

# MC USA PASTORAL SALARY GUIDELINES

SOFTWARE FOR CALCULATING COMPENSATION AND CREATING A COVENANT OF UNDERSTANDING

## Quick Installation and User Guide

This guide helps the user install the program and begin using the program.

### Installation

- ✓ Download and save the program (psg.exe) from [www.manygifts.org/salaryguidelines](http://www.manygifts.org/salaryguidelines).
- ✓ Close all open programs.
- ✓ Run psg.exe to start the installation program.
- ✓ Follow the prompts on the installation program. Unless you already have directories with the same names used by this program, accept the default directory that is c:\program files\psg. The installation program creates directories and adds program and data files.
- ✓ It also runs another installation program for *Paradox 10 Runtime* that is essential to the operation of the program. Accept the defaults for this installation as well. (In the unlikely event that you already have *Paradox 10 Runtime* installed on your computer, you can cancel the installation of *Paradox 10 Runtime* if prompted for *Paradox 10 Runtime Application Maintenance--Cancel*, then *Exit Setup*, and then *OK*. If you have the *Many Gifts* program for conducting time and talent surveys, you already have *Paradox 10 Runtime*.)

### Starting the Program after Installation

The installation program installs an icon on your desktop and a *Salary Guidelines* option in your start menu. Use the icon or the start menu to open the program.

### Learning about *Salary Guidelines*

The easiest way to learn about the program is to view videos or other help documents on the web site.

You can also start the program and look at the *Help* files by pressing *F1*. If you select the *Contents* option, you can look more systematically at the program help.

### Enter the Name(s) of Pastor(s) and Congregation

Enter at least one pastor's name and the name of the congregation on the *Names* tab of the main form by clicking on the appropriate *Add* button.

### Create a Profile

Click on the *Profile* tab. Then click on the *Add Profile* button. Use the drop down lists to select the congregation, the pastor's name, and the current guidelines. Click *Add Compensation Profile*.

### **Add Information**

Move through each of the tabs and add information. Add each “experience” by clicking on the *Add* button on the *Experience* tab. Add each “education” by clicking on *Education* tab and then the education option from the table and then the *Add* button.

Use drop down lists on the *Resp/Geo* tab to determine responsibility units and geographical units.

On the *FTE/Guide* tab type in 1 if compensation is for full-time work and compensation is being figured on 100% of guidelines.

Enter additional information on *Adjust*, *Benefits*, and *Expenses* tabs.

View the results on the *Summary* tab.

Print a summary report by clicking on the *Report* button at the bottom of the main form.

### **Create a Covenant of Understanding**

When all the information is satisfactorily entered on the main form, click on the *Covenant* button at the bottom of the main form. Then go through each tab and add information that was not already part of the main form.

When completed, click on the *Print Contract* button. Optionally you can save the covenant as a text file and use a word processor to modify and format.

### **Other Features**

The video on the web site introduces other features. For example, the next year the information can be copied to the new guidelines by using the *Copy Existing Profile* button on the *Profiles* tab. If there are two or more profiles, they can be compared using the *Compare Profiles* button. A profile created by the pastor at home can be exported and then imported into the church computer or the computer of the committee chair that recommends compensation.

### **Updating Guidelines**

New guidelines are issued each year. The program can be updated by downloading a zip file of the revised program from the web site. Then use the update procedure through the *File>Update* menu of the main form.

Contact [info@manygifts.org](mailto:info@manygifts.org) for assistance, to report problems or to offer suggestions.