

### **8.3.2 SAMPLE — COVENANT OF MINISTRY: ASSISTANT PRIEST**

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 assistant, as mutually understood by assistant and rector?
2. Are there pastoral, program, and/or administrative areas for which the assistant will have primary leadership responsibility? Describe any such responsibilities.
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)