

**GULF ATLANTIC DIOCESE (GAD)**  
**GUIDELINES FOR CONGREGATIONS IN SEARCH OF A RECTOR**  
**Revised February 15, 2019**

**EXECUTIVE SUMMARY**

This summary covers the highlights of the steps contained in this document for a congregation to call a new rector.

1. Pray throughout the entire process seeking the Lord's guidance.
2. Review the Gulf Atlantic Diocese Canons XX, XXI, and XXII on Clergy in Parishes, Parishes Without Rectors, and Mode of Election of Rector or Other Member of the Clergy.
3. Check with the Bishop or his representative to assess your congregational needs.
4. Review Search Committee Guidelines (Appendix B) and have your Vestry form a Search Committee.
5. Prepare a Parish Profile (Appendix C), a Priest Profile and a List of Candidate Questions and ask the bishop or his representative to review them.
6. The Diocese will then provide names of candidates that might be good matches for you to consider.
7. Interview and begin to narrow down the list of candidates.
8. The Search Committee then recommends a candidate to the Vestry.
9. The Vestry makes the final decision and notifies the Bishop for approval.
10. Once the selection is approved, the Vestry negotiates a Letter of Agreement (Appendix D) with the selected candidate to be approved by the Bishop and then issues the call and prepares to welcome the new rector.

## **GULF ATLANTIC DIOCESE (GAD) GUIDELINES FOR CONGREGATIONS IN SEARCH OF A RECTOR**

**I. Introduction.** The Search Process. This document will outline the basic procedures for churches in search of clergy who will lead them in the Lord's service.

### **II. Beginning the Process**

A. Prayer. As soon as it is determined there is a need to call a rector, the search process will begin with prayer. A prayer team should be formed specifically for the purpose of asking for the guidance of the Holy Spirit to seek the mind of Jesus Christ in the process and eventual call of the clergyperson. It is understood that prayer covers and is part of every meeting, interview, and telephone call throughout the process.

B. GAD Constitution and Canons (C&C) XXI (Parishes Without Rectors) governs the beginning of the search process: "When the Vestry is notified by the Rector of an intent to resign, the Bishop shall simultaneously be notified. Once the Rector has departed, the Bishop shall assume ecclesiastical oversight of the vacant parish."

C. Needs Assessment. The vestry will meet with the Bishop and/or his representative to assess the needs of the congregation, including clergy leadership that will be required until the new rector is called and is in place. See the Gulf Atlantic Diocese website ([gulfatlanticdiocese.org](http://gulfatlanticdiocese.org)) for "Supply Clergy Compensation Guidelines" under the Resources tab and then the Forms and Parish Documents choice for the most current version.

D. Vestry Membership. It is recommended that the current vestry members remain in their positions until the first annual meeting after the new rector is in place.

E. Search Committee. A search committee (normally consisting of 3-7 members, to include one vestry member, but no staff or clergy) will be formed. See **Appendix A: Search Committee Guidelines**. Tasks of the Search Committee include (but are not limited to):

- a. Prayer
- b. Community data gathering
- c. Parish survey/profile
- d. Hospitality
- e. Documents for providing to prospective candidates
- f. Development of timeline
- g. Communication with congregation
- h. Reporting to the Vestry

F. Coach. A coach may be assigned to guide the search committee through the process of preparing a parish profile (see **Appendix B**). Parish profiles normally will contain a brief history of the parish, Vision/Mission statements, goals, priorities for ministry, challenges, information about leadership and staff of the church, information about styles/times of worship, demographics of the community and congregation, etc. Consider conducting a SWOT analysis to evaluate your Strengths, Weaknesses, Opportunities, and Threats. The *ReVive* Congregational

Health Assessment will also assist in gaining a useful picture of the current state of the parish. This Assessment is now required for all congregations. Retake this Assessment if it has been more than two years since the last time it was taken. This process will provide a helpful integration with the mission DNA of the GAD found in Article II of the GAD Constitution (Mission):

The mission of this Diocese shall be to proclaim the transforming Gospel of Jesus Christ in every facet of our faith and life.

- a. To support and encourage the regular worship of God in Word and Sacrament.
- b. To create opportunities for the on-going study of God's Holy Word.
- c. To draw God's people together in loving communities of fellowship.
- d. To show forth the love of God in our care for the poor, the imprisoned, the hungry, and the sick.
- e. To fulfill the Great Commission.

