

# ***Priest in Charge– Parish Letter of Agreement***

**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 Rev. \_\_\_\_\_ to be 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. In the year preceding the ending date, a review of the relationship will be completed to either continue the relationship with an election as Rector, continue as Priest in Charge for a time certainty or end the relationship. A sample review process is at the end of this agreement.

The Priest in Charge 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 and benefits on a yearly basis and conduct a yearly performance review.

## **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.

The Clergy 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 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 Priest in Charge.
- 2.) Housing and utilities are provided or housing allowance of \_\_\_\_\_.
- 3.) Church Pension Fund (currently 18% of stipend, housing and utilities and SECA contribution) is paid 100% by the parish.
- 4.) 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 Clergy.
- 4.) A Discretionary Fund for which the Priest in Charge has responsibility to expend these monies in accordance with the Diocesan guidelines for Discretionary Funds.  
Terms \_\_\_\_\_  
\_\_\_\_\_

**Leave Time:**

Leave shall be granted to the Priest in Charge 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 \_\_\_\_\_ days of personal or family leave time to use in the year in which they accrue.
- 4.) Sabbatical leave will accumulate at the 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> years. If the sabbatical is not used within

that timeframe it is no longer available. The purpose and timing of the sabbatical is to be decided jointly between vestry and clergy and approved by the Bishop.

The clergy shall submit a proposal for the sabbatical which shall include goals and objectives and an evaluation of how the leave time will contribute to his/her continuing theological education, professional or personal growth.

Sabbatical leave is not to replace regularly scheduled vacation or continuing education. Vacation time may be added to a sabbatical, but clergy should be absent from the parish for no more than 90 days.

The congregation will pay the clergy's full salary and benefits during the sabbatical. Accumulation of funds to a sabbatical account at a rate of \_\_\_\_\_ per year, held by the parish to cover documented expenses related to sabbatical. These funds will be used to cover documented expenses related to the sabbatical.

In the case where the position is terminated by the clergy or congregation before a sabbatical is taken, any accumulated funds in the sabbatical account will revert to the congregation. Sabbatical time and funds do not vest and there is no entitlement to any payout.

- 5.) All leave time shall be paid leave with all compensations and expenses paid as usual. It is expected that the Priest in Charge 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.
- 6.) Supply clergy shall be arranged for by the Priest in Charge 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 Priest in Charge 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 Clergy, and for good causes known to the Clergy, and for which the Clergy 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 Priest in Charge.

#### **Use of the Church Buildings:**

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

#### **Other Related Matters:**

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

