



Make a difference! Participate in the 2007 Salary and Benefits Survey.

Mail your completed form to *HOPE Unlimited/PROfile Survey, PO Box 80424, Simpsonville, SC 29680*. You may also scan and e-mail your document to *beth@hopeunlimitedforyou.com*. **A report will be compiled only if we receive 300 or more responses postmarked by March 31, 2007.** If so, the report will be available free to PROfile subscribers and for a reasonable fee to non-subscribers. You do not have to be a PROfile subscriber to participate in the survey. Feel free to copy and distribute the survey to other ministry office professionals.

Personal Profile

Gender: Male Female
Member where employed? yes no N/A
Belong to a professional association yes no N/A
Age:
 29 or under 30-39
 40-49 50-59
 60-69 70 or older

Length of service

1 year or less 1-5 years
 6-9 years 10-14 years
 15-19 years 20 - 24 years
 25- 29 years 30 years or more

Title

Secretary
 Administrative Assistant
 Ministry Assistant
 Administrator (all)
 Office Manager
 Receptionist
 Bookkeeper/accounting assistant
 Other (Specify: _____)

Organization type

church
 denominational office/association
 religious school/college
 ministry office (i.e. missions office)
 vendor
 other (specify: _____)

Organization size (based on average attendance, or active number of students or constituents.)

Up to 250 251-500
 501-1000 1001-3000
 3001-5000 Over 5000

Denomination

Baptist (all)
 Brethren
 Catholic
 Church of Christ
 Jewish
 Lutheran (all)
 Methodist (all)
 Non-denominational/independent
 Presbyterian (all)
 United Church of Christ
 Other (specify: _____)

Number of office support staff at your location

1 2-4 5-10 10 or more

Number of ministers, high level managers or principals

1 2-4 5-10 10 or more

Geographic Area

Northeast US Upper Central US Northwest US
 Southeast US Lower Central US Southwest US
 Canada Other country (specify: _____)

Salary/Satisfaction

Hours worked per week: under 20 20-39 40 plus
I am considered: Full-time Part-time

Are you paid a set salary or by the hour (i.e. use a time sheet or time clock)? salary hourly (time sheet/clock)

Hourly rate of pay: \$ _____

(If you are on salary, divide pretax yearly salary by number of scheduled hours worked per year. Do not include value of benefits.)

Benefits Offered (check all that you are offered even if you do not use them all.)

Health insurance
 Life Insurance
 Disability Insurance
 Tuition discounts
 Professional development funds (i.e. conference expenses)
 Retirement plan (i.e. 401K)
 Vacation days (How many? _____)
 Holidays (How many? _____)
 Sick/personal leave days (How many? _____)
 Other benefits (Specify: _____)

For duties performed, how do you view your compensation?
 about right generous low

On a scale of one to five, with one being not at all satisfied and five being very satisfied, what is your general level of job satisfaction? (Not) 1 2 3 4 5 (Very)

What would you tell someone stepping into your job?

Are you a PROfile subscriber? yes no
If not, please visit profilepros.com to try us free for 3 months!

If so, what do you like best about PROfile?

What would you like to read more about in PROfile?

Feel free to add comments on the back. Thank you!