G. Expectations. The vestry, search committee, and Bishop/representative will meet together to review the mission of the diocese, the mission statement of the church, and the core values of the church. They will discuss expectations of the GAD and the Church about the role of the new rector and the role of the church within the Anglican Communion. This is a time to clarify expectations about calling a spiritual leader into a humble leadership role within the congregation and the diocese.

H. Budget. The vestry, search committee, and Bishop's representative will meet to set a budget for the call process (which may include expenses for the Bishop's representative, questionnaire development, printing, travel expenses of committee members, travel expenses of prospective rectors/spouses, and relocation expenses).

### **III. Nominations**

A. GAD Canon XXII (Mode of Election of Rector or Other Member of the Clergy) outlines the process for calling a new rector. Note especially Section 1 of this canon:

Before a parish proceeds to call a new rector, it shall consider the Diocesan Congregations in Search Guidelines. A list of candidates shall be proposed by the Bishop for initial consideration. The Vestry may reject all of the proposed names after due research and shall thereupon notify the Bishop. The Vestry may then ask the Bishop for additional names and may reject all of these. They may then proceed to consider other names. The Vestry's choice shall be communicated to the Bishop in writing together with documentation evidencing the qualifications of the candidate to meet the Parish's requirements for priestly leadership. The Bishop shall have 30 days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the Vestry may proceed to consider other candidates. In the event that the Bishop and the Vestry cannot resolve their differences over clergy selection, the Bishop shall thereafter consult with the Standing Committee and the Vestry to effect the final disposition of the issue in the most satisfactory and Godly manner possible.

B. Processing Candidates. The Canon to the Ordinary will normally serve as the bishop's point person for communicating with potential candidate. In proposing candidates, the bishop and his office work to screen numerous applicant and to provide quality candidates for consideration. All candidates provided by the bishop can be considered pre-approved for service as next rector. If other clergy who are interested in the position and wish to send in their resumes contact the church directly, they should be asked to contact the bishop's office instead since all applicants should go through the bishop's office for initial screening. If parishioners suggest names, those names should also be forwarded to the bishop's office.

C. Diocesan Screening of Candidates. The bishop's office will screen candidates on several factors, to include:

- a. Length of tenure in present position
- b. Potential match of ministry gifts
- c. The "crucial need to find a holy man" (leader) (J.I. Packer in *Rediscovering Holiness*)
- d. Past misconduct or other suitability issue
- e. Adequacy of training
- f. Timing issues of a personal nature
- g. Demonstrated leadership ability
- h. Commitment to the goals or the Diocese: Raising up leaders, Planting Churches, Planting Churches.

#### **IV. Actions by the Parish.**

A. Questions and other Materials for the Candidates. The search committee will provide to the diocese a parish profile, a priest profile, and a list of candidate questions. The parish should also be prepared to provide candidates whom it deems to be possible matches with other materials including local brochures and information on the community and schools.

B. The diocese will provide screened candidates with the parish and priest profiles, a list of candidate questions. Upon receipt of the responses to the candidate questions, the diocese will forward them and other materials submitted by the candidates, such as resumes and preaching CD's, to the parish.

C. Parish Communication with Candidates.

1. Telephone interviews with candidates are an inexpensive way to talk with candidates. Make an appointment in advance with each candidate. Use a speakerphone so that all the members of the search committee can participate in the call. It is best to let one person conduct the interview. Questions should come from the parish profile and previous information supplied by the candidate. NOTE: It should not be necessary to record an interview; however, if a recording is done, DO NOT record the conversation without permission.

2. Sermons. It is extremely important to hear candidates preach through CD's provided, or by going to the candidate's parish website, or, of course, in person where possible.

3. Site visits. Cost is always a factor in site visits, and the search committee should decide whether or not they would be helpful. If visits are made, search committees often divide up to accomplish this task. Candidates should be contacted ahead of time for advice and permission regarding when to come and how best to take advantage of the visitation. Some candidates may not want their parish to know they are seeking to move on. A visitation report should be made to the search committee in a format decided in advance by the committee.

4. Throughout the process, those who are “dropped” or who are recommended for further consideration will be so advised in writing. Those who are not initially eliminated should be asked if they wish to continue in the process (and should respond in writing).

E. References. The search committee should contact references by phone. Give attention to ambiguous or incomplete information. Committee members may wish to follow up with additional references obtained through these calls.

