



LETTER OF AGREEMENT
AMONG
(name of church), (town)
and
(name of priest in charge)
and

The Episcopate of the Episcopal Diocese of Connecticut

The Rev. _____ has been appointed **priest in charge**, full time, of _____, _____, effective _____. This tenure shall continue for three years or until such prior date as it is dissolved by the bishop.

The Rev. _____ having submitted to the doctrine, discipline and worship of the Episcopal Church, exercises ministry in obedience to the Bishop and canons of the Episcopal Church, and under the terms outlined in this letter of agreement. The priest in charge fulfills the regular duties of a rector as set forth in the canons of the Episcopal Church and the Diocese of Connecticut (see Appendix A, attached). Priests-in-charge are appointed by the bishop to serve parishes beginning a clergy leadership transition to enable them to engage in an extended period of reflection and discernment. The priest in charge and parish work with diocesan leadership (including a bishop and the Canon for Mission Collaboration), a group of peers, and consultants as needed, to help the parish articulate and live into a new sense of identity, community, and ministry appropriate for the new missional age unfolding around us. This work of adaptive change will utilize ECCT's "Definition of a Parish in a New Missional Age", and will engage the work outlined in *Transition is the New Normal*, available at episcopalct.org. The bishop and/or parish may also identify other work specific to the parish to be done during this time.

Once the parish has fully engaged and completed the necessary work (normally around three years), the bishop may give permission for the parish to enter into a tenured relationship with a priest (i.e., call a rector). The vestry may call the priest in charge to be the new rector, with the consent of the bishop. If, instead, the parish enters into a search process, the priest in charge together with the diocesan leadership will discern whether the priest in charge should remain in place until the next rector is called or whether a short-term "bridge priest" should be appointed. Once the search process commences, the priest in charge is no longer eligible to be a candidate for rector.

TIMES OF WORK AND LEAVE

1. The work of the priest in charge includes labor on behalf of the parish, the surrounding community, the region, and the diocese. The priest in charge is expected to fulfill their professional responsibilities within the parameters of a wellness model. For full-time priests, a full-time week will vary between 40 and 50 hours. We recognize seasonal fluctuations and the changing needs of any specific week. The equivalent of two days off is considered standard, but not absolute. It is advisable that clergy take at least one continuous twenty-four-hour period each week for personal and family time. The maintenance of these boundaries is the responsibility of both the priest in charge and wardens.

This agreement anticipates that the priest in charge will serve _____ hours per week on average, including Sundays.

2. The priest in charge will have the following periods of leave at full compensation:

- Twelve paid leave days including national holidays, to be taken so as not to interfere with worship on major occasions.



- Five full weeks of annual vacation which shall include five Sundays. Vacation is not cumulative and may not be carried forward except for extenuating circumstances pre-arranged with the wardens.
- At least one week of continuing education leave each year, which does not include Sundays.
- Three months of professional development leave for each five years of continuous service in parish ministry shall be made available to the priest in charge in the event they are called to be rector. The anticipated expenses incurred by the parish for such a leave should be planned well in advance of leave taking. It is the responsibility of the priest in charge/rector to notify the bishop and the Diocesan Transition Minister as to the nature, content and time of leave. This leave must adhere to diocesan guidelines, found on the ECCT website.
- In the event of illness, injury or disability, salary will be continued up to six months. A physician's certificate may be required.
- Parental Leave as described in ECCT's *Employee Policies and Practices Handbook*, available at episcopalct.org
- In addition to mandated clergy conferences and clergy days, up to six days of spiritual retreat is provided, not to include a Sunday.

COMPENSATION *

The priest in charge's compensation package will be reviewed by the vestry and adjusted annually to reflect the minimum salary schedule voted by Diocesan Convention. Please note this schedule will always include an increase for each year of ordination up to twenty years, and usually includes a cost of living adjustment as well.

Cash Stipend:

The priest in charge's annual cash stipend will be _____ per year.

If the priest in charge receives a payment in lieu of Group Life, Medical & Dental (GLMD) insurance, said payment must be added to cash salary when computing SSA and the Pension contribution.

