

INTERIM RECTOR LETTER OF AGREEMENT TEMPLATE

between
Church
and
Clergy Person

The Reverend *Clergy Person* has been called to serve as Interim Rector of *Church* for an initial term of *time frame*, beginning on *date*, unless earlier dissolved by mutual consent or the determination of the Bishop of Washington. The Interim Rector's term may be extended beyond the initial term as agreed by the parties, with the understanding that the Interim Rector shall have at least sixty days advance notice of the conclusion of the term of *his/her* ministry at the Parish.

1. Goals for the Interim Period

- a. The period of interim ministry is a prime time for renewal, reenergizing the parish in its life and mission. Beyond maintaining effective ministry during this period, the Vestry and Interim Rector shall work together to prepare for healthy transition to the next rectorship.
- b. Specific tasks to be addressed during the interim period include:
 - i) Coming to terms with the history of this congregation and its relationships with previous clergy.
 - ii) Discovering the congregation's special identity, what it dreams of being and doing apart from previous clergy leadership.
 - iii) Dealing with shifts in leadership roles that naturally evolve in times of transition, allowing new leaders to come to the fore constructively.
 - iv) Renewing and reworking relationships with the diocese, so that each may be a more effective resource and support to the other.
 - v) Building commitment to the leadership of the new rector in order to be prepared to move into the future with openness to new possibilities.

2. Vestry Responsibilities

- a. All ministries other than those reserved to ordained leadership (such as administering the sacraments) are understood as mutual ministries of the laity of the parish and the Interim Rector. The Vestry shall lead the laity to support and cooperate with the Interim Rector in pursuit of parish goals and in the performance of the developmental tasks of the interim period.
- b. The Vestry is the legal agent for the parish in all matters concerning its corporate property and in its relationship with the Interim Rector. The Vestry will see that the Interim Rector is properly supported, personally and organizationally as well as in the Vestry's financial obligations to the Interim Rector.

3. Interim Rector Responsibilities

- a. The Interim Pastor represents and extends the ministry which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Interim Rector shall lead the Parish as pastor, priest and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. In these capacities, the responsibilities of the Interim Rector shall include:
 - i) Working with the Vestry and other lay leaders to maintain the regular schedule of worship services and preaching, education, pastoral care and pastoral offices (weddings, funerals, baptisms), calling upon the sick and shut-in, visiting newcomers, and ongoing administration of the parish.
 - ii) Supervising all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Interim Pastor.
 - iii) Functioning as Chair of the Vestry, and support the Vestry in its responsibilities.
- b. The primary goal of the Interim Rector's ministry is to prepare the congregation for the coming of the next rector. To this end, the work of the Interim Rector shall include:
 - i) Helping the congregation deal with its grief and any other unresolved issues arising from the rector's departure.
 - ii) Dealing with internal conflicts and help heal any divisions within the congregation.
 - iii) Helping the Vestry, lay leaders and staff make such changes as may be needed to align parish life and administration with generally accepted standards in the diocese.
- c. The Interim Rector shall meet periodically as requested with the Bishop, the Canon for Congregational Vitality, and the Canon to the Ordinary to review the progress of the interim rectorship and shall submit such written reports as are requested by the Bishop from time to time.
- d. The Interim Rector will communicate regularly with any consultant engaged to assist in the search process.
- e. The Interim Rector shall not be eligible to be a candidate for Rector.

4. Times of Work and Leave.

- a. The Interim Rector's scheduled workweek is five days, which shall include Sunday activities. The Interim Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
- b. The Interim Rector will have the following periods of leave at full compensation:
 - i) National Holidays, to be taken so as not to interfere with worship for major occasions.

- ii) Annual Vacation, at the rate of one month per year, consisting of twenty-three workdays, which shall include five Sundays.
 - iii) Sick Leave, which shall accrue at the rate of [12] days of sick leave per calendar year. Sick leave is to be used when ill, to care for dependent family members who are ill, or to attend personal medical appointments.
 - iv) Professional Development Leave, at the rate of two weeks per year, excepting Sundays.
5. Compensation.
- a. The Interim Rector's cash compensation shall be the sum of (i) *amount* salary per month, paid monthly *plus* (ii) a quarterly payment as compensation for half of the Interim Rector's expense under the Self Employment Contribution Act, computed by multiplying 7.65% *times* the salary paid during the previous calendar quarter.
 - b. Upon the Interim Rector's request, the Vestry will designate a portion of the Interim Rector's salary as total amount as rental allowance in accordance with Section 107 of the Internal Revenue Code of 1986 and regulations promulgated thereunder.
 - c. The Vestry shall pay the following benefits:
 - i) Church Pension Fund Assessment on the Interim Rector's annual salary, which includes \$150,000 Group Life and Accidental Death and Dismemberment Insurance and Disability Insurance.
 - ii) Workers' Compensation Insurance, as provided by State Law, and included in the parish umbrella coverage.
 - iii) Medical and/or dental insurance coverage through the Diocesan health benefits program, subject to the parish's employee cost-sharing requirements.
 - d. The Vestry shall reimburse the Interim Rector for the following expenses incurred by the Interim Rector in carrying out the responsibilities of office:
 - i) Travel expenses, at the prevailing IRS rate, plus out-of-pocket costs of parking fees, tolls, bus fares, etc., [subject to a maximum of \$_____ per month].
 - ii) Other reasonable expenses (subject to a limit of \$_____ per calendar year) incurred in carrying out the responsibilities of the Interim Rector. Individual expenses greater than \$_____ shall be approved in advance by _____.
 - iii) Professional Development expenses up to \$_____ per calendar year.
6. Discretionary Fund. In lieu of the funds specified in Canon II.9.5(b)(6) in the Canons of the General Convention, the Vestry agrees to make available from the operating budget an amount of \$_____ per month to be administered by the Interim Rector. The Discretionary Fund shall be subject to review in conjunction with the annual audit. Amounts in the Discretionary Fund are Parish funds and, as such, any balance in the Discretionary Fund at the conclusion of the Interim Rector's ministry shall remain among the funds of the Parish.

7. Supplementary Compensation. The Interim Rector shall not charge fees for performing any rites of the Church (for example, baptisms, marriages, funerals) for members of the Parish. The Interim Rector may, however, receive income from other sources, such as (i) Sacramental services on behalf of persons not in any way related to the Parish and (ii) Fees and honoraria for professional services performed on personal time for groups unrelated to the Parish, or for sermons, books or articles published outside the Parish.
8. Use Of Building. It is understood that the general pattern of building use followed during the last rectorship shall be maintained, unless there is specific action of the Vestry to the contrary. The Interim Rector may grant use of the buildings to individuals or groups from outside the Parish only in accordance with guidelines approved by the Vestry.
9. Disputes. If the Interim Rector and Vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Office of the Bishop of Washington.
10. Approval of the Vestry. The terms of this Letter of Agreement were approved by the Vestry at a duly called meeting on *date*.

The Reverend *Clergy Person*

Name, Senior Warden

Approved: _____
Bishop of Washington