## **V. The Final (“Short”) List.**

A. After prayerful consideration of the candidates in the process up to this point, the parish should tell the bishop which candidates are on their final “short” list. This list will normally consist of no more than 2-3 candidates. These are individuals you have decided to invite to your church for a visit and who would have an extensive interview.

B. Checklist Requirements. At this point in the process, candidates will be asked to submit to a background check by Oxford Documents. This cost may be borne by the candidates, the parish, the diocese, or some combination thereof. All new clergy coming into the Diocese will also need to complete Ministry Safe online training concerning ministry with children, a Sexual Addiction Assessment, “Keeping our Sacred Trust” training, and affirmation of the Diocesan Sexual Misconduct Policy for Prevention and Reporting (SMPPR). In some cases, a psychological assessment will also be needed.

C. Congregation Visit. Candidates and spouses will be asked to visit the congregation at the expense of the congregation. The visit should last a few days or a weekend so that they may interact with as many key parishioners as possible. It is best to provide a motel room for the candidate and spouse rather than housing them at the house of a parishioner. This allows candidate and spouse the opportunity to discuss freely with each other their feelings and observations about a possible move and new ministry. Remember small gestures of hospitality such as a basket of fruit or flowers in the hotel room. The candidate should also be afforded the opportunity to meet with the church staff. At least one meeting should be in a worship context, where the candidate leads Compline or Evening Prayer or celebrates the Eucharist and shares a brief homily. This service may be only for search committee, vestry, and spouses, or it may be before the entire parish on a Sunday. Candidates and their spouses should be shown around the community and provided information on real estate, schools, recreational opportunities, and cultural opportunities. A meal away from the church with search committee and vestry (and spouses) is recommended. This is an informal time to get to know the candidate and spouse, and to let them begin to know you.

D. Meeting with Bishop. In the event that the candidates have not previously met with the bishop, arrangements will be made for candidates to meet with him and/or his representative.

E. Formal Interview. The search committee will conduct a formal interview with each candidate. The spouse is often invited to be part of this interview or may be interviewed separately. The attitude and role of the spouse is an important part of the process.

F. After having met with all candidates on the final list, the Committee must make a recommendation to the Vestry. Ideally, a unanimous recommendation of one candidate, under the guidance of the Holy Spirit, will be reached. However, this is not always the case. The Committee may be deadlocked and be led to provide the Vestry with two finalists to be considered.

## **VI. The Call.**

A. Vestry election and Notice to Bishop. The Vestry will contact the Bishop for verbal approval, followed by written notice BEFORE a letter of call is extended.

B. Call Letter. Once the Bishop's approval is obtained, a call letter will be issued outlining the proposed terms of the agreement that have been negotiated with the chosen candidate. **Appendix C** contains a sample letter of agreement. It is a generic letter containing individual parts that are negotiable between priest and vestry. The letter sets forth normal expectations, but not every element contained is covered by a diocesan policy. Indeed, some parts may not fit each parish so the agreement may be refined and tailored to the particular call. See the diocesan website ([www.gulfatlanticdiocese.org/resources](http://www.gulfatlanticdiocese.org/resources)) for guidelines on clergy compensation and benefits. While economic challenges may prevent parishes from fully complying with these guidelines, every effort should be made to provide adequate compensation for the rector and his or her family. **NOTE:** The call is **neither** officially extended **nor** accepted until the Letter of Agreement is acceptable to both the priest and the vestry and approved by the Bishop and until a favorable Oxford Background Check Report has been received. (*note: the background investigation does take one to two months to be completed so the chosen candidate should be made aware of that*) A time limit should be set for response to the call. Response should be communicated verbally and in writing to the vestry.

C. Public Announcement. No public announcement will be made until an agreement is reached in principle and until the timing of the announcement has the approval of the Bishop, the newly elected rector/vicar, and the vestry.

D. Candidates not called. These candidates will be notified only after a call has been extended **and** accepted (unless it is already clear to the vestry that none of the remaining candidates is acceptable to the vestry).

E. Second visit of successful candidate. Once the call has been accepted and the letter of agreement has been signed, the parish is responsible for a second visit by the priest (and family) to find housing, sign the letter of agreement, and to visit the Bishop's office.

## **VII. Welcoming the new rector**

A. Moving arrangements. Churches are responsible for moving expenses and should help with the facilitation of the move of the candidate and his family to the area.

