

*(DRAFT-to be printed on letterhead-draft)

AGREEMENT AND COVENANT FOR MUTUAL INTERIM MINISTRY

This agreement between the Wardens and Vestry of *[parish name] of *[city], Utah, and the Reverend *[full name of interim] is for the purpose of providing interim ministry services. This appointment is to continue for not less than twelve (12) months. The agreement may then be renewed in thirty (30)-day increments until shortly before the arrival of the new Rector, unless earlier dissolved by mutual consent or upon thirty (30) days' notice of either party.

PREAMBLE

Goals of the Interim Ministry: Working closely with the Wardens, Vestry, Deacons, staff, and other Parish leaders, the major goal of the Interim Rector's ministry at *[parish] is to prepare the congregation for the coming of the next Rector. To this end, the Vestry, Deacons and Interim Rector will cooperate and participate together toward the accomplishment of the following goals:

- Understanding the history of the Church and its relationships with previous clergy;
- Working with the congregation in dealing with grief or any other unresolved issues arising from the previous Rector's departure;
- Dealing with the shifts in leadership roles that inevitably occur in times of transition;
- Assisting the congregation in discovering its particular identity and what it dreams of being and doing in the future;
- Reflecting on the congregation's relationship with the Diocese and larger Church and the mutual responsibilities involved;
- Developing a commitment to the anticipated leadership of a new Rector and the possibilities the future will bring.

To achieve these goals, the Vestry, Deacons and Interim Rector agree to work closely together and to support each other by prayer, word, and example.

SECTION A: RESPONSIBILITIES

1. *Interim Rector:* In communion with our Bishop, the Interim Rector shall lead *[parish] as pastor, priest and teacher, sharing in the councils of this congregation and of the whole Church. In a collaborative team approach to ministry, the Interim Rector shall work with the Vestry, with other clergy, and with lay leaders to maintain the regular schedule of worship and preaching, of pastoral calling on the sick and shut-ins, of pastoral offices (weddings, funerals, baptisms), of contact with newcomers, of other Parish ministries, and of the general

DRAFT

10/2/2015 10:09 AM

administration of the Parish, including supervision of the Parish staff. Holy Scriptures, The Book of Common Prayer, the Constitution and Canons of the General Convention and of this Diocese shall inform the words and actions of the Interim Rector. The Interim Rector normally shall not function as Chair of the Vestry, but will be available as a resource for Vestry leadership and team development. Interim Rector will not be eligible to be a candidate for Rector, and the Interim Rector, if requested, may work with the Search Committee and consultants in the development of the Parish profile and position description.

2. *Vestry:* Following the Canons of this Church, the Vestry will act as legal agent for the Parish in all matters regarding its corporate property, and its financial and administrative responsibilities to the Parish, the Diocese, the larger Church, the community, and the Interim Rector and other staff members. In addition, the Vestry will work closely with and support the Interim Rector in fulfilling the Parish goals during the interim period.
3. *Congregation:* Members of the Laity will support and cooperate with the Interim Rector and the Vestry in fulfilling the Parish goals during the interim period, giving sufficiently of their time, energy, and resources to fulfill said goals. It is to be understood that all ministries excluding those reserved for an ordained minister are mutual ministries of the Interim Rector and Parish members of the Laity.

SECTION B: TIMES OF WORK AND LEAVE

1. *Scheduled Workweek:* The Interim Rector's scheduled workweek is regularly five (5) days, which shall include Sunday. The Interim Rector is expected to preserve at least one (1) continuous twenty-four (24)-hour period each week of personal leave to be used solely for personal and family use and will have an additional day off per week. Like other Vestry members and parishioners, work on weekends or evenings may be necessary in addition to *[his/her] regular working hours.
2. *Paid Leave:* The Interim Rector will have the following periods of leave at full compensation:
 - a. Paid holidays in accord with established Church policy;
 - b. Annual vacation at the rate of thirty (30) days per year, including up to five (5) Sundays, the time to be decided by mutual agreement of the Interim Rector and the Vestry.
 - c. Continuing education leave up to five (5) days per year for one year.

SECTION C: COMPENSATION AND BENEFITS

For all services rendered by the Interim Rector under this Agreement, *[parish if rector, Diocese if vicar] shall pay:

1. An annual cash stipend of \$*[redacted]. The stipend will be paid at the end of each month. A portion of this amount will be designated as housing allowance subject to Internal Revenue Service guidelines.
2. The Church Pension Fund Assessment based on the CPF formula.
3. Medical, dental and life insurance as provided by the Diocese and subject to the premium participation policy of the Diocese, including medical and dental coverage on Interim Rector's spouse should Interim Rector's spouse become ineligible for present insurance.
4. Short-term and long-term disability insurance.

The Interim Rector's prolonged illness or disability may occasion re-negotiation of compensation or termination of this Agreement.

