

LETTER OF AGREEMENT

AMONG

(priest)

and

(parish)

and

The Rt. Rev. Andrew D. Smith, Bishop of Connecticut

The Rev. _____ has been appointed priest-in-charge. It is understood that this tenure shall continue for _____ years, or until such time as it is dissolved by mutual consent with thirty days notice by either party and the approval of the bishop. The priest-in-charge fulfills the duties regularly given the rector by the canons of the Episcopal Church and the Diocese of Connecticut, and prepares the parish to enter the search process.

During this preparation period the priest-in-charge works with the office of the Canon to the Ordinary. Under certain circumstances, the priest-in-charge may be called to be the rector, the bishop consenting, the vestry electing. If, however, the parish enters the search process, the priest-in-charge works with the diocesan team, including the bishop, canon for transition ministry and search consultant and is not eligible to be rector.

DEVELOPMENTAL TASKS OF THE INTERIM PERIOD

The interim period is a prime time for renewal and re-energizing the cluster in its life and mission. Beyond maintaining effective ministry during this period the priest-in-charge will work with the vestry and other lay leadership in the congregation in:

- Coming to terms with the history of the parish, its relationship with previous clergy and lay leadership and any unresolved issues, including grief.
- Discovering the parish's special identity, what it dreams of becoming and accomplishing apart from previous clergy leadership.
- Dealing with shifts in leadership roles that evolve in times of transition and the encouragement of new leadership.
- Renewing and maintaining relationships between the parish and its staff so that each may be an effective resource and support to the other.
- Strengthening relationships with the diocese.
- Developing goals for the transition period.

TIMES OF WORK AND LEAVE

1. The work of the priest-in-charge includes parish activities and also labor on behalf of the diocese and community. The priest is expected to fulfill his professional responsibilities within the parameters of a wellness model. A 48-50 hour week, with the equivalent of two days off, is considered standard, but not absolute. It is suggested that clergy take at least one continuous twenty-four hour period each week for personal and family use.
2. The priest-in-charge will have the following periods of leave at full compensation.
 - Fourteen paid leave days including national holidays, to be taken so as not to interfere with worship on major occasions.
 - Four full weeks of annual vacation which shall include five (5) Sundays. Vacation is not cumulative and may not be carried forward except for extenuating circumstances pre-arranged with the wardens.
 - At least one week of continuing education leave each year which does not include Sundays. The priest-in-charge is expected to dedicate the first year of the continuing education leave to the Transition Program offered in the diocese for newly settled clergy, if applicable.
 - Three months of professional development leave for each five years of continuous service in parish ministry shall be made available to the Rev. _____. The anticipated expenses incurred by the parish for such a leave should be planned well in advance of leave taking. It is the responsibility of the priest-in-charge to notify the bishop and the canon to the ordinary as to the nature, content and time of leave. This leave must adhere to diocesan guidelines.
 - In the event of illness, injury or disability, salary will be continued up to six months. A physician's certificate may be required.
 - In addition to mandated clergy conferences and clergy days, up to six days of spiritual retreat is provided, not to include a Sunday.

COMPENSATION *

The priest-in-charge's compensation package will be reviewed and adjusted each year to reflect the minimum salary schedule voted by diocesan convention.

Cash Stipend:

The priest-in-charge's annual cash stipend will be \$_____

Housing:

If there is a Rectory: The priest-in-charge shall have full use of the rectory and grounds as his/her personal residence. No activities will be planned at the rectory without the invitation of the priest-in-charge's household. Expenses connected with the rectory shall be as follows:

- Utilities shall be contracted for and paid directly by the parish including the telephone. Personal long distance expenses are paid by the priest-in-charge
* See the Diocesan Treasurer's Newsletter for amplification or details at www.ctdiocese.org
- Expenses for repair, remodeling and major appliances exceeding _____ shall be paid by the parish in accordance with an annual plan and budget mutually agreed upon by the priest-in-charge and vestry. Within that plan and budget, the priest-in-charge may authorize emergency expenditures up to \$ _____ per month, reporting them within ten days to the vestry.
- Maintenance of rectory grounds, i.e., lawn care and snow removal, are at the expense of the parish. Major alterations to the basic landscaping plan, and any grounds maintenance items shall be cleared through the buildings and grounds committee of the vestry.

If there is a Housing Allowance: When the missionary-in-charge does not live in church provided housing, a housing allowance of \$13,500 will be furnished and duly noted in council minutes. The allowance includes compensation for mortgage/rent, utilities, telephone, taxes, insurance, and modest maintenance. Personal long distance expenses are paid by the missionary-in-charge.

(It is understood that, upon the missionary-in-charge's request, the vestry will designate a portion of the annual compensation as "housing allowance" under the Sec. 107 Federal Internal Revenue code.)

Housing Equity Allowance (HEA):

_____(church) shall pay a housing equity allowance (HEA) equal to 3% of the amount recorded as "compensation" by the church pension fund (only after 5 years of ordination). This applies only if the priest-in-charge is provided housing by the church or receives a housing allowance that does not permit an ownership interest in that housing.