B. Family inclusion. A special committee may be assigned to work with the spouse in getting established. The spouse should be invited to special parish functions. Children of the same age in the church should establish contact with the new rector's children (Sunday school and regular school environments).

C. Celebration of new ministry. As soon as possible, the priest should make arrangements with the Bishop for "Celebration of a New Ministry." The Bishop will normally preside and preach.

D. Role analysis and review. Between the 6<sup>th</sup> and 12<sup>th</sup> months, the rector and vestry should come together to review their mutual ministry, in light of the Core Values of the GAD, the parish profile and the rector's own profile. This will form the basis for subsequent annual mutual ministry reviews.

## **APPENDIX A SEARCH COMMITTEE GUIDELINES**

- 1. PRAYER.** Prayer will undergird any and all meetings of the vestry and search committee. A prayer team should be formed specifically for the purpose of asking the guidance of the Holy Spirit to seek the mind of Jesus Christ in determining who the search committee members will be and to be in intercession throughout the search process and eventual call of the clergy person.
- 2. FORMATION OF THE SEARCH COMMITTEE.** The search committee is created by the vestry and works for and on behalf of the vestry. It serves in an advisory (but crucial) capacity. The search committee should be formed after prayerful consideration soon after the previous rector or vicar leaves. It is important to keep in mind that the vestry is the body responsible for issuing a call, and then only with the approval of the Bishop.
- 3. COMPOSITION OF THE SEARCH COMMITTEE.** The search committee should be as broadly representative of the church as possible. It will be comprised of members who can confirm their belief in and support of the GAD and the ACNA. It is not appropriate for clergy, church staff, or vestry spouses to serve on the committee. The chair may be selected by the vestry or by the approximately 5-7 persons. At least one vestry member normally should be appointed to service on the search committee to serve as a liaison and information link.
- 4. DESIRED CHARACTERISTICS OF MEMBERS.** In the body of Christ, no one member possesses all gifts. Rather, we need one another. Likewise, no search committee member will have all the desired characteristics, but together in Christ, we are whole. Desirable characteristics:

  - a. A person of prayer and who regularly studies God's Word
  - b. Good organizational skills (essential for the chair)
  - c. Team player
  - d. Member in good standing (regularly attending church and a giver of record)
  - e. Willing to work for the good of the church (no partisanship)
  - f. No hidden agendas
- 5. CLARITY ABOUT EXPECTATIONS.** The vestry should clarify expectations for the work and the form of the final nominations (e.g., how many names does the vestry want for their final consideration; should they be ranked by order of preference or not; are there specific geographic or salary limitations to be placed on the search?)



**6. BUDGET.** A search process budget should be developed and approved by the vestry to include such expenses as consultant fees, printing, videos, brochures, travel expenses of committee members and candidates/spouses, and relocation expenses. Care should be exercised to ensure clear lines of fiduciary authority between the vestry and search committee.

**7. JOINT MEETING OF VESTRY, SEARCH COMMITTEE, AND BISHOP AND/OR HIS REPRESENTATIVE.** This will be scheduled very early in the search process.

## **APPENDIX B PREPARING A PARISH PROFILE**

**1. Articulate Vision/Mission** Articulate Vision/Mission through prayer, study of scripture, the leading of the Holy Spirit, discernment, and in alignment with the Core Purposes and Vision of the Anglican Communion Network. Consider having a coach to help you conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) assessment. The *Kardia* Congregational Health Assessment will also assist in gaining a useful picture of the current state of the parish. This Assessment is now required for all congregations.

- a. How do you see your parish participating in God's plan for His world?
- b. How do you see your parish connected to the GAD?
- c. Do you have a clear picture of a future for your parish according to God's will?
- d. Have you actively sought God's unique and specific purpose for your parish? Can you articulate what that is?
- e. How has God led you to live out the Great Commission (Matthew 28:18-20) both locally and globally?
- f. What is the commitment level of parishioners to the vision/mission of your parish?

**2. Articulate your Goals** (based on vision)

- a. What are the short-term goals of the parish? (1-2-year goals)
- b. What are the long-term goals? (Where do you discern that God would have you be in 5 to 10 years?)
- c. Do your goals "fit in to" or fulfill your vision/mission statement?