* See ECCT's *The Commons Companion*, found at episcopalct.org for amplification or details

Housing:

If living in church housing: The priest in charge shall have full use of the rectory and grounds as their personal residence. No activities will be planned at the rectory without the invitation of the priest in

charge. Clergy who live in church-provided housing must purchase Tenant's Insurance to cover their personal property and personal liability. Other expenses connected with the rectory shall be as follows:

- The estimated annual utilities expense = _____. Utilities shall be contracted for and paid directly by the parish including basic cable, telephone and internet.
- Expenses for repair, remodeling and major appliances exceeding _____ shall be paid by the parish in accordance with an annual plan and budget mutually agreed upon by the priest in charge and vestry. Within that plan and budget, the priest in charge may authorize emergency expenditures up to _____ per month, reporting them within ten days to the vestry.
- Maintenance of rectory grounds, including lawn care and snow removal, are at the expense of the parish. Major alterations to the basic landscaping plan, and any grounds maintenance items shall be subject to approval by the vestry.



If not living in church housing: When the priest in charge does not live in parish-provided housing, a housing allowance of _____ will be provided. The allowance includes compensation for mortgage/rent, utilities, basic telephone, cable, and internet, taxes, insurance, and modest maintenance.

(Upon the priest in charge's request, the vestry will designate annually a portion of the total compensation as a "parsonage allowance" under the Sec. 107 of the federal Internal Revenue Code. This designation must be in accordance with Sec. 107, and need not match the "housing allowance" component of compensation.)

Housing Equity Allowance (HEA):

If the priest in charge has been ordained for at least five years, and is provided housing by the parish or particular rental housing is required, the parish shall pay a housing equity allowance equal to 3% of the amount recorded as "compensation" by the church pension fund. The HEA is computed as follows:

- If living in church-provided housing: $(\text{Cash} + \text{SSA} + \text{Utilities}) \times .0390 = \underline{\hspace{2cm}}$
- If particular rental housing is required: $(\text{Cash} + \text{SSA} + \text{Housing} + \text{Utilities}) \times .030 = \underline{\hspace{2cm}}$

Social Security Allowance (SSA):

Although the priest in charge is considered an employee for federal income tax purposes, they are considered an independent contractor for Social Security Tax purposes and are thus obligated to pay a self-employment tax. The parish shall pay the priest a Social Security Allowance to partially offset this obligation. The Social Security Allowance is computed as follows:

- If paying housing allowance: $(\text{Cash} + \text{Housing} + \text{Utilities}) \times .1011 = \underline{\hspace{2cm}}$
- If providing housing with no HEA: $(\text{Cash} + \text{Utilities}) \times .1355 = \underline{\hspace{2cm}}$
- If providing housing and paying HEA: $(\text{Cash} + \text{Utilities}) \times .1415 = \underline{\hspace{2cm}}$

BENEFITS

Pension

If living in church housing: The parish shall pay into the Church Pension Fund an assessment on behalf of the priest in charge computed as follows:

$(\text{Cash} + \text{Utilities in provided housing} + \text{SSA} + \text{HEA [if applicable]}) \times 130\% \times 18\% = \underline{\hspace{2cm}}$

If not living in church housing: The parish shall pay into the Church Pension Fund an assessment on behalf of the priest in charge computed as follows:

- $(\text{Cash} + \text{Housing} + \text{Utilities} + \text{SSA} + \text{HEA [if applicable]}) \times 18\% = \underline{\hspace{2cm}}$

The Church Pension Fund must be notified of any new employment or change in compensation. Be sure to download an "Employment Change Form" from CPG.org, complete it, and send in to CPG.

