

[[Sample Letter of Agreement for Rector]]

LETTER OF AGREEMENT

between

The Wardens and Vestry of _____

in _____, Missouri

and

The Reverend _____

who has been elected Rector with the understanding that this tenure is to continue until dissolved by mutual consent or by arbitration and decision as provided by the relevant Canons of the Diocese of xxxxxxxxxx and of the General Convention.

PREAMBLE

The Rector shall lead _____ Church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and the Diocese of xxxxxxxxxxxxxx, the Rector shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

SECTION A - TIMES OF WORK AND LEAVE

1. The Rector's work includes not only activities directed to the parish and its well-being, but also labors on behalf of the Diocese and community. The Rector's scheduled workweek is five (5) days, usually measured as ten to twelve units of mornings, afternoons, or evenings in various combinations reflecting the demands of this ministry. In general, no more than three evenings per week are expected. The Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
2. The Rector will have the following periods of leave at full compensation:
 - a. National Holidays, to be taken so as not to interfere with worship for major occasions.
 - b. One month Annual Vacation which shall include five (5) Sundays.
 - c. A minimum of ten days for Continuing Education each year.
 - d. A minimum of two weeks per year of service in this parish for Sabbatical Leave, to be available after the fifth year, and cumulative through the seventh year. During the sabbatical, the Rector will receive full compensation and benefits. Unused sabbatical time will be forfeited.

- e. A minimum of seven weeks paid leave of absence upon the birth or adoption of a child.

SECTION B - COMPENSATION

1. The Rector's annual cash salary will be \$ _____, paid monthly on or before the _____ day of the month. Upon the Rector's request, and with proper documentation, the Vestry will designate a portion of the total cash salary as "Housing Allowance" under the Federal Internal Revenue Code
2. The rector shall either have full use of the Rectory as personal residence, or may elect a housing allowance in accordance with diocesan compensation guidelines.
Expenses connected with the Rectory shall be handled as follows:
 - a. Utilities shall be contracted for and paid by the parish.
 - b. Care and maintenance of Rectory grounds are at the parish's expense.
3. **The Vestry SHALL pay the following benefits:**
 - a. Church Pension Fund Assessment on the sum of the Rector's total compensation as defined by CPG rules.
 - b. 100% of the premium costs for medical coverage for the Rector and his or her dependents. .
 - c.. A minimum of \$350 per year for Continuing Education costs.
 - d. Provide a fund for moving expenses that is not to exceed an agreed upon amount.
 - e. Travel reimbursed at the IRS rate up to the diocesan maximum limit of \$4,140.

SECTION C - EXPENSES

The Vestry shall pay the following expenses incurred by the Rector in fulfilling the duties of office:

- a. The normal expenses of the church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc.
- b. Expenses incurred in the course of professional activities on behalf of _____ Church shall be reimbursed upon receipt of a detailed expense report (subject to guidelines set by the vestry).
- c. The cost of a telephone in the Rector's residence. This telephone number shall be published to insure the Rector's ready accessibility in case of emergencies. The Rector shall pay the cost of all personal long distance calls.

SECTION D - SUPPLEMENTARY COMPENSATION

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

Sacramental services on behalf of persons not in any way related to this parish.

Fees and honoraria for professional services performed on personal time for groups unrelated to this parish, or for sermons, books or articles published outside the parish.

SECTION E - USE OF BUILDINGS

In addition to use and control of the Church and Parish buildings for the discharge of duties of the Rector's office, as provided by canon law, the Rector shall have the right to grant use of the buildings to individuals or groups from outside the parish, following guidelines approved by both Rector and Vestry.

SECTION F - CHURCH LEADERSHIP TEAM RETREAT

A Church Leadership Team Retreat provides a time apart for the Vestry and Rector to begin to define and understand their relationship. This retreat should be held no later than four weeks after the Rector arrives. The retreat covers a range of topics which include:

- Spiritual Reflection
- Develop Guidelines for Working Together
- Clarify Expectations
- Review Goals
- Clarify Roles and Responsibilities
- How to Deal with Differences

The Church Leadership Team Retreat will be facilitated by the Interim Consultant.

SECTION G - MUTUAL STUDY OF MINISTRY

A Mutual Study of Ministry will be scheduled between the first six to twelve months of a new pastorate and once every year thereafter. This will give the Vestry and Rector time to talk together about ways to improve their working relationships, to discuss how the various church activities and programs are meeting the needs of the church and its members, and to look at new ideas for ministry. It is a time to ask:

- "What is working well and what needs our attention?"
- "Do we need to make changes in our stated goals?"
- "Are our goals relevant to where we find ourselves today?"
- "Are our expectations fair, realistic, a stretch, but not impossible?"

The Mutual Study of Ministry will be facilitated by a trained consultant.

SECTION H - REVISION

This letter may be revised only by mutual agreement at the time of the annual mutual study of ministry, except that revisions of compensation and expenses may be mutually agreed upon in a separate budget process.

SECTION J - OTHER AGREEMENTS

- (1) The Moving date shall be in the week of _____ . The Rector shall begin duties in the parish not later than _____ , unless delayed by adverse circumstances.
- (2) All pay and benefits shall become effective on _____ .
- (3) This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be given to each new Vestry member.
- (4) If the Rector and Vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to a mutually agreed upon third party, the Bishop remaining the final arbiter.

Rector

Date

Senior Warden

Date

Bishop

Date