**3. Identify Priorities**

- a. How are people brought into a personal relationship with the Lord Jesus Christ for the first time?
- b. How are parishioners brought into a deeper relationship with the Lord Jesus Christ?
- c. How are parishioners trained, disciplined, and guided into lay ministry?

- d. Who are you called, as a parish and as individuals, to reach with the Gospel in your community? When considering this question, take into consideration the unique demographics of your community, including income levels, types of families (e.g., traditional, single-parent, extended families, etc.). Take into consideration, also, any unique opportunities for mission and outreach in your community (e.g., institutions of higher learning, assisted living facilities, hospitals, programs for children, homeless, feeding the poor, etc.). It would be helpful to identify and list the ministries outside your church in which your church already is involved.
- e. How do the ministries identified in 3.d fulfill your vision/mission?
  - (1) The unchurched (and those who do not know Jesus Christ) in your community?
  - (2) Children, teenagers, and young adults in and outside your parish?
  - (3) Outside your community?
- f. Do you have a vision and/or a plan for “multiplication” (i.e., planting other churches)? If so, what is that vision/plan?
- g. What is really important to you as a congregation?
- h. What do you think you need to do first, second, etc.?
- i. What resources do you need?

**4. Identify Strengths and Challenges**

- a. Is your current worship/office facility adequate?
- b. Do you have a parish hall?
- c. What is your budget?
- d. What are your outstanding debts?
- e. What benefits do you provide (health insurance, life insurance, pension, vacation, other?)
- f. Approximately what percentage of your members tithe? Give regularly?
- g. What, if any, have been the roadblocks to growing spiritually and financially?
- h. How flexible are you willing to be in meeting your challenges?
- i. Other: What is exciting you? What is frustrating you?

**5. What is your current leadership/staffing?**

- a. Clergy (Priests and Deacons)—stipendiary or non-stipendiary?
- b. Vestry
- c. Youth and children's leaders
- d. Music director
- e. Administrator(s)
- f. Office staff
- g. Other paid staff
- h. Volunteers

**6. Prayer:** Do you have intercessory prayer teams?

**7. Worship/Study**

- a. Sunday services: how many, what times, style of each service (formal or informal)?
- b. Mid-week services: When? What type?
- c. Study opportunities: On Sunday? On other days?
- d. Do you have home groups? What type (i.e., fellowship, prayer, study, etc.)? How often do they meet?
- e. Other services?

**8. Numbers**

- a. How many individuals are on the church rolls?
- b. How many family units?
- c. What is your average Sunday attendance?
- d. What is your average youth attendance?
- e. How many baptisms in the past calendar year?

- f. How many funerals in the past calendar year?
- g. How many weddings in the past calendar year?

**9. Keeping in mind that the goal of your church is to call a spiritual leader who will serve in a humble leadership role within your congregation, what are the gifts, talents, and qualities you looking for in your next rector? How would you rank these in importance for your congregation?**

- a. Theological position
- b. Preaching
- c. Teaching
- d. Pastoral qualities/skills
- e. Administrative skills
- f. Leadership skills
- g. Visionary
- h. Team builder
- i. Strategist
- j. Other?

**APPENDIX C  
LETTER OF AGREEMENT  
BETWEEN  
THE VESTRY OF  
ABC ANGLICAN CHURCH  
AND  
THE REV. XYZ**

*This document is to be considered a recommended template for letters of agreement between rectors and vestries. It may also be modified to be used for assistant clergy letters of agreement as well. The bishop must approve the final letter of agreement for a rector before employment begins.*

**PREAMBLE**

The Rev. XYZ (hereinafter “Rector”) shall lead ABC Anglican Church (hereinafter “ABC”) as pastor, priest and teacher, sharing in the councils of this congregation and the Gulf Atlantic Diocese of the Anglican Church in North America (ACNA), in communion with all orthodox bishops and clergy of the worldwide Anglican Communion. By word and action, informed of and in accordance with at all times by the Holy Scriptures, and the Constitution and bylaws of ABC Anglican Church and the Constitution and Canons of the Gulf Atlantic Diocese, he 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. This relationship continues until dissolved as provided by the relevant Gulf Atlantic Canons.

**SECTION A - THE RECTOR’S SCHEDULE**

(1). The Rector’s service includes not only activities for the sake of the parish, but also work for the diocese and the greater community. The position of Rector is a professional position and not one to be measured in terms of hours per week. He or she will work as needed for the sake of the mission with some weeks requiring more hours and some fewer.