Group Life, Medical, Dental Insurance (GLMD)

The parish shall offer group life, medical, dental insurance (GLMD) through the group plan provided by the diocese, unless waived by the bishop. A waiver will be not be considered unless the priest is already covered under a plan that is comparable to the one offered by the diocese. If a waiver is granted, the parish may provide additional compensation to the priest as an offset to the premium costs under the non-diocesan plan. This payment must be added to cash salary when computing SSA and the Pension contribution

The choice of plan and whether coverage under the diocesan plan is for a single person, two persons, or a family is left to the sole discretion of the priest. The parish's minimum contribution rate to the GLMD



plan shall be set periodically by the Mission Council in accordance with the plan. The priest in charge shall bear responsibility for enrolling in the diocesan plan, and for maintaining any existing coverage until the plan's effective date.

The parish contribution for GLMD = _____

If coverage under the diocesan plan has been waived, compensation in lieu of coverage = _____

Please indicate how the applicable figure was calculated:

EXPENSES

The parish shall pay the following documented expenses incurred by the priest in charge in fulfilling the duties of office:

- The normal expenses of the church office operations such as telephone, postage, office equipment, supplies, administrative support, etc.
- A professional expense allowance of up to _____ annually for reimbursement of documented expenses according to a vestry approved accountable plan. Expenses incurred in the course of professional activities on behalf of the parish include travel/car expense allowance at the mileage rate noted in ECCT's *The Commons Companion*. Professional expenses include books, professional journals, conferences, meetings, professional meals and professional memberships.
- Reasonable cell phone and computer expenses will be negotiated and documented according to priest in charge and parish need.
- A non-accumulative continuing education allowance of \$1,850 per year as established by diocesan convention shall be paid on behalf of the priest in charge for continuing education expenses. This allowance is disbursed as receipts or bills are submitted for continuing education expenses.

DISCRETIONARY FUND

In accordance with the Canons of the General Convention, a parish account, known as the Discretionary Fund, is to be established under the priest in charge's control. The fund must be audited annually by a professional auditor.

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:

- Sacramental services on behalf of persons not in any way related to the parish.
- 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.



USE OF BUILDINGS

It is understood that the general pattern of building use followed during the last priest's tenure shall be maintained, unless there has been a vestry resolution to the contrary. The priest in charge shall have the right to grant use of buildings to individuals or groups from outside the parish pursuant to the guidelines approved by the vestry.

ANNUAL MUTUAL MINISTRY REFLECTION AND PLANNING

The vestry and the priest in charge will engage annually in a process of reflection on their mutual ministry of leadership and planning for the coming year. The focus will be on how the parish is engaging the work of adaptive change and progress on any specifically identified goals. The characteristics outlined in ECCT's "Definition of a Parish in a New Missional Age" provide categories for reflection on ministry.

REVISION

Except for upward revisions in compensation (including adjustments occasioned by changes in the minimum salary scale and revisions in benefits to reflect changes in GLMD premiums or contribution rates), any modifications to the terms and conditions of employment set forth herein must be incorporated in a new agreement approved by the Diocesan Transition Minister and signed by the bishop.

OTHER AGREEMENTS

- All moving and travel expenses incurred in making the move from _____ to _____ shall be paid by the parish. The maximum amount agreed upon is _____. If estimates by professional movers exceed this figure, other alternatives may be considered. Any move is subject to IRS regulations.
- The moving date shall be _____. The priest in charge shall begin duties in the parish no later than _____ unless delayed by adverse circumstances.
- **This letter of agreement shall be made part of the minutes of the vestry.** Copies shall be given to each current and new vestry member.
- The priest in charge shall participate (or have participated) in CT Basic Safe Church Training. All clergy must be recertified at Mandatory Clergy Professional Development every three years.
- The priest in charge shall participate in all monthly gatherings of the priest in charge peer group and attend all required trainings.
- All terms of the Letter of Agreement are contingent upon the priest in charge successfully completing the required background checks.
- The priest in charge and parish will follow ECCT's "Leaving Well Policy" upon the priest in charge's departure from this call.

STAFF POLICY

The parish staff works at the discretion and under the supervision of the priest in charge.

----- SIGNATURE PAGE FOLLOWS -----



Priest in charge

Date

Date of Ordination to the Diaconate

Warden

Date

Warden

Date

Bishop

Date

Approved-Diocesan Transition Minister

Date