

PRIEST-IN-CHARGE
LETTER OF AGREEMENT

between

the Wardens and Vestry of St. ***s Episcopal Church,**
*******, Utah**

and

the Reverend *****

who has been called as Priest-In-Charge with the understanding that this tenure is to continue until shortly before the arrival of the new Rector, unless dissolved by mutual consent or decision as provided by the relevant Canons of the Diocese of Utah and of the General Convention of the Episcopal Church in the United States of America. It is further stipulated that the Priest-In-Charge can be considered as a candidate for the position of Rector of ***** Episcopal Church.

VESTRY RESPONSIBILITIES

All ministries other than those reserved to ordained leadership (such as administering the sacraments) are understood as mutual ministries of the laity of the congregation and the Priest-In-Charge. The Vestry shall lead the Laity to support and cooperate with *her in pursuit of parish goals.

The Vestry is legal agent for the congregation in all matters concerning its parish property and in its relationship with the Priest-In-Charge. The Vestry will see that she* is properly supported personally and organizationally as well as in the Vestry's financial obligations to her*.

RESPONSIBILITIES OF THE PRIEST-IN-CHARGE

The Priest-In-Charge is pastor and chief executive of ***** Episcopal Church. As such, this position must be undertaken prayerfully, intentionally and in spirit of cooperation and respect for all members of the leadership team and congregation. The Priest-In-Charge's ministry is the pastoral and canonical responsibility for the congregation. She* shall lead the Church as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole church, in communion with the Bishop. She* shall work 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. She* shall supervise all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Priest-In-Charge. She* shall also support the Vestry in its responsibilities.

The duties of the Priest-In-Charge include all duties prescribed by the Canons of The Episcopal Church and the Diocese of Utah, and the following:

WORSHIP

- Provide a regular schedule of Sunday and special worship services.
- Preparation of individuals for Baptism and Confirmation.
- Perform special services such as Baptisms, Weddings and Funerals.
- Provide leadership in the planning and conducting of worship services in concert with the altar guild, musicians, and other lay ministers of the church.

PASTORAL CARE

- Provide support and counsel to individuals and families who are grappling with death, illness or personal crisis in their own lives or those close to them.
- Make home and hospital visits to members of the parish.

EDUCATION

- Develop and support programs for all ages in Christian education.
- Develop and encourage training for all lay ministries of ***** Episcopal Church.

ADMINISTRATION

- Attend to the financial and fiscal life of the parish through proper stewardship of resources and cooperation with the Vestry and Parish Treasurer.
- In concert with the Vestry, Junior Warden and Sexton ensure that the church building and grounds remain safe and well maintained.
- In concert with the Vestry and the Diocese of Utah provide leadership for long range planning regarding use of space and the future needs of the parish community.
- Update parish records and files to accurately reflect the current membership of the parish. In concert with the Vestry, update the parish computer to meet the administrative needs of the parish.

SECTION A- PRIEST-IN-CHARGE'S TIMES OF WORK AND LEAVE

1. The Priest-In-Charge shall work a minimum of 40 hours a week, which shall include Sunday activities. She* shall announce to the congregation what days of the week shall be her* regular days off of work.
2. She* will have the following periods of leave at full compensation:
 - National Holidays, to be taken so as not to interfere with worship for major occasions.
 - Vacation, at the rate of one month per year that shall include four Sundays. She* shall give thirty days notice to the Wardens and Vestry before taking vacation time. She* shall arrange for supply clergy, and the Vestry agrees to pay supply clergy at the rate established by diocesan policy.
 - Attendance at the Convention of the Diocese of Utah, the Bishop's Clergy Conference and any Clergy Days called by the Bishop.
 - Continuing Education leave at the rate of two weeks per year and not subject to being carried forward to successive years, and consistent with current diocesan policy.
 - Sabbatical Leave consistent with current diocesan policy.