(2). The following principles should apply:

(a). The traditional 40-hour work week is an acceptable model for a starting point, for a full-time position, bearing in mind that Sunday is a work day and that the Rector will normally have some weeknight meetings. Therefore, the Rector may take some time off on a weekday. In light of the digital age where cell phones, internet, scanners and faxes are normally available to the Rector in a home workplace, he or she may well be working at home rather than doing all work in the church office.

(b). The Rector will insure that their schedules include sufficient posted office time to be available to parishioners on a walk-in basis and that ample additional time is available by appointment either in the office (if there is one) or in some other convenient meeting place.

- (c). Since Sundays are a work day, the Rector will normally take a Sabbath or personal day off once a week, often on Mondays or Fridays.
- (d). The Rector may also take time off on whatever national holidays the parish observes.
- (e). Traditionally an experienced clergyperson called to be Rector has been entitled to four weeks of vacation annually, to be taken consecutively or in separate segments as agreed to with the Vestry.
- (f). In the interests of the growth and well-being of the Rector, the Vestry should encourage and provide time away for the Rector to attend conferences and seminars and for days of personal study and spiritual retreat.
- (g). The Vestry should grant the Rector a planned Sabbatical time away for refreshment, renewal and study after a significant period of service, usually every 5-7 years. A useful standard is 1.5 - 2 weeks for every 12 months served. The Rector will work with the Vestry to provide for adequate clergy coverage and requisite finances during the sabbatical time. Sabbatical time should be taken within a 12-month period in consultation with the Vestry. For additional details see our Sabbatical policy at our website: [gulfatlanticdiocese.org](http://gulfatlanticdiocese.org).
- (h). In case of illness the Rector will be fully compensated for time off. Should such time exceed 2 weeks, the Vestry in consultation with the Rector, if able, will determine what, if any, other arrangements should be made for the benefit of the Rector and the Parish needs.

**SECTION B - RECTOR RESPONSIBILITIES:** The Rector shall have the following responsibilities:

- (1). Work with the Vestry, lay leadership, and supply clergy to maintain the regular schedule of worship services, administer the sacraments, conduct pastoral offices, and provide pastoral services for weddings, funerals, and baptisms as needed;
- (2). Respond to pastoral emergencies, counsel, and/or refer individuals in crisis situations;
- (3). Serve as “coach”, teacher, mentor, and resource for the parish education programs, Bible study, and Confirmation;
- (4). Visit hospitalized and shut-in members, as well as make other pastoral calls, and train others to do the same;
- (5). Lead Vestry meetings as scheduled and other group meetings as necessary;
- (6). Provide leadership and training for members with special ministries, including evangelism, discipleship, congregational self-study, planning, membership outreach, and stewardship;
- (7). As “Head of Staff” provide administrative oversight for the daily affairs of the church; and have authority over and responsibility for all aspects of worship for ABC Church;
- (8). Attend Regional and Diocesan meetings and Annual Synod as authorized by the Vestry;
- (9). Assist and guide the congregation in the performance of those tasks required by Diocesan policy;

- (10). Have access to the church and parish buildings for the discharge of the duties of the Rector's office, and grant use of the buildings to individuals or groups outside the Parish, following guidelines approved by both Rector and Vestry;
- (11). Establish goals for the work of the parish for the coming year and beyond;
- (12). Take primary responsibility for the hiring and releasing of staff as required by the ministry in consultation with the Vestry. The Vestry shall have primary responsibility for the funding of staff positions. The Rector may create search committees to help with this task;
- (13). Tend to other ministerial duties as agreed to with the Vestry.

### **SECTION C - COMPENSATION**

(1) The Rector's total annual cash compensation will be \$XX,000, to be reviewed and adjusted annually. A portion of the Rector's compensation shall be designated as an annual "Housing Allowance" under Section 107 of the Internal Revenue Code (1986) of \$XX,XXX. The Vestry shall review and approve in writing the Rector's Housing Allowance not later than December 31<sup>st</sup> of each year for the following year. Full responsibility for defending the amount of the allowance with the IRS if required is borne by the Rector. ABC shall make Rector's cash compensation, pension and insurance payments. [Note: See Clergy Compensation Guidelines at [www.gulfatlanticdiocese.org](http://www.gulfatlanticdiocese.org).]

