

## LETTER OF AGREEMENT

between

The Rev. \_\_\_\_\_

and

The Member of the Clergy In Charge (hereafter referred to as “Rector”) of \_\_\_\_\_ Church, who has appointed [him/her] to be [Curate / Assistant/ Assistant to the Rector / Associate Assistant (hereafter referred to as “Assistant”)], with the understanding that [his/her] ministry shall continue until terminated by either party.

The Assistant shall serve at the discretion of the Rector, but may not serve beyond the period of service of the Rector except that, pending the call of a new Rector, he/she may continue in the service of \_\_\_\_\_ Church if requested to do so by the Vestry of the parish, with the advice and consent of the Bishop, under such conditions as the Bishop and Vestry shall determine. An assistant may continue to serve at the request of a new rector (see Title III.9.3.c).

### PREAMBLE

The relationship between a Rector and an Assistant is unique, and it evolves within a larger covenant of mutual trust and ministry to, and with, each other.

The Assistant is appointed by and accountable to the Rector, serving at his/her pleasure. Under the Rector’s supervision and authority, the Assistant shares in the responsibilities for worship, education, pastoral care, administration of the Sacraments, outreach, and administration of \_\_\_\_\_ Church. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the Diocese of West Missouri and the General Convention, the Assistant shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and the life to come.

It is recognized and affirmed that the Assistant’s work in this place includes those activities directed to \_\_\_\_\_ Church, its members, and their well-being, as well as the several communities of which \_\_\_\_\_ Church is a part.

The Assistant will have the following responsibilities and duties *[modify as appropriate]*

1. Administrative *[specify]*
2. Preaching and Liturgical Duties *[specify]*
3. Pastoral Care *[specify]*
4. Christian Formation and Education *[specify]*
  - (a) For children-
  - (b) For youth-
  - (c) For adults
5. Other Parish Ministries and/or Responsibilities *[specify]*

ALTERNATE WORDING REGARDING POSTION DESCRIPTION

This ministry is further described in the Assistant Position Description approved by the Rector, Assistant, Wardens and Vestry on \_\_\_\_\_, which is hereby acknowledged and made part of this Letter of Agreement.

**COMPENSATION & BENEFITS**

Compensation\*, based on the Diocesan Standard\*\* for \_\_\_\_\_, effective \_\_\_\_\_ payable \_\_\_\_\_ :

Stipend \$  
Housing Allowance \$

*\*The vestry, at the request of the cleric, may designate a greater or lesser portion of the total compensation as housing allowance for IRS purposes. In such cases the stipend and housing amounts are adjusted accordingly so that the total amount remains the same. Such designation must be made prior to the commencement of said compensation (e.g. at the end of one calendar year for the next calendar year).*

*\*\*The assistant's compensation may never be less than as set for clergy by the Diocesan Convention*

2. Pension - Annual pension assessment is 18% of the cleric's compensation as compensation is defined by Church Pension Fund rules. Assessment is paid by the congregation.
3. The Assistant is expected to devote full time to the duties of the position. He/she is expected to have two days per week as free time for personal consideration, and is entitled to one month paid vacation each year normally taken during the summer months. Vacation may be taken at other times with Vestry consent
4. The Assistant receives an additional one-week leave of absence for continuing education each year. The parish, the Diocese, and the cleric are expected to set aside \$350 annually to support such continuing education
5. Medical Insurance coverage is determined by Rector, Vestry and Assistant. Coverage through Church Insurance Co., as presently provided by Empire Blue Cross/Blue Shield EPO, may be selected at the time of employment and during the annual open enrollment periods. Medical Insurance premiums are paid by the congregation.
6. Beginning 1/1/2004 the Church Pension Fund provides Short-Term Disability (IRP) Insurance to all active clergy at no cost to the cleric or to the congregation. Long-Term Disability (LTD) insurance as provided by the Church Life Insurance Corporation is available -- premiums are paid either by the cleric or by the congregation
7. The Assistant will provide his/her own car for necessary transportation to perform his/her duties. The Vestry will reimburse the Assistant for mileage at the IRS rate, up to an annual amount not to exceed \$

8. The Vestry agrees to provide adequate funds in the Annual Budget for the operation of a satisfactory office for the Assistant. An allowance for office secretary, telephone expense, supplies, and equipment will be included in the Parish budget.
9. The parish shall pay all normal moving expenses related to relocating the Assistant.
10. Any Discretionary Fund must be established according to the *Policies and Procedures Manual of the Episcopal Church* and in accordance with the process as outlined in Bishop Howe's memorandum of December 9, 2002 regarding discretionary funds.

**ANNUAL REVIEW**

The Rector, Assistant, Wardens, and Vestry recognize and affirm that the Assistant is entitled to an Annual Performance Evaluation. This process is designed to focus on personal gifts and skills, and his/her effectiveness in applying those gifts to the stated demands of their particular ministries, and the identification of areas for future professional development.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Warden

Approved: \_\_\_\_\_  
Bishop

\_\_\_\_\_  
Date