

A LETTER OF AGREEMENT

The Rector of the [Church Name and Location]

and

[clergy person's name]

The Associate/Assistant Associate/Assistant Rector shall (*briefly list responsibilities*). The extent and nature of this work will be included in the position description to be developed within three months and reviewed during annual performance reviews.

Section A - Times of Work and Leave

The Associate/Assistant Rector's scheduled workweek is five 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 Associate/Assistant Rector is expected to preserve at least one continuous twenty four hour period each week solely for personal and family use.

The Associate/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. When the Holiday is a workday (such as Sunday or other day of celebration) or the Holiday is on a specified day off, compensating time off should be taken. The National Holidays are: New Years Day, Martin Luther King Day, Monday of Easter Week, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving, Christmas Day, and two floating holidays designated by the Associate/Assistant Rector at the beginning of the calendar year.
- b) One month Annual Vacation, consisting of twenty three workdays, which shall include four Sundays. Two weeks of vacation may be taken after the first six months of service. No more than six days and one Sunday may be carried forward to a succeeding year.
- c) Three days leave post Easter and post Christmas.
- d) Professional Development Leave, at the rate of fourteen days per year; for continuing education, retreat and/or spiritual refreshment.
- e) Sick leave to provide reasonable absence for medical reasons but not to exceed an accrual of 1 days per month.
- f) The Associate/Assistant Rector may engage in reserve military service up to a total of 14 days per year, which shall not be counted against any leave time.

Section B – Professional and Spiritual Renewal

To support the Associate/Assistant Rector in professional and spiritual renewal and if possible according to parish budget, the Vestry will:

- a) Grant three months of Sabbatical Leave for every five years of service in this parish, to be available after the fifth year and every five years thereafter.
- b) Grant such leave with the understanding that clergy will not be absent from the parish for more than three months of sabbatical in any one year.
- c) Work with the Rector to arrange sabbaticals in accordance with Diocesan policy, understanding that sabbatical is not an entitlement for time served, but rather an investment in future ministry and that the Associate/Assistant Rector will return from any sabbatical to serve for a minimum of one full additional year and, normatively, for several more.

Section C – Wellness

It is understood that all costs for the following are included in the total compensation package.

To encourage and support the Associate/Assistant Rector in [his/her] physical, spiritual and mental health, the Vestry will:

- a) Encourage [him/her/they] to have an annual physical examination;
- b) Encourage [him/her/they] to make a three or four day annual retreat outside the diocese;
- c) Expect [him/her/they] to report quarterly to the Vestry the number of days [he/she] has taken for recreational, study and vacation time during that period;
- d) Expect [him/her/they] to participate in a professional support group of his choosing; and
- e) Encourage [him/her/they] to have a personal spiritual direction.

The Rector will consult with the Associate/Assistant Rector at least quarterly to see that the terms of this section are being met.

Section D. Compensation

The Associate/Assistant Rector's annual cash stipend will be \$[amount] plus \$[amount] housing allowance,

Compensation will be reviewed and adjusted annually in light of recommendations from the diocesan Clergy Compensation Committee and the current Diocesan minimum clergy stipend standard.

The Vestry shall pay the following benefits:

- (a) Church Pension Fund assessment on the sum of the Associate/Assistant Rector's total annual cash compensation (including housing allowance and utilities, as per the C.P.F. formula for clergy provided with a Associate/Assistant Rectory)
- (b) Medical and dental insurance provided through the Diocesan group plan or its equivalent;
- (c) Group Life, Accidental Death and Dismemberment Insurance and Disability Insurance as provided through the Clergy Pension Plan when assessments are paid

Section E. Expenses

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

- a) Expense Allowance not to exceed [amount] with travel to be reimbursed at the current IRS rate per mile plus out of pocket costs of parking fees, tolls, transportation fares, etc. Also to be reimbursed in this allowance are other professional expenses including hospitality, professional dues, journals, books and other costs incurred in fulfilling the duties of the Associate/Assistant Rector's ministry.
- b) These expenses will be reimbursed monthly upon presentation of documentation under an accountable plan. The annual budget for these expenses will be reviewed against actual costs.
- c) The expenses of the church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc. in accordance with the annual parish budget.
- d) The cost of a telephone in the Associate/Assistant Rector's residence and cellular service. These telephone numbers shall be published to insure the Associate/Assistant Rector's ready accessibility in case of emergencies. The Associate/Assistant Rector shall pay the cost of all personal long distance calls.
- e) An Annual Continuing Education Allowance per the current diocesan guidelines, set aside January 1st each year in a special account, and paid on behalf of the Associate/Assistant Rector toward expenses incurred in relation to Professional Development Leave. Unexpended portions of this allowance shall be allowed to accumulate for use in succeeding years up to six years.
- f) For clergy who live in church owned housing, a [amount] Equity Housing Allowance will be established and will be funded annually into a tax-deferred account. See the Active Clergy Guide for Equity Housing Allowance guidelines.

Section F. Discretionary Fund

In accordance with the Canons of General Convention, a Discretionary Fund is to be established for charitable purposes under the Associate/Assistant Rector's control, subject to annual audit without disclosure of beneficiaries. This is funded from gifts given to the church or the Associate/Assistant Rector for the purposes of the Discretionary Fund. Such gifts may be received at any time or at baptisms, marriages and funerals. This shall be a parish account. This practice will be reviewed annually to evaluate its effectiveness both in terms of the needs of the Associate/Assistant Rector as well as the Wardens and Vestry.

Section G. Supplementary Compensation

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

- Services on behalf of persons not in any way related to the congregation;
- Fees and honoraria for professional services performed on personal time for groups unrelated to the congregation, or
- For sermons, books or articles published outside the parish.

Section I. Performance Review

- a) The Rector and, if desired, members of the Vestry agree to meet annually to review the Associate/Assistant Rector's performance.

- b) The Associate/Assistant Rector and Rector agree that this annual discussion of the Associate/Assistant Rector's ministry of the Parish will
- Provide the Associate/Assistant Rector with constructive feedback about performance in day to day and strategic ministries;
 - Establish goals for the Associate/Assistant Rector for the coming year, based on parish goals and needs;
 - Isolate areas of development.

Section I. Other Agreements

- a) All moving and travel expenses incurred in making the move from [location] to [location], shall be paid by the Vestry. Moving expenses shall include but not be limited to family travel and transporting household goods, not to exceed [amount].
- b) The moving date shall be in the week of _____. The Associate/Assistant Rector shall begin duties in the parish no later than _____, unless delayed by adverse circumstances.
- c) Pay and benefits shall become effective on _____. Benefits will become effective on the first day of the month following the start date of work.
- d) This Letter of Agreement, when signed by all parties, and its related Position Description to be developed within six months, shall be made part of the Associate/Assistant Rector's personnel file.
- e) This letter may be revised only by mutual agreement, except that compensation and expenses revisions shall be mutually agreed upon in a separate budget process.
- f) The Associate/Assistant Rector and the Rector acknowledge that employment is at-will, meaning either party may end the employment relationship with or without cause.

Associate/Assistant Rector

Date

Reviewed and approved by:

Date: