

Episcopal Diocese  
*of* Washington



Diócesis Episcopal  
*de* Washington

**PRIEST-IN CHARGE LETTER OF AGREEMENT**

between  
the Vestry of *Church*  
and  
*Clergy Person*

The Reverend *Clergy Person* has been called to serve as Priest-in-Charge 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 Priest-in-Charge's term may be extended beyond the initial term as agreed by the parties, with the understanding that the Priest-in-Charge 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 Priest-in-Charge and Congregation

- a. The three year 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 Priest-in-Charge shall work together to prepare for a healthy transition to the next rectorship.
- b. Specific tasks to be addressed during the 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

Priest-in-Charge. The Vestry shall lead the laity to support and cooperate with the Priest-in-Charge 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 Priest-in-Charge. The Vestry will see that the Priest-in-Charge is properly supported, personally and organizationally as well as in the Vestry's financial obligations to the Priest-in-Charge.
3. The Responsibilities of the Priest-in-Charge
- a. The Priest-in-Charge represents and extends the ministry which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Priest-in-Charge 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 Priest-in-Charge 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 Priest-in-Charge.
    - iii) Functioning as Chair of the Vestry, and support the Vestry in its responsibilities.
  - b. A primary ministry of the Priest-in-Charge is to prepare the congregation for being ready to call a rector. To this end, the work of the Priest-in-Charge 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 Priest-in-Charge shall meet periodically as requested with the Bishop, the Canon for Congregational Vitality, and the Canon to the Ordinary to review the progress of this ministry and shall submit such written reports as are requested by the Bishop from time to time.
  - d. The Priest-in-Charge will communicate regularly with any consultant engaged to assist the congregation with any issues of transition.
  - e. The Priest-in-Charge shall be eligible to be a candidate for Rector.

OR

(alternate e.) After 18 months the vestry, the Priest-in-Charge, and the Bishop of Washington shall meet and determine if it is in the mutual interest of the congregation and the Priest-in-Charge to call the Priest-in-Charge as rector. If that is the will of the vestry, the vestry, Priest-in-Charge and congregation will be led through a Mission and Strategy Review review process that will lead to this transition within a 6-12 month

period. If it is the decision of the vestry not to call the Priest-in-Charge as rector, the Priest-in-Charge will be given the opportunity to serve the remaining 18 months of this agreement as the Interim Rector.

4. Times of Work and Leave.

- a. The Priest-in-Charge's scheduled workweek is five days, which shall include Sunday activities. The Priest-in-Charge is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
- b. The Priest-in-Charge 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.

5. Compensation.

- a. The Priest-in-Charge'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 Priest-in-Charge'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 Priest-in-Charge's request, the Vestry will designate a portion of the Priest-in-Charge's salary as total amount as housing 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 Priest-in-Charge's annual cash compensation.
  - ii) Group Life, Accidental Death and Dismemberment and Disability Insurance offered through the Clergy Pension Plan included with the payment of the pension assessments.
  - iii) Workers' Compensation Insurance, as provided by State Law.
  - iv) The Priest-in-Charge will receive health coverage paid by the parish, subject to parish premium cost-sharing in keeping with Diocesan policy.
- d. The Vestry shall reimburse the Priest-in-Charge for the following expenses incurred by the Priest-in-Charge in carrying out the responsibilities of office:
  - i) Travel expenses, with mileage at the prevailing IRS rate, 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 Priest-in-Charge. 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 Priest-in-Charge. 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 Priest-in-Charge's ministry shall remain among the funds of the Parish.
  7. Supplementary Compensation. The Priest-in-Charge shall not charge fees for performing any rites of the Church (for example, baptisms, marriages, funerals) for members of the Parish. The Priest-in-Charge 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 Priest-in-Charge 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 Priest-in-Charge 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*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Name*, Senior Warden

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
The Rt. Rev. Mariann Edgar Budde  
Bishop of Washington

\_\_\_\_\_  
Date