



EACH FORM IS AN INDEPENDENT DOCUMENT. YOU WILL HAVE TO FOLLOW THESE INSTRUCTIONS FOR EACH PRIEST YOU HAVE IN YOUR PARISH.

STEP 1: TO BE COMPLETED BY THE PRIEST

1) Registration:

Click the button below to be redirected to our dedicated DocuSign Platform for the Clergy Compensation Worksheet:



After clicking the button, you will be redirected to the DocuSign Registration Page. Please read and follow the instructions carefully.

Enter the names and e-mail addresses of the Priest, the Church Warden and the Treasurer that will sign the form. Only one warden is needed to sign the form.

Priest

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Church Warden

Name:

Email:

Treasurer

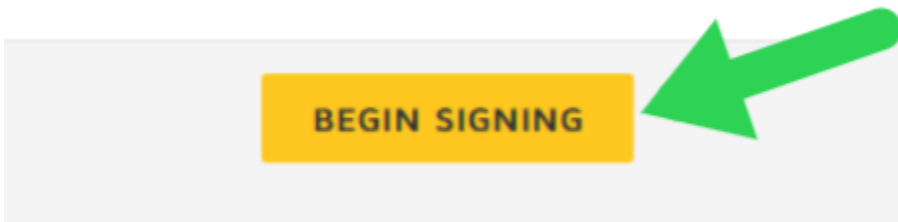
Name:

Email:



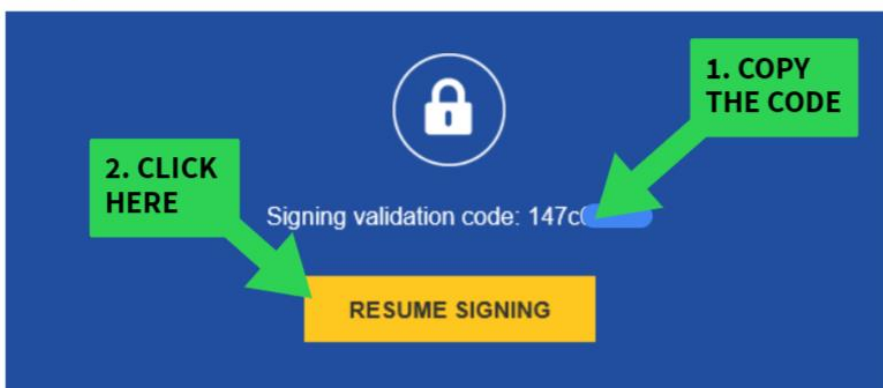
IMPORTANT: PLEASE DOUBLE-CHECK THE NAMES AND E-MAIL INFORMATION BEFORE CLICKING 'BEGIN SIGNING'. IF YOU MAKE A MISTAKE, YOU WILL HAVE TO REDO THE REGISTRATION.

After you make sure all the information entered is correct, please click **BEGIN SIGNING**.



2) E-mail Validation

After you click “Begin Signing”, the system will send to your e-mail a code to verify that the e-mail you have entered is valid and correct. Please check your inbox. If you did not receive a code, please check your junk folder and make sure you find an e-mail from DocuSign with the code. The e-mail will look like this:



