

LETTER OF AGREEMENT

This Letter of Agreement between the Rector-elect and the Vestry of _____ shall be binding and in full force and effect until dissolved by mutual consent, or by arbitration and decision as provided by the Constitution and Canon of the Episcopal Church and the Diocese of West Missouri. If accepted, this agreement will commence _____ .

Preamble

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

Pastoral Availability

1. In order to maintain physical and mental health and effectiveness, the Rector must have adequate time for rest and refreshment, recreation, and normal life with family and friends. Nevertheless, in case of an emergency where his/her priestly services are urgently needed, she/he must consider that he/she is available regardless of day or hour.
2. The Rector will establish, maintain, and publish a regular schedule of office hours. The church office, when possible, should be able to readily contact the Rector when not present in the office.
3. In the event the Rector is to be absent from the parish, the Senior Warden shall be advised so that the Rector may be contacted in an emergency.

Vestry Expectations

1. The Vestry will take an active role in guiding the mission and ministry of the congregation.
2. Vestry members will participate in the life of the parish:
 - Regular in worship
 - Be tithers or proportional givers
 - Pray daily for Rector and parish
 - Inspire and encourage all members of their parish in their vocation and ministry
3. The Vestry will serve as representatives of the congregation and will keep the parish fully advised of actions adopted at all Vestry meetings.
4. The Rector and Vestry will establish goals and develop annual budgets for the parish.

Worship

1. The Canons of the Church outline the role and responsibilities of the Rector. The Rector shall lead worship, preach the Gospel, and administer the sacraments.
2. Normally there will be _____ services on Sunday and a schedule of weekday services as needed.

Ministry Beyond the Parish

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. As a priest of the Church the rector is expected to take his/her place in the Councils of the Church and in the life and ministry of this Diocese.

Staff

All parish staff - paid or volunteer – are under the supervision of the rector and serve at the discretion of the Rector, who has the responsibility to “hire and fire.”

Parish Buildings

The Constitution and Canons of the Episcopal Church state that the Rector “. . . shall at all times, be entitled to the use and control of the Church and Parish buildings with the appurtenances and furniture thereof.”

Compensation and Benefits

1. Compensation*, based on the Diocesan Standard** for 2011, 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 rector'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 Rector 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 Rector 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 Vestry and Rector-elect. Coverage for the rector-elect and his/her spouse and family, provided through the Episcopal Church Medical Trust, 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. In 2013 the policies and procedures of the Denominational Health Plan, as structured and adopted by the Diocesan Council for the Diocese of West Missouri, will be followed.
6. The Rector will provide his/her own car for necessary transportation to perform his/her duties. The Vestry will reimburse the Rector for mileage at the IRS rate, up to an annual amount not to exceed \$_____ [The diocesan standard for 2011 is \$4,148].
7. The Vestry agrees to provide adequate funds in the Annual Budget for the operation of a satisfactory office for the Rector. An allowance for office secretary, telephone expense, supplies, and equipment will be included in the Parish budget.
8. The parish shall pay all normal moving expenses related to relocating the Rector-Elect.
9. Any Discretionary Fund must be established according to the *Policies and Procedures Manual of the Episcopal Church*.
10. The Vestry will make provisions for a sabbatical for the rector in accordance with the Sabbatical Policy of the Diocese of West Missouri.

Annual Review and Evaluation

This agreement is to be reviewed annually by the Rector and Vestry.

Senior Warden	Date
Rector-Elect	Date
Bishop	Date