- If providing housing: $(\text{Cash} + \text{SSA} + \text{Utilities}) \times .0390 = \underline{\hspace{2cm}}$.
- If paying housing used for rent: $(\text{Cash} + \text{SSA} + \text{Housing} + \text{Utilities}) \times .030 = \$6,220$.

Social Security Allowance (SSA):

The priest-in-charge shall receive social security allowance reimbursement according to the diocesan formula, as a contribution equal to 60% of the priest-in-charge’s self-employment tax obligation based on his/her compensation package.

- If paying housing allowance: (Cash + Housing + Utilities) x .1011 = _____.
- If providing housing with no HEA: (Cash + Utilities) x .1355 = _____.
- If providing housing and paying HEA: (Cash + Utilities) x .1415 = _____.

Benefits

The parish shall pay the following benefits:

- Church pension fund assessment in church provided housing:
On the sum of the priest-in-charge’s (Cash + Utilities in provided housing + SSA + HEA [if applicable]) x 130% x 18% = _____.
- Church pension fund assessment in personally owned or rented housing:
On the sum of the priest-in-charge’s (Cash + Housing + Utilities + SSA + HEA [if applicable]) x 18% = _____.
- Group life, medical, dental insurance (GLMD) through the group plan provided by the diocese, unless waived by the bishop. Enrollment for a *single/couple/family* = _____.

EXPENSES

The vestry shall pay the following documented expenses incurred by the priest-in-charge in fulfilling the duties of office:

- The normal expenses of the church office operations such as telephone, postage, office equipment, supplies, secretarial services, etc.
- A professional expense allowance of \$ _____ annually for reimbursement of documented expenses according to a vestry approved accountable plan. Expenses incurred in the course of professional activities on behalf of the parish include travel/car expense allowance at the rate determined by the diocese. Professional expenses include books, professional journals, conferences, meetings, professional lunches and professional memberships.
- Reasonable cell phone and computer expenses will be negotiated and documented according to priest-in-charge and parish need.
- A non-accumulative continuing education allowance of _____ per year as established by diocesan convention shall be paid on behalf of the priest-in-charge for continuing education expenses.

DISCRETIONARY FUND

In accordance with the Canons of the General Convention, a parish account, known as the Priest-in-Charge's Discretionary Fund, is to be established under the priest-in-charge's control. The fund must be audited annually by a professional auditor.

SUPPLEMENTARY COMPENSATION

The priest-in-charge shall not charge fees for performing any rites of the church (for example, baptisms, marriages, funerals) for members of the parish. The priest-in-charge may, however, receive income from other sources, such as:

- Sacramental services on behalf of persons not in any way related to the parish.
- Fees and honoraria for professional services performed on personal time for groups unrelated to the parish, or for sermons, books or articles published outside the parish.

USE OF BUILDINGS

It is understood that the general pattern of building use followed during the last rectorship shall be maintained, unless there is specific action of the vestry to the contrary. The priest-in-charge shall have the right to grant use of buildings to individuals or groups from outside the parish, only under the guidelines approved by the vestry.

REVIEW OF MISSION AND MINISTRY

1. The parish goals, as developed by the vestry, shall be reviewed and revised (as required) within the first year during a Reflection on Mission and Ministry conducted by a diocesan search consultant. This review will include the wardens, vestry, members of the parish and the priest-in-charge.

2. Following the initial review, there shall be an annual Reflection on Mission and Ministry of the parish in order to:

- Provide the priest-in-charge, wardens, vestry and congregation opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
- Establish goals for the work of the parish in the coming year.
- Clarify expectations of all parties.
- Isolate areas that have not received adequate attention and may affect the ministry of the parish.

A mutually agreed upon third party should be engaged to facilitate the ministry review process.

REVISION

This letter may be revised only by mutual agreement and in writing at the time of the annual mission and ministry review. The annual compensation and expense revisions will be mutually agreed upon in a separate process with wardens and vestry.

OTHER AGREEMENTS

- All moving expenses (not including packing, though packing may be negotiated) and travel expenses incurred in making the move from _____ to _____ shall be paid by the parish. The maximum amount agreed upon is \$ _____. If the professional movers' estimates exceed this figure, other alternatives may be considered. Any move less than 50 miles is subject to IRS tax regulations.
- The moving date shall be _____. The priest-in-charge shall begin duties in the parish later no than _____ unless delayed by adverse circumstances.
- This letter of agreement shall be made part of the minutes of the vestry meeting. Copies shall be given to each current and new vestry member.
- If the priest-in-charge and the vestry are in disagreement concerning the interpretation of the letter of agreement, either party may appeal for mediation to the canon to the ordinary, or another mutually agreed upon third party, a bishop remaining the final arbiter.
- The priest-in-charge shall participate (or have participated) in six hours of Safe Church Training. The training must be renewed every 3 years.

STAFF POLICY

The parish staff work at the discretion and under the supervision of the priest-in-charge.

Priest-in-Charge

Senior Warden

Junior Warden

Bishop

Approved

Date