SECTION D: EXPENSES

*[Parish] shall pay the following expenses incurred by the Interim Rector in fulfilling the duties of the office:

1. Normal expenses of Church office operation (such as secretarial services, equipment, supplies, telephone, postage, etc.).
2. Reimbursement of full IRS mileage rate for travel and for out-of-pocket expenses such as parking fees, tolls, bus fares, etc., paid monthly.
3. The cost of a telephone in the Interim Rector's residence. The resident telephone number will be published to insure the Interim Rector's ready accessibility in case of emergencies. The Interim Rector shall pay the cost of all personal long distance calls.
4. A continuing education allowance of up to \$*[redacted] per year.
5. Reimbursement for professional expenses, such as convention expense, clergy association membership, etc.
6. A moving allowance to cover all moving and travel expenses incurred in making the moves from, and in returning to, the Interim Rector's permanent residence.

SECTION E: DISCRETIONARY FUND

The Discretionary Fund will be handled according to the Diocesan policy and local rules for use adopted by the Vestry.

SECTION F: SUPPLEMENTARY COMPENSATION

The Interim Rector shall not charge fees for performing any rites of the Church (for example: baptisms, marriage, funerals) for members of *[parish].

The Interim Rector may, however, receive income from other sources, including income from sermons, books or articles published outside the Parish, and from fees and honoraria for previous commitments.

SECTION G: USE OF BUILDINGS

In addition to use and control of the Church and Parish Buildings for the discharge of duties of the Interim Rector's office, as provided by Canon law, the Interim Rector shall have the right to grant use of the building to individuals or groups from inside, or outside, the Parish, following guidelines approved by both the Vestry and the Interim and on occasion by the Chancellor of the Diocese.

SECTION H: MINISTRY REVIEW

The Interim Rector, Wardens, and Vestry shall discuss and mutually review the total ministry of the Parish on a regular basis in order to:

1. Provide them each an opportunity to assess how well they are fulfilling their responsibilities to each other and the ministry they share;
2. Determine progress on the goals stated in the **PREAMBLE** above, and adjust or change goals as needed;
3. Recognize, affirm, and celebrate what has been accomplished together;
4. Isolate areas of conflict or disappointment which have not received adequate attention and which may be adversely affecting mutual ministry;
5. Clarify expectations of all parties to help put any future conflicts in manageable form;
6. Plan healthy closure, including an exit interview, for the interim ministry and prepare for the coming of the next Rector.

A mutually agreed upon third party may be engaged to facilitate any steps in the review process.

SECTION I: OTHER CONSIDERATIONS

1. The Interim Rector may fulfill prior commitments under conditions mutually agreed upon by the Vestry and the Interim Rector.
2. Parental leave may be taken for the period of time immediately surrounding the birth of a child to the Interim Rector ***[if Interim is male, also include: or spouse]**, beginning at the time decided by the Interim Rector.
3. Payment made on behalf of the Interim Rector's portion of Self-Employment Compensation Assessment (SECA) will be included in the gross stipend calculation.
4. Compensation for retired clergy will be worked out by mutual agreement in consideration of CPF and Social Security income requirements.
5. If the Vestry terminates this Agreement for other than proper cause, the Vestry agrees to continue compensation to the Interim for the normal thirty (30)-day notice period, plus an additional thirty (30) days unless the Interim begins comparable employment within the total sixty (60)-day period.
6. A majority of the Vestry, excluding the Interim, may terminate this Agreement at any time for proper cause, with the consent of the Bishop. Proper cause is defined as breach of this Agreement by the Interim or a failure of the Interim, in the opinion of the Vestry and the Bishop to conduct services, Church affairs, and personal affairs according to the Canons of the Episcopal Church.

SECTION J: OTHER AGREEMENTS

1. The Interim Rector will begin duties in the Parish no later than ***[date]**, unless delayed by adverse circumstances. The tentative moving date is during the week of ***[date]**.
2. All pay and benefits shall become effective on reporting for work.
3. This Agreement and Covenant for Mutual Ministry shall be made part of the minutes of the next Vestry meeting following its signing, and approval by the Bishop, and copies shall be given to individuals who subsequently become members of the Vestry. This Agreement is subject to review by the Diocesan Deployment Officer and approval by the Bishop.
4. This Agreement and Covenant for Mutual Ministry shall be conditional on satisfactory report from the background check required by Diocesan policy.
5. This Agreement and Covenant for Mutual Ministry may be changed by mutual agreement of the undersigned parties.

6. If the Interim Rector and Vestry are in disagreement concerning interpretation of this agreement, either party may appeal to the Bishop or arbiter.

Date: _____
_____ Interim Rector

Date: _____
_____ Senior Warden

Date: _____
_____ Reviewed by Diocesan Deployment Officer

Date: _____
_____ Approved by the Bishop