

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

Note: This agreement may also be edited for use with any clergy employee.

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 tenure is to continue until dissolved by mutual consent or by arbitration and/or decision as provided by the relevant Gulf Atlantic Canons.

SECTION A - TIMES OF WORK AND LEAVE

(1) The Rector’s work includes not only activities directed to the parish and its well being, but also labors on behalf of the Diocese and community. The Rector’s scheduled workweek is five days, usually measured as ten to twelve units of mornings, afternoons, or evenings in various combinations reflecting the demands of this ministry. In general, no more than three evenings per week are expected. The Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.

(2) The Rector will have the following periods of leave at full compensation:

(a) 10 Holidays annually, to be taken so as not to interfere with worship for major occasions.

(b) Four (4) weeks’ vacation annually which shall include at least four (4) Sundays.

(c) Continuing Education at the rate of two (2) weeks per year, which includes meetings and conferences, in the course of professional activities on behalf of the congregation. This shall be reviewed annually and agreed upon with the Vestry.

(d) Spiritual Renewal at the rate of one day per month set aside for prayer and seeking the LORD’s guidance

(e) Sabbatical Period of two weeks per year to be taken every 5 years. The sabbatical time will include time of refreshment, renewal, and study. The Rector

shall work with the Vestry to provide adequate priestly coverage, and the financial needs of the sabbatical time. Time may be taken consecutively or incrementally at the Rector's discretion in consultation with the Vestry.

(f) The Rector shall be granted two weeks of sick leave annually.

(3) Communication: ABC will provide a cell phone.

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). Attend Vestry meetings each month and lead 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 all aspects of worship for ABC Church.
- (8). Attend Regional and Diocesan meetings and Annual Convention 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.

SECTION C - COMPENSATION

(1) The Rector's total annual cash compensation will be \$XX,000, to be reviewed and adjusted annually. The Rector shall be paid an annual "Housing Allowance" under Section 107 the Internal Revenue Code (1986) of \$XX,XXX. ABC shall make Rector's cash compensation, pension and insurance payments.

(2) The Rector shall 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.

(c) Workers' Compensation Insurance, as provided by Florida/Georgia law.

(d) Dental Allowance agreed upon annually between Rector and Vestry.

(e) Compensation will be updated annually and attached to this agreement.

SECTION D - EXPENSES

ABC shall pay the following expenses incurred by the Rector in fulfilling the duties of office:

(1) The Vestry shall reimburse the Rector for automobile expenses for business expenses at a flat rate to be negotiated annually. The initial rate will be \$X,XXX.

(2) An annual sum agreed upon by the Rector and the vestry shall be put aside for the purpose of hospitality.

(3) Reimbursement for domestic travel and international travel for the purpose of involvement in the greater Anglican Communion shall be provided on an annual basis. This shall include airfare, car rental, hotel accommodations and meal allowance.

SECTION E - DISCRETIONARY FUND

A Discretionary Fund is to be established, under the Rector's sole control, from the following sources: Vestry funds and gifts given 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.

SECTION F - 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,
- (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.

SECTION G - 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 H - MUTUAL MINISTRY REVIEW

The Rector, Vestry agrees 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.

The October vestry meeting shall be an annual review of Rector’s compensation package and performance.

SECTION I - OTHER AGREEMENTS

- (1) All pay and benefits shall become effective on XX/XX/20XX. The Rev. XYZ shall begin his service to ABC on XX/XX/ 20XX.
- (2) ABC shall provide disability insurance for the Rector.
- (3) ABC shall provide the Rector a death benefit of \$XX,XXX.
- (4) 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.
- (5) 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.
- (6) 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, Florida/Georgia XXXXX

DATED: _____

The Rt. Rev. Neil G. Lebhar

Gulf Atlantic Diocese

Anglican Church in North America