

*Interim Rector and Parish Letter of Agreement*  
**Part I**

**Election and Date of Agreement:**

***Date:***

The Wardens and Vestry of XX Episcopal Church in XX, Wisconsin, with the concurrence of the Bishop of Milwaukee, have selected The Reverend XX to be their Interim Rector. XX has accepted the selection to serve as such, subject to the Canons of this Diocese and of the General Convention of the Episcopal Church. This Letter of Agreement sets forth certain terms of the Interim Rectors' service, and the commitments of the Parish with respect to this service.

This Agreement shall continue for one year beginning XX, 2008, and may be renewed by mutual agreement of the Bishop, the Interim Rector, and the Vestry, in accordance with the Canons of the General Convention of the Episcopal Church.

[It is acknowledged by the parties hereto that the terms and conditions of this Agreement were agreed upon with the understanding that the Interim Rector, The Reverend XX, shall serve on a limited basis, to encompass an average of XX to XX hours per week. Nothing in this Agreement shall be construed as providing greater compensation, benefits and/or leave time in the event that the Interim Rector serves more hours than is contemplated herein, except if the parties agree to such a change in writing.]--deletable

The Interim Rector and the Vestry shall participate in an annual mutual ministry review to assess the ministry and development of the Parish with the Bishop's staff. The Vestry will review this Letter of Agreement with regard to compensation, with the adjustment commencing on the 1<sup>st</sup> day of January each year.

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

- 1.) The Interim Rector and the Bishop: The Interim 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 by the Bishop that Interim Rector will attend all clergy days, the yearly clergy retreat, and Diocesan Convention.
- 2.) The Interim Rector and the Diocese: The Interim Rector is ordained a Priest in the Church of God. While the immediate responsibility is to serve as Interim Rector 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 Rector and other Denominations: The Interim Rector 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.

**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](http://www.diomil.org).

The initial compensation package shall consist of:

- 1.) Stipend in the amount of \$XX, paid monthly.
- 2.) S.E.C.A. payment, which is \$X\_(7.65% x \$XX).
- 3.) Church Pension Fund contribution is \$XX (18% of total compensation paid 100% by the Parish).
- 4.) Parish-paid medical and dental insurance, as offered by the Diocese of Milwaukee group plan, is the amount of \$XX annually.

**Expenses:**

The Parish offers payment of the following expenses:

- 1.) An accountable and reimbursable auto/travel plan is allowed, with a mileage amount of .585 cents per mile, not to exceed \$XX per month.
- 2.) Necessary office furniture, equipment, supplies, postage and local phone calls as allowed by the Parish budget.
- 3.) Personal phone service reimbursement as agreed to by the Interim Rector and Parish.
- 4.) Funds in the amount of \$XX per year for continuing education costs, memberships or professional training books or tapes chosen by the Interim Rector.
- 5.) A Discretionary Fund for which the Interim Rector has responsibility to expend these monies in accordance with the Diocesan guidelines for Discretionary Funds.

**Leave Time:**

Leave shall be granted to the Interim Rector 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 Rector and Senior Warden, both for 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 Rector 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 Rector for good causes known to the Interim Rector. 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 Rector.

**Use of the Church Buildings:**

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

**The Interim Rector and the Parish:**

**Mutual Ministry Cycle**

The Interim Rector and Vestry 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: Including 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 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 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 to 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 Rector and Senior Warden, by signing this Agreement, thereby show their acceptance of the terms of the Agreement shown on Part I.

_____	_____
<b>Interim Rector</b>	<b>Date</b>
_____	_____
<b>Senior Warden for the Vestry</b>	<b>Date</b>
_____	_____
<b>Bishop</b>	<b>Date</b>