(2) The Rector may, with Vestry concurrence, receive ½ reimbursement for the estimated total social security tax based on cash compensation and housing. For the 20XX calendar year, this amount shall be \$X,XXX. This reimbursement shall be accounted for separately from the aforementioned cash compensation.

(3) ABC shall pay the following benefits:

(a) Anglican Church in North America Pension Fund Assessment up to the maximum amount that a church can pay for clergy pension.

(b) Medical Insurance for the Rector, spouse and minor children, within the parish's ability to pay as agreed to by the Rector and Vestry.

(c) Workers' Compensation Insurance, as provided by state law.

(d) Dental Allowance agreed upon annually between Rector and Vestry within the parish's ability to pay.

(e) ABC shall provide disability insurance for the Rector within the parish's ability to pay.

(f) ABC shall provide the Rector a death benefit of \$XX,XXX within the parish's ability to pay.

(4) All pay and benefits shall become effective on XX/XX/20XX. The Rev. XYZ shall begin his service to ABC on XX/XX/ 20XX.

### **SECTION D - EXPENSES**

ABC shall reimburse the following documented expenses incurred by the Rector in fulfilling the duties of office within the limits of the parish budget:



(1) The Vestry shall reimburse the Rector for automobile mileage for business expenses at a flat rate to be set annually. The IRS rate is recommended but should not be exceeded. A log of mileage, date, and purpose shall be kept supporting the reimbursement.

(2) An annual sum agreed upon by the Rector and the vestry shall be put aside for the purpose of hospitality so that the Rector may appropriately pay for luncheons with parishioners and others, for parish functions not otherwise provided for, and for such other activities as the Rector may deem appropriate.

(3) Reimbursement for domestic travel and international travel for the purpose of involvement in the diocese, the province and the larger Anglican world and other conferences shall be provided on an annual basis within the parish's ability to afford. This shall include airfare, car rental, hotel accommodations and meal allowance.

(4) A Discretionary Fund may be established, under the Rector's sole control, from the following sources: budgeted Vestry funds and gifts given to the church designated for the "Rector's Discretionary Fund." As with all church funds, there will be a yearly audit of the fund. Checks given for the Discretionary Fund should be made payable to ABC, not the Rector, otherwise they are counted as taxable income to the Rector. The Discretionary Fund is principally a vehicle for providing assistance to persons in need as the Rector in confidence deems appropriate.

#### **SECTION E- SUPPLEMENTARY COMPENSATION**

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

(a) Sacramental services on behalf of persons not members of ABC, such as Honoraria from weddings, funerals, and the like may either be received as contributions to the Discretionary Fund or as personal income of the clergyperson. The decision as to where such honoraria are placed is at the sole discretion of the clergy person. Honoraria retained by the clergy as personal service income must be reported on the clergyperson's personal income tax return.

(b) Fees and honoraria for professional services performed on personal time for groups unrelated to the congregation, or for sermons and copy-written materials published outside the congregation shall likewise be considered as personal income of the Rector.

#### **SECTION F - USE OF BUILDINGS**

In addition to use and control of the Parish buildings for the discharge of duties of the Rector's office, as provided, the Rector shall have the right to grant use of the buildings to individuals or groups from outside the congregation, following guidelines approved by both Rector and Vestry.

#### **SECTION G - MUTUAL MINISTRY REVIEW**

The Rector and Vestry agree to an annual discussion and mutual review of the total ministry of the congregation in order to establish goals, assess giftedness and re-order priorities of all ministries in order to affect greater Kingdom impact.

A vestry meeting prior to the setting of the next annual budget is often an appropriate occasion for the annual review of the Rector's compensation package and performance.

**SECTION H - OTHER AGREEMENTS**

(1) This letter may be revised only by mutual agreement at the time of the annual mutual ministry review, except that compensation and expenses revisions shall be made in a separate budget process.

(2) If the Rector and ABC are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Bishop or another mutually agreed upon third party, the Bishop remaining the final arbiter.

(3) This letter of Agreement shall be made part of the minutes of the next Vestry Meeting following its signing.

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

\_\_\_\_\_  
The Rev. XYZ

\_\_\_\_\_  
Full Name  
Sr. Warden, for the Vestry  
ABC Anglican Church  
XXX Street Address  
City, State ZIP

DATED: \_\_\_\_\_

\_\_\_\_\_  
The Rt. Rev. Neil G. Lebhar  
Gulf Atlantic Diocese  
Anglican Church in North America