SECTION B- PRIEST-IN-CHARGE'S COMPENSATION AND BENEFITS

The Priest-In-Charge's salary compensation will be the responsibility of the Diocese of Utah as established by diocesan policy at the rate of \$_____per annum, to be paid bi-monthly on the 15th and last workday of each month. Upon the Priest in Charge's request, the Standing Committee will designate a portion of the total cash salary as "Clergy Housing Allowance" under the Federal Internal Revenue Code.

The Diocese of Utah shall pay the following benefits:

- a. Church Pension Fund assessed at the rate of 18% of total salary and housing, plus SECA reimbursement.
- b. Medical and Dental Insurance as part of the group plan provided by the Diocese. Currently, the Diocese pays 80% of the premium costs with clergy and lay employees being responsible for the other 20%.
- c. Group Life and Short-Term Disability Insurance as part of the group plan provided by the Diocese.
- d. Worker's Compensation Insurance as provided by State Law.
- e. Pension Fund and SECA reimbursement payments will be maintained as if the Income Replacement Insurance were not in effect.

SECTION C- PRIEST-IN-CHARGE'S EXPENSES

1. Actual and reasonable travel expenses while on church business, at the current IRS reimbursement rate, plus out-of-pocket costs of parking, fees, tolls, etc., consistent with expense reimbursement guidelines of the Diocese of Utah.
2. The normal expenses of the Church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc., are the direct expenses of the parish, as are the costs of church business long distance telephone calls.

SECTION D- DISCRETIONARY FUND

In accordance with the Canons of the General Convention, a Discretionary fund is to be established under the Priest-In-Charge's sole control, consisting of monetary gifts given to the Priest-In-Charge for this specific purpose and other contributions as agreed by the Priest-In-Charge and the Vestry. This fund will come from the following sources: \$_____ from the annual budget of _____ and other donations designated by the Priest-in-Charge or others for that purpose. The monies of the Discretionary Fund belong to the parish. Therefore, when the Priest-In-Charge leaves the parish, any monies left in the Discretionary Fund must be transferred to the custodianship of the Senior Warden.

SECTION E- SUPPLEMENTARY COMPENSATION

The Priest-In-Charge shall not charge for performing any rites of the Church (for example: baptisms, marriages, funerals). She* may receive income from other sources, such as 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.

SECTION F- USE OF BUILDINGS

In addition to use and control of the Church and Parish buildings for the discharge of the duties of the Priest-In-Charge's office, as provided by Canon law, the Priest-In-Charge shall have the right to grant use of the buildings to individuals or groups from outside the parish, following guidelines approved by the Diocese of Utah, the Priest-In-Charge and the Vestry.

SECTION G- MUTUAL MINISTRY REVIEW

There shall be an bi-annual discussion and mutual review of the total ministry of the parish, in order to provide the Priest-In-charge, Wardens and Vestry the opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share. Also, this review will act to clarify the expectations of all parties to help put any future conflicts in manageable form. A mutually agreed upon third party shall be engaged to facilitate the mutual ministry review process.

SECTION H- OTHER AGREEMENTS

1. All moving and travel expenses incurred in making the move from ***** to ***** UT shall be paid by *****Church/Diocese of Utah.
2. The Priest-in-Charge shall begin duties in the parish not later than September *****, with pay and benefits becoming effective on *****.
3. In case of illness the Priest-In-Charge shall notify the Senior Warden. If she* is ill on a Sunday, she* shall arrange for supply clergy, and the Vestry agrees to pay the supply clergy at the rate recommended by the Diocesan Convention.
4. This Letter of Agreement shall be made part of the minutes of the Vestry meeting following its signing, and copies shall be given to each new Vestry member thereafter.
5. If the Priest-In-Charge and Vestry are in disagreement concerning interpretation of this Letter of Agreement, any party may appeal for mediation to the office of the Bishop of Utah, who is the final interpreter and arbiter of this Letter of Agreement.

Date _____ (signed) _____ Priest-in-Charge

Date _____ (signed) _____ Senior Warden

Date _____ (signed) _____ Bishop