

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.
- ✓ 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*.)
- ✓ Set the compatibility mode to XP if you have the Vista or Windows 7 operating system. Right-click on the Salary Guidelines icon on your desktop and select Properties. Click on the Compatibility tab and check "Run this program in compatibility mode for" and choose "Windows XP (Service Pack 2)". Also check "Run this program as an administrator." For additional help see www.manygifts.org/salaryguidelines/help/Vista.htm.

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. If you have Vista or Windows 7 you may need to install the Microsoft help program. See www.manygifts.org/salaryguidelines/help/Vista.htm.

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 for assistance, to report problems or to offer suggestions.