

**[Diocese of Atlanta]
[Letter Agreement between Parish and Rector]**

LETTER OF AGREEMENT

Between

Rector

and

Parish

who has been called to serve this parish as Rector with the understanding that his/her tenure continue until dissolved by mutual consent or as determined by the Church pursuant to procedures, directives, and decisions provided by the Canons and Constitution of the Church, as discussed below.

PREAMBLE

The Rector shall lead the Church of _____, of the Diocese of Atlanta (the “Diocese”) of the Protestant Episcopal Church in the United States of America (“Episcopal Church”) as pastor, priest, and teacher, sharing in the councils of this Diocese and of the whole church, in communion with the Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and the Diocese, the Rector 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.

SECTION A - TIMES OF WORK AND LEAVE

1. The Rectors work includes not only activities directed to the parish and its well being, but he/she also labors on behalf of the Diocese and community.
2. The Rector will have the following period of leave with full compensation:
 - (a) The Rector shall have one weekday off each week (i.e., Monday-Friday), and shall perform such duties on Saturdays and Sundays as are requested or required.
 - (b) One day for each of the following National holidays, to be taken so as not to interfere with Sunday worship or worship for major occasions.

New Year’s Day
Martin Luther King’s Birthday
A day following Easter

Memorial Day
Independence Day
Labor Day
Thanksgiving Day
A day following Christmas

(c) One calendar month annual vacation. Unused vacation does not accrue and is not compensable.

(d) Two weeks continuing education each year (unused time does not accrue). A written plan for continuing education will be submitted to the Vestry and the Bishop annually as required by canon.

(e) For the benefit of both the Rector and the parish a sabbatical leave shall be provided in accordance with diocesan policy.

SECTION B - COMPENSATION

1. An annual aggregate compensation consisting of the following items:

Salary & Housing expenses	\$	
SECA (wages)	\$	(currently 7.65% of salary & housing)
Travel/Auto Allowance	\$	
Pension	\$	(18% of salary, housing & SECA)
HMO	\$	(including spouse/family)
Dental	\$	(including spouse/family)
\$50,000 Term Life	\$	
Continuing Education	\$	_____
TOTAL cash stipend	\$	

Value of housing provided \$ _____
(If church provides rectory, 30% of salary housing & SECA)

TOTAL value of compensation \$ _____

- The Rector's salary will be reviewed annually.
- In the event of the Rector's death, the Church of _____ will continue providing major medical insurance benefits to his/her surviving spouse for a period of six months.
- Reasonable relocation expenses of the move to the parish will be paid by the parish.
- The Rector shall not charge fees for performing any rites of the Church such as marriages, baptisms and funerals, but may accept gratuities which individuals may wish to give.

SECTION C - DISCRETIONARY FUND

In accordance with the Canons of the Church, a Discretionary Fund will be established under the Rector's sole control from the following sources:

1. The loose cash from the collection plate on the first Sunday of each month.
2. Gifts given to the Rector for the purpose of such Discretionary Fund.
3. This fund will be audited annually.

SECTION D - USE OF BUILDINGS

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

SECTION E - MINISTRY REVIEW

There shall be an annual review of the total ministry of the parish. It will be the purpose of this review to:

- Provide the Rector, Wardens and Vestry the opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.
- Establish goals for the work of the parish for the coming year.
- Isolate areas which have not received adequate attention and may be adversely affecting the mission and the ministry of the parish.
- This may be done in conjunction with an annual Vestry retreat. A third party may be engaged to lead this retreat.

SECTION F - Term Of Employment And Role Of Canons And Doctrine

The Episcopal Church and the Diocese (collectively the "Church") have a Constitution and Canons that apply to the Rector and the parish (collectively the "Canons of the Church"). Under the Canons of the Church, certain procedures are available to deal with disputes between the Rector and the parish authorities regarding Rector's employment, including, but not limited to mediation and Godly judgment by the Bishop under Canon III.9.15. These procedures, and any actions by the Church or by parish authorities regarding Rector's employment and tenure, are purely internal Church matters. It is understood and agreed that the existence, application, and interpretation of rights and procedures under the Canons of the Church, and of Church doctrine, and decisions by the Church and the parish as to Rector's employment and tenure, are not subject to review of any type as to substance or procedure by any secular authority or other authority outside of the Church.

SECTION G - REVISION

This letter may be revised only by mutual agreement in writing. Compensation and expense revisions may be mutually agreed upon in a separate budget process.

SECTION H - OTHER AGREEMENTS

This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing and copies shall be given to each Vestry member.

Accepted and Agreed to this ____ day of _____, 2014.

Senior Warden

Rector