**ASSOCIATE / ASSISTANT/ CURATE COVENANT OF MINISTRY**

***between* the rector, wardens and vestry of**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**and**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Who has been called as associate/assistant/curate with the understanding that this tenure is to continue \_\_\_\_ years unless earlier dissolved by mutual consent or upon ninety (90) days' notice of either party, which notice may be given for any legal reason. This letter of agreement is effective\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This agreement ends on \_\_\_\_\_\_\_\_\_ and must be renegotiated at that time to continue this agreement.

The vestry and the congregation by this letter confirm the following terms of full-time employment as curate of \_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_.

**Duties:**

Associate/Assistant/Curate and the Rector have discussed and agreed upon general duties that include the following:

* **Provide leadership** to the parish as priest and teacher, sharing in the counsel of this congregation and of the whole church, in communion with our Bishop.
* **Proclaim the Gospel**, 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 this diocese.
* **Love and serve Christ's people**, nourish them, and strengthen them to glorify God in this life and in the life to come.

The Associate/Assistant/Curate is responsible for a wide variety of tasks as assigned by the Rector. Areas of focus will be revised periodically to assure experience in all areas of church life.

Some typical examples of your responsibilities are:

* **Worship**: Participation in the Sunday liturgies and mid-week services at the direction of the rector, which would include regularly preaching on assigned Sundays.
* **Education and Formation:** Working with the leadership team of the youth ministries and Sunday School.
* **Pastoral Care and Counseling:** Share in responsibility for those in need of such professional services.
* **Ministry of Hospitality and Incorporation of Newcomers:** Along with the rector, undertake responsibility for working with the ministers of hospitality to identify, track and incorporate newcomers.
* **Outreach Ministries:** Support the various outreach ministries of the congregation, work with the Outreach Commission as needed.
* **Diocesan Assignments:** Engage in and undertake diocesan assignments as decided in consultation with bishop, rector, vestry, and diocesan structure.

All duties listed herein and subject to change upon direction from the rector.

Similarly, the listed duties are not exclusive, and the associate/assistant/curate shall complete other duties as assigned by the rector.

**Times of work, vacation, and leave:**

Vacation and leave with full compensation includes the following:

* The Associate/Assistant/Curate is expected to work full- time on a weekly basis, days and hours as arranged with the Rector. Normally this work schedule will be 40 hours per week. In general, no more than three evenings per week are expected. At least one continuous 24-hour period each week should be scheduled solely for one’s own personal use.
* National holidays may be taken off so long as they do not interfere with worship for major occasions as determined by the rector in the rector's discretion.
* The Associate/Assistant/Curate will be provided one month of vacation per year (defined as 160 work hours), including up to four Sundays. Vacation must be approved in advance by the Rector and must be used by the end of each calendar year.
* Beginning \_\_\_\_\_\_\_\_\_, two weeks continuing education leave (defined as 80 work hours), which may include one Sunday. Continuing education leave may not be carried over to succeeding years.
* Paid sick leave of 80 hours are available annually. Sick leave may not be carried over to succeeding years. Emergency and other leaves for illness and death in the family may be allowed under conditions established by mutual agreement with the rector.
* Participation in diocesan activities (e.g., clergy conferences, committee work, retreats, diocesan camps and other conferences) are not counted as days off, vacation or study leave time, as these are considered job related responsibilities. However, all such activities must be approved by the rector or his/her designee.

**Compensation:**

Beginning \_\_\_\_\_\_\_\_\_\_, 20\_\_\_ will pay you starting Salary, Housing and Utilities (SHU) following compensation in the annual amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ in accordance with diocesan policy. Annually thereafter, compensation will be reviewed for possible cost of living and increased experience (“step”) adjustments. The Diocesan Council offers annual guidelines for these increases. Compensation is paid once per month on the last working day of the month.

At the beginning of this ministry and prior to the beginning of each year, the Associate/Assistant/Curate will designate and the vestry approve the portion of this compensation to be paid as non-taxable housing allowance.

**Benefits:**

* Church Pension Fund Assessment (currently 18%) on the sum of the Curate/Assistant/Associate’s total annual cash salary (including Housing and Utilities Allowance)
* Diocesan Group Medical and Dental Insurance Premiums (coverage for Curate and family)
* Current Diocesan Group Life Insurance Premium ($40,000 death benefit)
* Beginning in \_\_\_\_\_\_\_, $\_\_\_\_ per year for continuing education study
* Workers' Compensation Insurance, as provided by State Law

**Additional allowances and expense reimbursement:**

* Travel expenses as mandated by the diocese, plus out-of-pocket costs for reasonable and necessary parking fees and tolls.
* An allowance of $\_\_\_\_. per month for use of cell phone in the course of ministry and availability for emergencies.
* An allowance of $\_\_\_\_ to help with moving expenses will be provided.

**Mutual Ministry Review:**

The Associate/Assistant/Curate shall participate in an annual mutual ministry review with the rector and vestry. A mutual ministry review allows for an annual assessment of goals for the faith community, and the responsibilities of the rector, wardens, and vestry. Areas of conflict, disappointment, or opportunities for growth are mutually identified and leadership collaborates to develop healthy solutions.

**Other agreements:**

In the event of the associate/assistant/curate’s death, the vestry agrees to continue payment of the associate/assistant/curate’s cash salary (including housing allowance) and additional salary for medical and dental costs to their surviving direct dependent(s) for a period of two months.

This Covenant of Ministry shall be read consistently with any applicable provision of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Church’s Personnel Handbook) whenever possible. In the event of a direct conflict between this letter and the handbook, the terms of this letter shall control unless applicable law requires otherwise.

This Covenant of Ministry shall be made part of the minutes of the next vestry meeting following its signing.

If the associate/assistant/curate and the rector and/or vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the bishop or their representative, or to another mutually agreed upon third party, the bishop remaining the final arbiter.

This agreement will be reviewed prior to end date of \_\_\_\_\_\_\_, \_\_\_\_\_ for the purpose of a decision on continuation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Curate/Assistant/Associate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rector Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Warden Date

cc: Treasurer; Clerk of the Vestry