



QUESTIONS AND ANSWERS

This document is intended to supplement the “Status and Pay Policy of Parish Musicians” by providing brief answers to some “frequently asked questions.”

Is a parish musician an exempt employee?

Generally, yes, if the parish musician holds a leadership position or a position that requires exercise of discretion and judgment and advanced knowledge acquired through specialized instruction. When someone is classified as an exempt employee, the employee is compensated at least \$684.00 per week or \$35,568.00 per year.

Can an exempt parish musician receive a salary and be paid additional fees?

Yes, but the fees must be run through the parish payroll with appropriate deductions.

If you are not sure a parish musician is exempt, how should you classify the musician?

The safe course is that unless clearly exempt, the parish musician should be considered non-exempt. A non-exempt parish musician must be paid for all hours worked as well as overtime for hours worked over 40 in a work week.

Should a non-exempt parish musician be paid for choir rehearsals and staff meetings?

Yes, the non-exempt parish musician must be compensated for all hours worked.

Is a non-exempt parish musician required to complete a time sheet?

Yes, Wage and Hour law requires a non-exempt employee to record all hours worked on a timesheet and sign it. (Sample on Archdiocesan website)

Can a non-exempt parish musician be paid on a fee basis?

Yes, however, the fee is subject to federal and state mandated deductions and other benefits and must be large enough to meet the minimum wage and hour requirements and include pay for time worked during rehearsals, staff meetings, etc.

Must fees for weddings or funerals paid to a parish musician be run through parish payroll?

Yes, if the pastor uses his parish musician or hires a substitute parish musician employed by the Archdiocese of Cincinnati or one of its Affiliates. The fees paid in both cases must be **run through** the parish payroll and appropriate deductions made.

No, if the pastor approves an outside party, i.e., wedding couple to contract with a musician who is not an employee of the parish.





Is overtime owed if a non-exempt parish musician works over 40 hours in a work week?

Yes.

Does running “fees and other types of extra duty pay” through the payroll apply to positions other than parish musicians?

Yes, any compensation paid to an “employee” by the Archdiocese of Cincinnati or its Affiliates for work performed, regardless of the classification, must be run through the payroll of the Archdiocesan Entity paying the individual and appropriate deductions made.

For Example:

If the Athenaeum contracts with a Pastoral Center Administrator to teach a course, the Athenaeum must complete the Extra Salary Compensation Worksheet and send it with the payment so that it can be paid through the Pastoral Center payroll.

If Elder High School contracts with a teacher to also coach football, Elder must run the compensation paid for coaching through its payroll and appropriate deductions made.

If St. Cecilia’s Church contracts with the parish musician employed at St. Mary’s Church, St. Cecilia must complete the Extra Salary Compensation Worksheet and send it with the payment so that it can be paid through St. Mary’s payroll.

