

# LETTER OF AGREEMENT

between  
St. Z Episcopal Church  
and  
The Rev. John Doe

The Rev. John Doe has been selected by the Rector of St. Z Episcopal Church and with approval of the Vestry, to serve as Assistant to the Rector. The Assistant shall serve at the discretion of the Rector. Upon resignation by the Rector, death of the Rector, or in the event of the dissolution of a pastoral relationship between the Rector and the Vestry, the Assistant may continue in the service of the Parish if requested to do so by the Vestry under such conditions as the Bishop and Vestry shall determine.

## SECTION A - TIMES OF WORK AND LEAVE

- (1) The Assistant'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 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 & BENEFITS

- (1) The Assistant's annual compensation package (including salary, housing allowance and self-employment tax offset) will be \$\_\_\_\_\_, paid monthly (or twice monthly on or before the 15<sup>th</sup> and last day of the month). 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 Vestry shall pay the following benefits:
  - (a) Church Pension Fund assessment as required by canons which is 18% of the Rector's annual compensation package.
  - (b) Health (and Dental) 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 in fulfilling the duties of his office:

- (1) Travel expenses under an accountable reimbursement plan not to exceed \$\_\_\_\_\_ annually.
- (2) Normal expenses of the parish's office operation, including telephone, postage, office equipment, supplies, secretarial services, etc.
- (3) Continuing Education Expenses, up to \$\_\_\_\_\_ annually.

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

The Vestry shall provide The Assistant with funds 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. This Account shall be a church fund and shall be established and administered in accordance with current diocesan guidelines.

### **SECTION E - SUPPLEMENTARY COMPENSATION**

- (1) The Assistant shall not charge fees for performing any rites of the Church, (for example, baptisms, marriages and 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 Episcopal Church.
  - (b) fees and honoraria for professional services performed on personal time for groups unrelated to St. Z Episcopal Church or for sermons, books or articles published outside the parish.

### **SECTION F - MUTUAL MINISTRY REVIEW**

The Rector and The Assistant agree to a semi-annual discussion and mutual review of The Assistant' 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 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) The Assistant agrees to participate for one year in the diocesan program for clergy in new cures called *Fresh Start*.
- (3) All moving and travel expenses incurred in making the move from \_\_\_\_\_ to \_\_\_\_\_ Florida shall be paid by St. Z Episcopal Church. The specific moving contract shall be mutually agreed to by The Assistant, the Rector and the Vestry.
- (4) All pay and benefits shall become effective on \_\_\_\_\_.
- (5) This letter of Agreement, and its related Positions Description, shall be made part of the minutes of the next Vestry meeting following its signing.
- (6) 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.
- (7) If the Rector, Vestry and The Assistant 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bishop

*Please Note: This model is adapted from "Called to Work Together: A Manual on Letters of Agreement for Clergy and Congregations", by Richard L. Ullman, available for the Church Deployment Office. This revision date: November, 2005.*