

Diocese of Nova Scotia and Prince Edward Island
HR Policy 2.1.25: Calculation of Cost of Living Increases

**Clergy, Diocesan Office Staff (Lay and Clergy),
Diocesan Council, People and Policy VSST,
Financial Management and Development VSST**

1. PURPOSE

Each year, in advance of the Diocesan budgeting process, the People and Policy VSST recommends a Cost of Living rate adjustment based on current Consumer Price Index rates.

2. SCOPE

This policy impacts all parishes and employees of the Diocese of Nova Scotia and Prince Edward Island (the Diocese), including Diocesan Staff (Clergy and Lay) and stipendiary Parish Clergy.

This policy directs the actions of Diocesan Council, the People and Policy VSST and the Financial Management and Development VSST (or their respective, equivalent organizations in the Diocesan structure).

3. POLICY

The People and Policy VSST will meet before the September Diocesan Council meeting to review the Nova Scotia and Prince Edward Island Consumer Price Index figures for the previous year ending in June. Relying on this information, they will recommend a Cost of Living Adjustment (COLA) to the Diocese's Clergy Minimum Stipend Scale and Housing Allowance rates. This COLA will then be recommended to Diocesan Council. Diocesan Council may accept or amend this recommendation.

Once approved by Diocesan Council, the COLA is shared with the Financial Management and Development VSST for use in building an annual budget for the Diocese's next fiscal year. It will also be shared with the Payroll and Benefits Administrator for distribution to parishes with regards to scheduled Stipend and Housing Allowance increases.

This approved COLA rate will apply to Clergy stipends, Diocesan Office Staff (Clergy and Lay) salaries, and Housing Allowances, effective the 1st of January of the upcoming fiscal year.

Parishes are encouraged to extend the same increase to additional, paid parish staff.

4. RESPONSIBILITIES

Executive Director: The Executive Director will notify all Clergy, Wardens, and Treasurers of the COLA once approved in order to assist in facilitating Parish budgeting for the upcoming fiscal year.

Finance Department: The Finance department will inform Parishes of the salary and potential housing adjustments necessary as a result of the COLA, via the Payroll and Benefits Administrator. The Payroll and Benefits Administrator will update Parish and Diocesan records, accordingly. The Finance Department shall update Parish invoicing for payroll and benefits, accordingly.