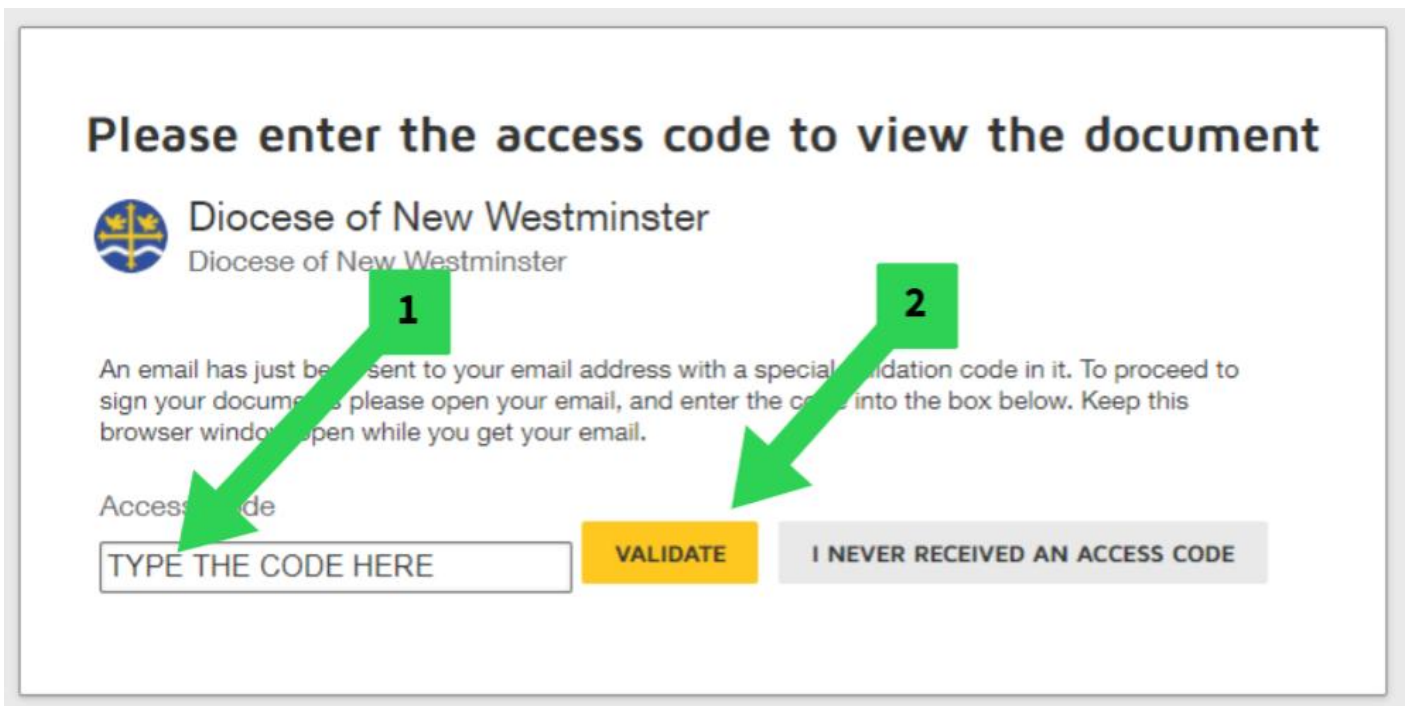
Copy and enter the validation code into the access page to continue signing.

If you did not start signing Please sign the Clergy Compensation Worksheet - Year 2021, please contact support.

Please **copy or take note of the provided code** and click **RESUME SIGNING**.

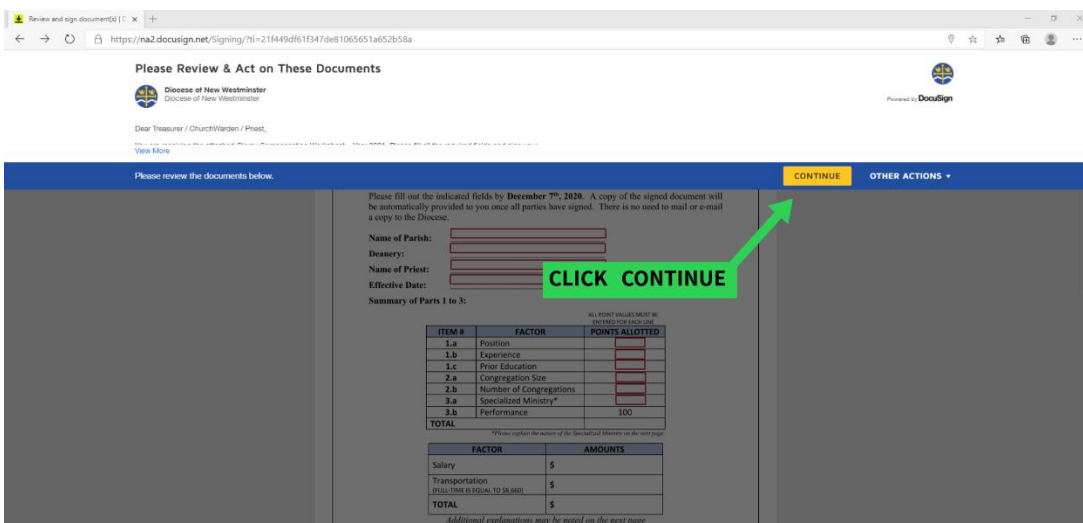


You will be redirected to the following page, where you can enter the code that was sent to you by e-mail. After you enter the code, click **VALIDATE**.



