

# Letter of Agreement

between

The Rector, Wardens and Vestry of  
St. Z Church  
and

The Rev. John Doe

John Doe has been selected by the Rector of St. Z Church and with approval of the Vestry, to serve as Assistant to the Rector. The Assistant Rector shall serve at the discretion of the Rector but may not serve beyond the period of service of the Rector except that, pending call of a new Rector, he may continue in the service of St. John's if requested to do so by the Vestry of the parish and under such conditions as the Bishop and Vestry shall determine.

## SECTION A - Times of Work and Leave

- (1) The Assistant Rector's work includes not only activities directed to the parish and its well-being, but also labors on behalf of the Diocese of Central Florida and the local community. In general, no more than three evenings per week are expected. He is expected to preserve at least one continuous twenty-four period each week solely for personal and family use, preferably - whenever possible - two.
- (2) The Assistant 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, consisting of twenty-four (24) workdays, and including four (4) Sundays. Vacation time shall not be carried forward unless by written agreement with the Rector and Vestry prior to the end of each calendar year.
  - (c) Continuing Education Leave, at the rate of two (2) weeks per year.

## SECTION B - Compensation

- (1) The Assistant Rector's annual cash stipend (salary and housing) will be \_\_\_\_\_, disbursed in twelve (12) equal payments throughout the year. This stipend will be reviewed and adjusted annually by the Vestry. The Vestry will designate a portion of the total cash stipend as "Housing Allowance" under the current Federal Internal Revenue Code.
- (2) The Rector shall receive one half (1/2) of the Self Employment Tax (currently 7.65% of the compensation package including salary and housing allowance) paid monthly.

- (3) The Vestry shall pay the following benefits:
  - (a) Church Pension Fund Assessment on the sum of the Assistant Rector's total annual cash stipend (including Housing Allowance).
  - (b) Health and Hospital Insurance, provided through the Diocese or a comparable insurance plan offered through a local medical insurance carrier.
  - (c) Group Life and Accidental Death and Dismemberment Insurance provided through the Diocese.
  - (d) Workers' Compensation Insurance, as required by the State of Florida Statutes.

### **SECTION C - Expenses**

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

- (1) Travel expenses at the rate of \$.31/mile, plus out of pocket costs of parking fees, tolls, etc.
- (2) Normal expenses of the parish's office operation, including telephone, postage, office equipment, supplies, secretarial services, etc.
- (3) Continuing Education Expenses, up to \$1,000.00 annually.

### **SECTION D - DISCRETIONARY FUND**

The Vestry shall provide The Assistant Rector with funds (\$1,200.00/year) to establish and maintain a separate Discretionary Account to assist the poor and needy or to make periodic donations to specific charities as selected by the Assistant Rector.

### **SECTION E - Supplementary Compensation**

- (1) The Assistant Rector shall not charge fees for performing any rites of the Church, (for example, baptisms, marriages, funerals, for members of St. Z Episcopal Church.
- (2) He may, however receive income from other sources, such as:
  - (a) sacramental services on behalf of persons not in any way related to St. Z Church.
  - (b) fees and honoraria for professional services performed on personal time for groups unrelated to St. Z Church or for sermons, books or articles published outside the parish.

**SECTION F - Mutual Ministry Review**

The Rector and The Assistant Rector agree to a semi-annual discussion and mutual review of The Assistant Rector’ ministry in order to:

Provide them an 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.

Isolate areas of conflict or disappointment which have not received adequate attention and may be adversely affecting mutual ministry.

Clarify expectations of all parties to help put any future conflicts in manageable form.

**SECTION G - Other Agreements**

- (1) The Assistant Rector agrees to comply with all risk management policies of the Diocese of Central Florida including a background check and training on issues of Sexual Misconduct.
- (2) All moving and travel expenses incurred in making the move from \_\_\_\_\_ to \_\_\_\_\_ shall be paid by St. Z Church. The specific moving contract shall be mutually agreed to by The Assistant Rector, the Rector and the Vestry.
- (3) All pay and benefits shall become effective on \_\_\_\_\_.
- (4) This letter of Agreement, and its related Positions Description, shall be made part of the minutes of the next Vestry meeting following its signing.
- (5) This letter may be revised only by mutual agreement at the time of the annual mutual review, except that compensation and expenses revisions shall be mutually agreed upon in a separate budget process.
- (6) If the Rector, Vestry and The Assistant Rector are in disagreement concerning interpretation of this letter of Agreement, either party may appeal for mediation to Bishop, or another mutually agreed upon third party, the Bishop remaining the final arbiter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Rector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

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