

Priest in Charge Letter of Agreement
Part I

Election and Date of Agreement:

Date: _____

The Wardens and Vestry of _____, with the concurrence of the diocesan Bishop and in accordance with the Canons, have elected the _____ to serve as the Priest in Charge of this parish, to serve as such subject to the Canons of this diocese and of the General Convention of the Episcopal Church. The Priest in Charge has accepted the election. This letter of agreement sets forth certain terms of the Priest in Charge's service, and the commitments of the parish with respect to this service.

This agreement shall continue for _____ years ending _____ or until terminated by mutual agreement of the Priest in Charge and the Vestry, or termination by the Bishop of Milwaukee in accordance with the Constitution and Canons of this Church.

The Priest in Charge and the Vestry agree to participate in an annual mutual ministry review cycle. A separate compensation review will be conducted yearly.

The Priest in Charge and the Bishop, the Diocese and other Religious Bodies:

- 1.) The Priest in Charge and the Bishop: The Priest in Charge 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 that the Priest in Charge will attend all clergy days, the yearly clergy retreat and Diocesan Convention.
- 2.) The Priest in Charge and The Diocese: The Priest in Charge is ordained a priest in the Church of God. While the immediate responsibility is to serve as Priest in Charge of this parish, ___ shall also give of ___ time to the Diocese to assist in the life and work of the diocese and the Church at large.
- 3.) The Priest in Charge and other Denominations: The Priest in Charge is expected to engage in cooperative work with other denominations as ___ 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 Priest in charge and vestry recognize and affirm the importance of making every reasonable effort to ensure the successful foundation of this ministry and therefore agree that the Priest in Charge will participate fully in the diocesan Fresh Start Program for a two year period.

Compensation and Benefits:

The compensation plan includes stipend, housing and utilities plus 7.65% of this total for S.E.C.A. The pension fund contribution is 18% of the total (stipend, housing, utilities and 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:

- 1.) Stipend in the amount of \$_____ annually, divided into 26 payments and paid on an every other week basis. Amount to be adjusted accordingly each year based on mutual ministry process.
- 2.) Housing allowance and utilities are provided in the amount of \$_____ annually, divided into 26 payments and paid on an every other week basis.
- 3.) S.E.C.A. payment which is 7.65% of stipend and housing.
- 4.) Housing supplied with housing equity of 1.5% of the total compensation figure.
- 5.) Church Pension Fund contribution is paid 100% by the parish.
- 6.) The parish pays 100% life insurance, medical/dental insurance and disability coverage, as offered by the Diocese of Milwaukee (group HMO plan)
- 7.) The annual cash salary will be increased in January of each year by at least the minimum amount approved by the Diocesan Convention, with the stipend paid monthly.

Expenses:

The parish offers payment of the following expenses:

- 1.) An accountable reimbursable auto/travel plan is recommended with a mileage amount at the current IRS rate and a budget amount of \$_____.
- 2.) Necessary office furniture, equipment, supplies, postage and local phone calls as allowed by the parish budget.
- 3.) Funds in the amount of \$ _____ to assist in continuing education costs, memberships or professional training books or tapes chosen by the Priest in Charge.
- 4.) The parish offers reimbursement for professional expenses incurred related to the work of the parish.

Leave Time:

Leave shall be granted to the Priest in Charge as follows:

- 1.) Four weeks vacation annually to include four Sundays exclusive of Continuing Education and Spiritual retreat.
- 2.) Leave time shall be paid leave with all compensations and expenses paid as usual.
- 3.) Supply clergy shall be arranged for by the Priest in Charge and Senior Warden, for both scheduled and unscheduled leave.
- 4.) The Priest in charge shall participate in the annual diocesan clergy retreat if he is able (3 days) and may take 3 days of additional Spiritual Retreat during the year.

- 5.) It is expected that the Priest in Charge take not less than two days off per week. The Priest in Charge may re-schedule days off and weekly working hours to accommodate evening responsibilities, meetings and appointments.
- 6.) The parish may agree to a sabbatical period not to exceed three months with full pay and benefits at the then current rate of compensation for the Priest in Charge. It is anticipated that the sabbatical will be scheduled to occur at the end of the three-year time period covered by this letter of agreement. The exact timing of when the sabbatical will be scheduled to be mutually agreed by the Priest in Charge and the parish.

Supplementary Compensation:

Special gifts that accrue to the Priest in Charge as a result of his performance of rites of marriage, baptism or burial shall be designated for professional expenses. 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 Priest in Charge.

Use of the Church Buildings:

According to the Canons of the Church, the Priest in Charge 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 Priest in charge's charge.

Other Related Matters:

Terms and duration of this Letter of Agreement.

This Letter of Agreement is for a period of three (3) years. At the end of the three years the Priest in Charge and parish will mutually decide to extend a call as rector to the Priest in charge or begin a search process. If a search process is entered into the Priest in Charge will not be eligible and leave the parish immediately.

Priest in Charge and Parish Letter of Agreement **Part II**

The Priest in Charge and the Parish:

Mutual Ministry Cycle

The Priest in charge and vestry will attend to the three phases of the Mutual Ministry Cycle (mutual planning, doing the work and the mutual review). 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 Christianizing 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 Priest in Charge and Vestry 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 Priest in Charge and Warden, by signing this agreement, thereby show their acceptance of the terms of the agreement shown on Part I.

Priest in Charge

Date

Senior Warden for the Vestry

Date

Bishop

Date