3) Filling and Signing

After you click **VALIDATE**, you will be forwarded to the following page. Click **CONTINUE**.





Now, make sure you fill out all the requested fields. The platform will indicate all fields you need to fill out and sign. The Total Points on the first table will be calculated automatically.

Name of Parish:

Deanery:

Name of Priest:

Effective Date:

Full Time: YES NO

Summary of Parts 1 to 3:

ALL POINT VALUES MUST BE ENTERED FOR EACH LINE

ITEM #	FACTOR	POINTS ALLOTTED
1.a	Position	<input type="text"/>
1.b	Experience	<input type="text"/>
1.c	Prior Education	<input type="text"/>
2.a	Congregation Size	<input type="text"/>
2.b	Number of Congregations	<input type="text"/>
3.a	Specialized Ministry*	<input type="text"/>
3.b	Performance	100
TOTAL		100.00

TOTAL POINTS WILL BE CALCULATED AUTOMATICALLY

**Please explain the nature of the Specialized Ministry on the next page*

FACTOR	AMOUNTS
Salary	\$ <input type="text"/>
Transportation (FULL-TIME IS EQUAL TO \$8,660)	<input type="text"/>
TOTAL	\$ 0.00

TOTAL WILL BE CALCULATED AUTOMATICALLY

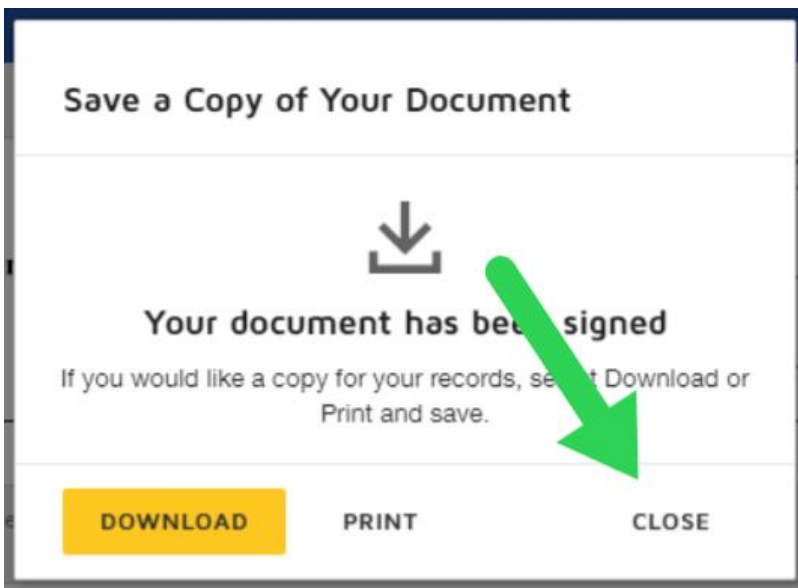
Additional explanations may be noted on the next page

IMPORTANT: Before you click SIGN, please make sure that you provide the explanations on the second page if you received points for 3a. Specialized Ministry.



Please review all the information filled in and click **SIGN** at the **Priest Line**. Then, click **FINISH**.

A small message will pop-up asking if you want to download the document. There is no need to do so, as you will receive the signed copy in your e-mail once all signees have completed the document. Click **CLOSE** for the warden to proceed with the next step.



