

Interim Vicar Letter of Agreement
Part I

Election and Date of Agreement:

Date: XXXXX

The Bishop of Milwaukee, with the concurrence of the Wardens and Bishop's Committee, has selected the Reverend XXXXXXXX to be the Interim Vicar of XXXXXX, to serve as such subject to the Canons of this diocese and of the General Convention of the Episcopal Church. XXXXXXXX has accepted the selection. This letter of agreement sets forth certain terms of the Interim Vicar's service, and the commitments of the parish with respect to this service.

This agreement shall continue for two years beginning XXXXX, 2008 and can be renewed or amended by mutual agreement of the Bishop, the Interim Vicar, and the Bishop's Committee, or in accordance with the Canons of the General Convention of the Episcopal Church.

The Interim Vicar and the Bishop's Committee agree to participate in an annual mutual ministry review cycle to help assess the ministry and development of the parish with the Bishop's staff. The Bishop's Committee will review this letter of agreement in regards to compensation with the adjustment commencing on the 1st day of January each year.

The Interim Vicar and the Bishop, the Diocese and other Religious Bodies:

- 1.) The Interim Vicar and the Bishop: The Interim Vicar is responsible to the Bishop of the Diocese and will be guided by his pastoral direction and leadership and the Constitution and Canons of the Episcopal Church and this Diocese. It is expected by the Bishop that Interim Vicar will attend all clergy days, the yearly clergy retreat and Diocesan Convention.
- 2.) The Interim Vicar and The Diocese: The Interim Vicar is ordained a priest in the Church of God. While the immediate responsibility is to serve as Interim Vicar of this parish, he shall also give of his time to the Diocese to assist in the life and work of the diocese and the Church at large.
- 3.) The Interim Vicar and other Denominations: The Interim Vicar is expected to engage in cooperative work with other denominations as he may see fit, and to involve the parish in inter-church programs as appropriate.

Fresh Start

"Fresh Start is a diocesan led program for clergy in new cures and their congregations, which seeks to strengthen the relationships among Episcopal clergy, congregations and diocese during critical periods of transition in clergy leadership of the congregation." (Fresh Start Manual pg. 1)

The Interim Vicar and Bishop's Committee recognize and affirm the importance of making every reasonable effort to ensure the successful foundation of this ministry and therefore agree that the Interim Vicar will participate fully in the diocesan Fresh Start Program for a two year period.

PLEASE NOTE: ALL FIGURES BELOW ARE GIVEN ON AN ANNUALIZED BASIS, UNLESS EXPRESSLY INDICATED OTHERWISE.

Compensation and Benefits:

The compensation plan includes stipend, housing and utilities plus 7.65% of this total for Self-employment Compensation Act (equivalent of FICA). The pension fund contribution is 18% of the total cash compensation (stipend + housing allowance + S.E.C.A. contribution).

Medical and life insurance premium payments are included in the total compensation. Please refer to a current rate listing provided in the 'resources' section of www.diomil.org.

The initial compensation package shall consist of:

- 1.) Stipend in the amount of XXXXX, paid on a prorated basis twice monthly;
- 2.) Housing reimbursed by the parish XXXXX;
- 3.) S.E.C.A. payment which is XXXXX;
- 4.) Church Pension Fund contribution is paid 100% by the parish as 18% of total compensation of XXXXX;
- 5.) And parish paid life insurance, medical/dental insurance and disability coverage, as offered by the Diocese of Milwaukee (group plan) (XXXXXX as designated by XXXXXXXX).

Expenses:

The parish offers payment of the following expenses:

- 1.) An accountable reimbursable auto/travel plan is recommended with a mileage amount of .485 cents per mile and a budget amount of \$0.00.
- 2.) Necessary office furniture, equipment, supplies, postage and local phone calls as allowed by the parish budget.
- 3.) A cellular phone with a service plan agreeable to the priest and parish.
- 4.) Funds in the amount of \$500 per year for continuing education costs, memberships or professional training books or tapes chosen by the Interim Vicar.
- 5.) A Discretionary Fund for which the Interim Vicar has responsibility to expend these monies in accordance with the Diocesan guidelines for Discretionary Funds.

Leave Time:

Leave shall be granted to the Interim Vicar as follows:

- 1.) One month vacation each year (including 4 Sundays).
- 2.) Up to one week per year in addition to vacation for professional education purposes.
- 3.) Leave time shall be paid leave with all compensations and expenses paid as usual.
- 4.) Supply clergy shall be arranged for by the Interim Vicar and Senior Warden, for both scheduled and unscheduled leave. The parish shall provide financially for six Sundays of supply work at the accepted diocesan wide rate.
- 5.) Five retreat days per year.

Supplementary Compensation:

Special gifts that accrue to the Interim Vicar as a result of his performance of rites of marriage, baptism or burial shall be designated to the discretionary fund for the sole use by the Interim Vicar for good causes known to the Interim Vicar. It is further agreed that any compensation resulting from writing, speaking, or other similar activities other than those directly associated with the parish shall be solely for the benefit of the Interim Vicar.

Use of the Church Buildings:

According to the Canons of the Church, the Interim Vicar shall be entitled to the use and control of the church building(s) for the purpose of all church related tasks, and for the full and free discharge of all religious activities under the Interim Vicar's charge.

1 months additional salary and benefits to be paid following the last day of service at the parish.

Interim Vicar and Parish Letter of Agreement
Part II

The Interim Vicar and the Parish:

Mutual Ministry Cycle

The Interim Vicar and Bishop's Committee will attend to the three phases of the Mutual Ministry Cycle (mutual planning, doing the work and the mutual review) in consultation with the Bishop's staff. In so doing, yearly expectations with clear goals for the community as a whole are to be established within the context of a vision or long term mission.

The mutual planning and discussion should focus on these four main areas of parish life:

- 1.) Worship: Including Eucharist, Daily Prayer and Office and Personal Devotions.
- 2.) Doctrine: Including gaining understanding of the approach in the Episcopal Church to Scripture, Tradition and Reason.
- 3.) Action: Including the Christian approach to Service, Evangelism, and Stewardship
- 4.) Oversight: Includes the leadership exercised by clergy and other parish leaders to assure that the parish is a place where the faithful find spiritual direction and guidance. Where the parish is a transforming and evangelizing community, and where management and administration of resources takes place in support of the Christian journey.

At least every six months for the first two years, and then at least annually, the Interim Vicar and Bishop's Committee agree to meet and discuss these four areas of parish life focusing in particular in each of the four areas on:

- 1.) Where the parish has been in the past,
- 2.) Where the parish is now,
- 3.) And where the parish hopes to go in the future.

These discussions and reviews should be conducted so as to result in:

- 1.) A shared understanding of the interlocking responsibilities of clergy, lay leaders, and parishioners, in each of the four areas and the sub-areas they include, and
- 2.) Mutually developed plans for how each will exercise their gifts and talents for ministry in order to strengthen and build up the parish, as clergy and people go forward in the Christian journey.

The basic questions to be asked and answered in each of the four main areas of parish life are these:

How are things? How can they be better? How will we share the responsibilities for making them that way?

Signatures of Agreement:

The Interim Vicar and Warden, by signing this agreement, thereby show their acceptance of the terms of the agreement shown on Part I.

Interim Vicar **Date**

Senior Warden for the Bishop's Committee **Date**

Bishop **Date**