

# ***Rector – Parish Letter of Agreement***

## **Part I**

**Election and Date of Agreement:**

**Date:** \_\_\_\_\_

The Wardens and Vestry of \_\_\_\_\_ Episcopal Church, \_\_\_\_\_, Wisconsin, with the concurrence of the Bishop of Milwaukee, and in accordance with the Canons, have elected the Rev. \_\_\_\_\_ to be the Rector of this parish, to serve as such subject to the Canons of this diocese and of the General Convention of the Episcopal Church. The Rector has accepted the election. This letter of agreement sets forth certain terms of the Rector’s service, and the commitments of the parish with respect to this service.

This agreement shall continue indefinitely until termination or amendment by mutual agreement of the Rector and the Vestry, or in accordance with the Canons of the General Convention of the Episcopal Church.

The Rector and the Vestry 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. Additionally, the vestry will review this letter of agreement in regards to compensation on a yearly basis.

**The Rector and the Bishop, the Diocese and other Religious Bodies:**

- 1.) The Rector and the Bishop: The Rector 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 Rector will attend all clergy days, the yearly clergy retreat and Diocesan Convention.
- 2.) The Rector and The Diocese: The Rector is ordained a priest in the Church of God. While the immediate responsibility is to serve as Rector 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 Rector and other Denominations: The Rector 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 Rector 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 Rector will participate fully in the diocesan Fresh Start Program for a two year period.

**Compensation and Benefits:**

The compensation plan includes salary, housing and utilities, pension fund contribution, and medical and life insurance premium payments as follows:

- 1.) Stipend in the amount of \$\_\_\_\_\_ annually, paid on a prorated basis monthly or twice monthly as desired by the Rector.
- 2.) Housing and utilities are provided with a housing equity of \_\_\_\_\_ or housing allowance of \_\_\_\_\_.
- 3.) S.E.C.A. payment, which is 7.65% of stipend and housing.
- 4.) Church Pension Fund (currently 18% of stipend, housing and utilities and SECA contribution) is paid 100% by the parish.
- 5.) The parish pays life insurance and medical/dental insurance coverage as offered by the Diocese of Milwaukee (group plan).

**Expenses**

The parish offers payment of the following expenses:

- 1.) An accountable reimbursable auto/travel plan is recommended with a mileage amount of \_\_\_\_ cents per mile and a budget amount of \$\_\_\_\_\_. Mileage usage to be reported monthly for reimbursement.
- 2.) Necessary office furniture, equipment, supplies and postage as allowed by the parish budget.
- 3.) Funds in the amount of \$\_\_\_\_\_ for continuing education costs or professional training books or tapes chosen by the Rector.
- 4.) A Discretionary Fund for which the Rector has responsibility to expend these monies in accordance with the Diocesan guidelines for Discretionary Funds.  
Terms \_\_\_\_\_  
\_\_\_\_\_

**Leave Time:**

Leave shall be granted to the Rector as follows:

- 1.) Four weeks vacation each year (including 4 Sundays) to be used in the year in which it accrues.
- 2.) One week (7 days which includes a Sunday) per year in addition to vacation for professional education purposes or retreat time to be used in the year in which it accrues.
- 3.) Up to 5 retreat days per year, to be used in the year in which they accrue.
- 4.) Up to \_\_\_\_\_ days of personal or family leave time to used in the year in which they accrue.
- 5.) Accumulation of sabbatical leave at a rate of one week per year of service to the parish, to be taken between the 5<sup>th</sup> and 7<sup>th</sup> year, unless otherwise determined by

agreement between the Rector and vestry. Purpose of sabbatical to be decided jointly between vestry and clergy. Accumulation of funds to a sabbatical account at a rate of \_\_\_\_\_ per year, held by the parish to cover documented expenses related to sabbatical. **In the case where** the position is terminated by Rector or congregation resulting in an ending of this pastoral relationship before a sabbatical is taken the Rector will be given as compensation one week for each full year served with compensation prorated for partial years served. Accumulated fund in sabbatical account will revert to parish if sabbatical is not taken.

- 6.) All leave time shall be paid leave with all compensations and expenses paid as usual. It is expected that the Rector take not less than two days off per week. The Rector may reschedule days off and weekly working hours to accommodate evening responsibilities, meetings and appointments.
- 7.) Supply clergy shall be arranged for by the Rector and Senior Warden, for both scheduled and unscheduled leave. The parish shall provide financially for supply work at the accepted diocesan wide rate.

**Supplementary Compensation:**

Special gifts that accrue to the Rector as a result of \_\_\_ performance of rites of marriage, baptism or burial shall be designated to the discretionary fund for which the sole use by the Rector, and for good causes known to the Rector, and for which the Rector has the responsibility to expend these monies in accordance with the Diocesan Guidelines for discretionary funds. 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 Rector.

**Use of the Church Buildings:**

According to the Canons of the Church, the Rector 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 Rector's charge.

**Other Related Matters:**

Arrangements for moving expenses and other costs associated with the move.

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## **Part II**

### ***The Rector and the Parish:***

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

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Warden for the Vestry

\_\_\_\_\_  
Date

The Bishop by signing this agreement indicates approval:

\_\_\_\_\_  
Bishop

\_\_\_\_\_  
Date

