pension Contribution Paid in 2021	Compensation Budgeted in 2022	Parish Pension Contribution Budgeted in 2022	Anticipated 2023 Compensation Changes
Joseph Sample	Parish Secretary	40	\$48,000.00	\$8,640	\$50,000.00	\$9,000	+8.5% salary; decreasing to 30 hours