

**The Anglican Diocese of the Great Lakes Template**

**Letter of Agreement between \_\_\_\_\_\_ (Church Name) \_\_\_\_\_\_\_\_\_\_\_, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Ohio (“Church”) and \_\_\_\_\_\_\_\_\_\_\_\_\_, Rector.**

**Preamble**

The Rector 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. By word and action, informed at all times by the Holy Scriptures, The Book of Common Prayer, and the Constitution and Canons of the General Synod and of our Diocese, the Rector shall proclaim the Gospel, love and serve Christ’s people, nourish them, and strengthen them to glorify God in this life and in the life to come.

The Rector’s ministry includes not only activities directed to the Church and its wellbeing but also to The Anglican Diocese of the Great Lakes (ADGL) and the community. The Rector shall attend Synod, Clergy Conferences, and others “Councils of the Church” and is encouraged to participate in a clergy support group and/or spiritual direction.

**Section A – Times of Work and Leave**

1. The Rector’s work includes not only activities directed to the parish and its well being, but also labors on behalf of the Diocese and community. The Rector’s scheduled work week is ten (10) to twelve (12) blocks, totaling (50 or 44 hours pick) where a block is defined as morning, afternoon or evening, and under normal circumstances the Rector will work no more than two blocks per day. In general, no more than three evenings per week are expected. This shall include Sunday activities. The Rector is expected to preserve at least one continuous twenty-four-hour period of sabbath each week for personal and family use. (Archbishop Rober Duncan recommended 50 hours and utilized such for the Anglican Diocese of Pittsburgh which included tithes and offerings – others have utilized 44 hours – tithe only).
2. The Rector will have the following periods or leave at full compensation:
   1. National holidays, at the discretion of the Rector, to be taken so as not to interfere with worship for major occasions.
   2. Four (4) weeks Annual Vacation which shall include four (4) Sundays. Vacation time does not accrue, and must be used in the year it is earned.
   3. Up to (one or two if zero leave out) calendar week(s) continuing education leave each year. If you are going to fund the continuing education (Not always done) set a dollar amount that must be utilized that year (It does not normally accumulate in order to encourage annual continuing education).
   4. Parental leave as follows: The Rector is entitled to leave if the Rector or the Rector’s spouse gives birth to a child or takes legal custody of a minor child who enters the Rector’s home. This leave is for a minimum of twelve (Pick number of weeks if zero leave out) consecutive weeks with full pay. Up to four (4) additional weeks may be taken without pay; the Rector may elect to use vacation leave or sick leave during this latter period.

**Section B – Compensation**

1. The Vestry shall provide the following **compensation**:
   1. The Rector's compensation shall be based on an annual outlay of $\_\_\_\_\_\_\_\_\_\_\_\_, This lump sum is assigned to cover the following items: Salary, Healthcare, Pension, Life Insurance and Health Savings Account (If applicable). The amounts for each category will be designated by the Rector on an annual basis and must be approved by the Vestry. Upon the Rector's request and with proper documentation, the Vestry will designate a portion of the total annual Salary as "Housing Allowance" under the Federal Internal Revenue Code
   2. The Rector shall be provided housing or a housing allowance. Should the parish provide housing, utilities shall be contracted for and paid directly by the Vestry, and expenses for repair, remodeling, and major appliances shall be paid by the Vestry in accordance to an annual plan and budget mutually agreed to by the Rector and Vestry.

**Section C – Expenses**

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

1. Normal local travel expenses will be reimbursed at the current IRS rates up to $\_\_\_\_\_\_\_\_ annually for use of the Rector’s privately owned vehicle (excluding all round trips between home and the Church)
2. The normal expenses of performing the Rector’s duties, such as internet access, postage, office equipment, supplies, and administrative support services.
3. A Continuing Education Allowance of at least $\_\_\_\_\_\_\_\_ per year, to be reviewed annually, set aside in a special account, and paid to or on behalf of the Rector toward expenses incurred in relation to continuing education.
4. All reasonable moving and travel expenses incurred in making the move from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, shall be paid by \_\_\_\_\_\_\_\_. [*Or* the Vestry shall reimburse the Rector for moving expenses incurred from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, not to exceed $\_\_\_\_\_\_\_\_\_\_\_\_.]

**Section D – Discretionary Fund**

A Discretionary Fund amount will be designated in the budget annually by the Vestry to be utilized through the General Fund as recommended by the ADGL.

**Section E – Supplementary Compensation**

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

* Sacramental services on behalf of persons not in any way related to this parish.
* Fees and honoraria for professional services performed on personal time for groups unrelated to this 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 duties of the Rector’s office, as provided by canon law, the Rector shall have the right to grant use of the buildings to individuals or groups from outside the parish, following guidelines approved by both the Rector and Vestry.

**Section G – Revision**

This letter may be revised by mutual agreement at the time of the annual mutual ministry review or as deemed necessary by the Bishop, the Vestry, and Rector. Compensation and other expense revisions shall be mutually agreed upon in a separate budget process.

**Section H – Other Agreements**

1. The Rector shall begin duties in the parish on \_\_\_\_\_\_\_\_.
2. All pay and benefits shall become effective on \_\_\_\_\_\_\_\_.
3. This agreement shall be effective the date all required signatures are affixed (below). This agreement supersedes all previous agreements verbal or written.
4. This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing.

**Section I – Ministry Review**

There shall be an annual discussion and mutual review of the total ministry of the parish in order to:

1. Provide the Bishop, Priest, Wardens and Vestry opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
2. Establish goals for the work of the parish for the coming year.
3. Isolate areas of conflict or disappointment which have not received adequate attention and may be adversely affecting mutual ministry.
4. Clarify expectations of all parties to help put any future conflicts in manageable form.
5. A mutually agreed upon third party may be engaged to facilitate the ministry review process.

We are fully confident that differences of opinion, if any, can be resolved through open discussion and prayer. We mutually agree to identify any such differences at the earliest opportunity and work towards a satisfactory solution.

**Section J—Sabbatical Leave**

After a period of at least five (Pick 4,5 or 6) years, a three (3) month sabbatical leave for the Rector shall be provided. During this time, the Rector will receive full compensation and benefits. The sabbatical should be uninterrupted by the daily work of the Church. Planning for the sabbatical leave shall begin at least one year advance, with the objectives clearly stated and agreed to by the Vestry and the Rector.

**Signatures**

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Rector Date Preferred Email

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Senior Warden Date Preferred Email

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Bishop Date