

8.3 PERSONNEL EMPLOYMENT AND COMPENSATION

8.3.1 SAMPLE — COVENANT OF MINISTRY: RECTOR/VICAR

The Covenant of Ministry normally begins with a preamble indicating such elements as the parties involved (the names of the congregation and priest and/or other parties to the agreement), the effective date of the formal relationship, understandings and assumptions being expressed.

OTHER ELEMENTS OF THE COVENANT OF MINISTRY:

POSITION DESCRIPTION

1. What are the primary duties of the rector/vicar, as mutually understood by priest and Vestry/BAC?
2. Are there complimentary duties assumed by the Vestry/BAC or parish?
3. What is the relationship with other clergy and lay volunteer and salaried staff?
4. What are the expectations for clergy participation in diocesan and community life?

COMPENSATION

1. Stipend, Housing, Utilities (SHU) - determine the parish/mission's placement on the SHU chart, indicating range and recognized years of experience for the priest (Section 8.3.5 and 8.3.6)
2. Define portion of SHU which shall be paid in the form of non-taxable housing allowance (Section 5.2.1 and 5.2.2)
3. Pay periods - when will the stipend be paid?

BENEFITS

1. PENSION (Section 5.2.3)
2. GROUP MEDICAL INSURANCE (Section 5.2.4)
3. LIFE INSURANCE (Section 5.2.5)
4. AUTOMOBILE AND OTHER EXPENSES (Section 5.2.6 and Section 8.3.7)
5. CONTINUING EDUCATION - Recommended minimum: \$400 (section 5.2.8 and Section 8.3.7)
6. OTHER BENEFITS - as may be defined by church or in lieu of group medical insurance

WORK WEEK, VACATION AND LEAVES

1. WORK SCHEDULE AND DAYS OFF (Section 5.3.2)
2. If this position is less than full stipend, how many hours/days per week are expected and/or how many Sundays per month/year?
3. VACATION - number of workdays; number of Sundays (Section 5.3.1)
4. NATIONAL HOLIDAYS - to be taken not to interfere with worship for major occasions (Section 6.6.1)
5. CONTINUING EDUCATION LEAVE - up to two weeks per year (Section 5.2.8)
6. SICK LEAVE, OTHER LEAVES, DIOCESAN ACTIVITIES (Section 5.3.3 and Section 5.3.4)
7. SUPPLY CLERGY (Section 5.3.5 and 8.3.8)
8. SABBATICAL LEAVE (Section 5.3.6)

REVIEW

1. ANNUAL REVIEW - Mutual Ministry Review or other format (Section 5.4)
2. DATE - when will this covenant be reviewed?
3. TERMINATION - only by mutual consent of rector/vicar and vestry/BAC, or by decision of the Bishop, as provided in Title III, Canon 22, of the Constitution and Canons of the Episcopal Church.

DATED SIGNATURES - rector, assistant, Senior Warden (for compensation, benefits and related items)

8.3.1 - ADDENDUM

In case of a part-time Priest in Charge, this document is to be appended to the Letter of Agreement and Contract/Position Description.

Note: The term Priest in Charge is used in this document rather than Rector or Vicar. The term vestry refers to vestries and Bishop's Advisory Committees (BAC's).

1. The position shall be known as Part-Time Priest in Charge.
2. The Priest in Charge will be expected to devote ____% of his/her professional time to the ministry of _____ Church. A professional work week is understood to occupy about 50 hours, therefore, this part-time position will normally occupy ____ hours.
3. The vestry will have clear goals about the part-time position, that is, whether to remain in the same part-time position in the future, or to reduce or increase the hours of this arrangement.
4. Certain seasons require more time. Pastoral emergencies do not wait for specific hours. When a priest devotes more time, he/she will take compensatory time off as soon as possible, without salary compensation.
5. The vestry will follow diocesan guidelines as to financial compensation. They will offer the Priest in Charge the appropriate percentage of the full-time Salary, Housing, Utilities Package (SHU). The vestry may increase this amount if they choose. The Priest in Charge and the vestry will negotiate the SHU for the next year by the November meeting of the vestry.
6. The vestry will provide full medical coverage for the Priest in Charge and his/her family, full life insurance through the available diocesan policies, travel allowance and continuing education allowance, the extent of which will be negotiated by the Priest in Charge and the vestry.
7. Housing will be provided for the Priest in Charge and his/her family, and/or allowance in lieu may be provided to the extent allowable by the IRS laws.
8. The vestry is responsible for interpreting to the members of the congregation the status of the Part-Time Priest in Charge, constantly reminding them of the partial nature of this position as contrasted with a full-time position.
9. The vestry is to be assertive in seeing that work formerly done by a full-time Priest in Charge is done by appropriate lay people. In addition to administrative duties, such work might include pastoral care, teaching, visiting, or sacramental ministries.
10. The terms of this agreement will be reviewed annually.
11. **TIMES of WORK, VACATION and LEAVE:** Your scheduled work week is five days out of seven including Sundays and must provide time not only for activity directed to the parish and its well being, but also on behalf of the Diocese and community. You are expected to save at least one continuous 24-hour period each week solely for your own personal use. Vacation and leave with full compensation includes the following:
 12. National holidays, to be taken to not interfere with worship for major occasions.
 13. One month's annual vacation, consisting of 23 work days and five Sundays. No more than four days and one Sunday may be carried over to succeeding years.
 14. Continuing education leave as agreed with the Vestry.
 15. 10 days of sick leave are available annually, if unused can be accumulated to a maximum of 120 days.

