



EPISCOPAL CHURCH IN CONNECTICUT  
PARTICIPATING IN GOD'S MISSION

LETTER OF AGREEMENT  
AMONG  
(name of church), (town)  
and  
(name of rector)  
and

**The Episcopate of the Episcopal Diocese of Connecticut**

The Rev. \_\_\_\_\_ was elected **rector**, full-time, of \_\_\_\_\_, \_\_\_\_\_, on \_\_\_\_\_ and will begin serving on \_\_\_\_\_. It is understood that this tenure is to continue until such time as it is dissolved, with the authorization of the bishop, either by mutual consent or by arbitration and decision as provided by the relevant canons of the Diocese of Connecticut and of the General Convention. 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 regular duties of a rector are set forth in the canons of the Episcopal Church and the Diocese of Connecticut (see Appendix A, attached).

**TIMES OF WORK AND LEAVE**

1. The work of the rector includes labor on behalf of the parish, the surrounding community, and the diocese. The priest is expected to fulfill his/her 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 rector and wardens.

This agreement anticipates that the rector will serve \_\_\_\_ hours per week on average, including Sundays.

2. The rector 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 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 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, which can be found on the ECCT website, [www.episcopalct.org](http://www.episcopalct.org).
- 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](http://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 rector's compensation package will be reviewed and adjusted annually to reflect at least 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 rector's annual cash stipend will be \_\_\_\_\_ per year, during the first calendar year of this agreement.

If the Rector 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 *The Commons Companion* at [episcopalct.org](http://episcopalct.org) for amplification or details.

### Housing

**If living in church housing:** The rector 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 rector. 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 oil/gas, electric, sewer/water, garbage/recycling, and 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 rector and vestry. Within that plan and budget, the rector 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, is 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 rector 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 rector'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 rector 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: (Cash + SSA + Utilities) x .0390 = \_\_\_\_\_
- If particular rental housing is required: (Cash + SSA + Housing + Utilities) x .030 = \_\_\_\_\_

**Social Security Allowance (SSA):**

Although the rector 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: (Cash + Housing + Utilities) x .1011 = \_\_\_\_\_
- If providing housing with no HEA: (Cash + Utilities) x .1355 = \_\_\_\_\_
- If providing housing and paying HEA: (Cash + Utilities) x .1415 = \_\_\_\_\_

**BENEFITS**

**Pension**

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

- (Cash + Utilities in provided housing + SSA+ HEA [if applicable]) x 130% x 18% = \_\_\_\_\_

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

- (Cash + Housing + Utilities + SSA + HEA [if applicable]) x 18% = \_\_\_\_\_

*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. Said 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 rector 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:

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## EXPENSES

The vestry shall pay the following documented expenses incurred by the rector in fulfilling the duties of office:

- The normal expenses of the church office operations such as telephone, postage, office equipment, supplies, secretarial services, 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 rector 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 rector 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 Rector's Discretionary Fund, is to be established under the rector's control. The fund must be audited annually by a professional auditor.

## SUPPLEMENTARY COMPENSATION

The rector shall not charge fees for performing any rites of the church (for example, baptisms, marriages, funerals) for members of the parish. The rector 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 rector's tenure shall be maintained, unless there has been a vestry resolution to the contrary. The rector 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

- All parishes in ECCT are expected to engage in an annual Mutual Ministry Reflection and Planning process in order to:



- Provide the rector, wardens, vestry and congregation an opportunity to assess their responsibilities to each other and the ministry they share.
  - Establish goals for the work of the parish in the coming year.
  - Clarify the expectations of all parties.
  - Identify areas that have not received adequate attention and that may affect the ministry of the parish.
- A mutually agreed upon third party should be engaged to facilitate the process. Suggested formats for the process can be provided by the office of the Canon for Mission Collaboration.

## 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 rector 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 meeting.** Copies shall be given to each current and new vestry member.
- The rector shall participate (or have participated) in CT Basic Safe Church Training. All clergy must be recertified at Mandatory Clergy Professional Development every three years.
- All terms of the Letter of Agreement are contingent upon the rector successfully completing the required background checks.
- The rector and parish will follow ECCT's "Leaving Well Policy" upon the rector's departure from this call.

## STAFF POLICY

The parish staff works at the discretion and under the supervision of the rector.

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



\_\_\_\_\_  
Rector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Ordination to the Diaconate

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bishop

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved-Diocesan Transition Minister

\_\_\_\_\_  
Date