STEP 2: TO BE COMPLETED BY THE CHURCH WARDEN

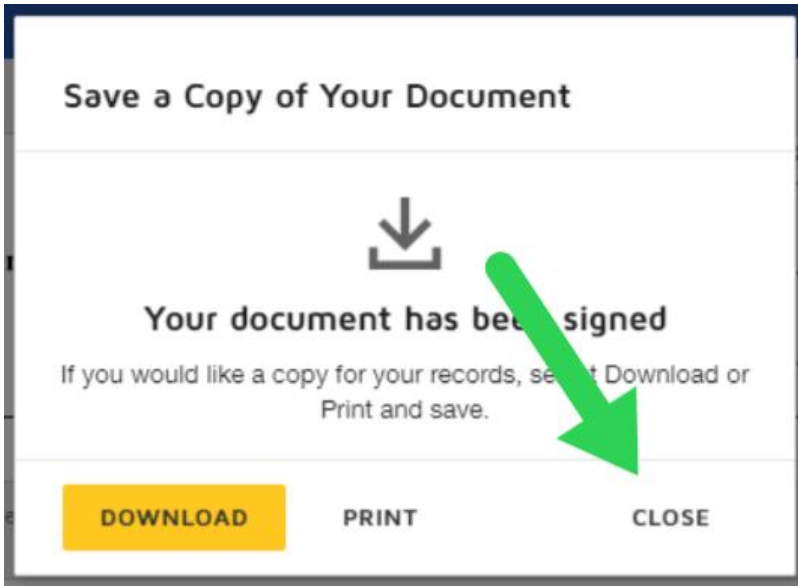
1) Check your e-mail

After the Priest has completed the form, DocuSign will notify you via email to indicate that you are now ready to start the next step of the process. If you are the designated Church Warden to sign the form, go to your e-mail inbox folder and follow the instructions from the DocuSign e-mail.

2) Review and sign the form

There are no fields to be filled out by the Church Warden. Please review and double-check all the information previously filled in and click **SIGN** at the **Church Warden Line** to confirm your agreement. Then, click **FINISH**.

A small message will pop up asking if you want to download the document. There is no need to do so, as a signed copy will be e-mailed to you. Please click **CLOSE**.



STEP 3: TO BE COMPLETED BY THE TREASURER

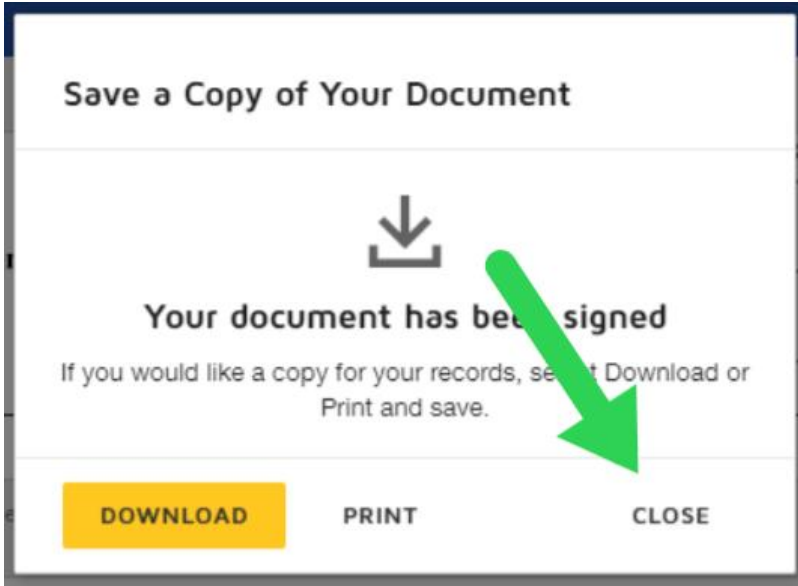
1) Check your e-mail

After the Priest and the Church Warden have signed the form, the Treasurer is the last person to fill out and sign the document. If you are the Treasurer, please go to your e-mail inbox folder and follow the instructions carefully from the DocuSign e-mail.

2) Check all the information and sign

There are no fields to be filled out by the Treasurer. Please review and double check all the information previously filled in and click **SIGN** at the **Treasurer Line** to confirm your agreement. Then, click **FINISH**.

A small message will pop up asking if you want to download the document. There is no need to do so, as a signed copy will be e-mailed to you automatically. Please click **CLOSE**.



Once all signees have completed these steps, a copy of the final document will be sent to the e-mail addresses provided in the registration. You may share it with other responsible persons in your parish, if needed.

There is no need to forward the completed form to the Payroll Administrator. DocuSign will automatically email the e-signed completed document.