COMPENSATION: Beginning _____ 19____, St. _____ will pay you the following direct and indirect compensation:

Stipend	\$ _____ +
Housing Allowance	_____ +
Utilities Allowance	_____ =
Total	\$ _____
Automobile Allowance	_____

The Vestry will make the following payments on your behalf:

Diocesan Group Life Insurance Premium	_____.
Diocesan Group Medical Insurance Premium	_____.
Church Pension Fund assessment (currently 18% of SHU)	_____.

Total \$ _____.

NOTE: The above compensation structure is designed for full time parish clergy. although many of the elements are the same, the method of payment for part time or full time mission clergy is subject to the practices of the Diocesan Department of Congregational Development.

Your stipend and allowances will be paid twice monthly in accordance with regularly established pay periods for the staff at St _____.

Note: Subsidy by the Diocese to mission clergy or aided congregations is paid once a month.

Attached is a summary of the medical and dental insurance benefits provided by the Diocesan Group Medical Plan.

ADDITIONAL ALLOWANCES: a) An allowance of \$___ will be paid to you or on your behalf toward expenses incurred for continuing education. Unexpended portions of this allowance may accumulate for use in succeeding years. As of this date, \$ _____ has not been expended from previous years. b) A discretionary fund under your sole control is established as an annual \$ _____ line item in the parish budget, currently disbursed to you at the rate of \$ _____ each month.

USE OF BUILDINGS: In addition to the use and control of the Church and Parish buildings for the discharge of the duties of your office, as provided by Canon Law, you have the authority to grant use of the buildings to individuals or groups from outside the parish, subject to the attached Policy for Use of Facilities established by the Vestry.

OFFICE STAFF: The space above the parish office is for your exclusive use as the Rector's Office. It is furnished with a telephone extension connected to the parish telephone system. There are two telephone lines, one is unlisted and intended for outgoing calls only. The parish staff includes _____ Church Secretary, _____ Organist/Choir Director, and _____ Custodian. Non-stipendiary personnel affiliated with the parish includes _____, _____, _____, and _____ Director of Religious Education.

MINISTRY REVIEW: An annual review of the total ministry at St. _____ is an important element in the life of this parish. At your joint meeting with the Vestry on _____ 19____, it was agreed that a mutual ministry review process will be followed to insure that: 1) clear parish goals are established for the coming year, 2) the Rector (Vicar) Wardens and Vestry (BAC) understand their individual and mutual responsibilities in support of parish goals, 3) there are opportunities to assess how well responsibilities are being fulfilled to each other and to these shared ministries, 4) areas of conflict or disappointment are isolated, and 5) solutions are designed to enhance the growth of mutual ministry.

With the above objectives in mind, the following personal goals were targeted by you for the coming year:

1. _____, 2. _____, 3. _____, 4. _____.

A midyear assessment of these goals will be scheduled in May and the annual review will be in November.

TERMINATION: This agreement will be terminated only by the mutual consent of the Rector and Vestry, or by decision of the Bishop, as provided in Title III, Canon 22 of the Constitution and Canons of the Episcopal Church.

Agreed this ____ day of _____, 19____.

_____, Rector/Vicar

_____, Senior Warden

cc Members of the Vestry (BAC), Treasurer, Clerk of the Vestry (BAC)