# **INTERIM RECTOR LETTER OF AGREEMENT**

*between*

**The Wardens and Vestry/BAC of**

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

*and*

**The Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This contract is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereinafter called “the church”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who is by training and experience a qualified Interim Minister (hereinafter called “Interim”).

The Interim shall lead the church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our 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 our diocese, the Interim shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them in their Christian life.

### **Developmental Tasks of the Interim Period**

The period of time between permanent rectors/vicars provides an opportunity for reflection and renewal regarding the life and mission of the congregation. In addition to maintaining effective ministry during this period, the vestry/BAC and Interim shall work together to prepare for a healthy transition to the next rector/vicar.

The Interim will not meet with the profile or search committees or assist in the selection of a new rector/vicar, nor will the Interim be a candidate for permanent rector/vicar. The Interim may, if requested, advise the committee on process questions provided the chair of the profile or search committee and the canon to the ordinary agree.

### **Responsibilities of the Congregation and Vestry**

All ministries other than those reserved to ordained leadership (e.g., administering the sacraments) are understood as mutual ministries of the laity of the congregation, the program staff, and the Interim. The vestry/BAC shall lead the laity to support and cooperate with the Interim in pursuit of congregation goals and in the performance of the developmental tasks of the interim period.

The vestry/BAC is the agent for the congregation in all matters concerning its corporate property and in its relationship with the Interim. The vestry/BAC will see that the Interim is properly supported, both personally and organizationally, as well as in the vestry/BAC's financial obligations to the Interim.

### **Interim Responsibilities**

The Interim represents and extends the ministry which is the bishop’s pastoral and canonical responsibility for congregations in leadership transition. The Interim shall lead the church as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole church, in communion with the bishop. The Interim shall:

* Work with the vestry/BAC and other lay leaders to maintain the regular schedule of preaching and worship, education, counseling in crisis situations, pastoral care, and pastoral offices (weddings, funerals, and baptisms), calling upon the sick and shut-in, visiting newcomers, as well as attending to the ongoing administration of the parish.
* Supervise support and program staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Interim. It is understood that the support and maintenance of the current staff is a high priority.
* Support the vestry/BAC in its ministry and responsibilities, functioning as chair of the vestry/BAC if requested, although this responsibility may be exercised by the senior warden.
* Help the vestry/BAC, lay leaders and staff make such changes as may be needed to align parish life and administration with generally accepted standards in the diocese for the healthy exercise of mutual ministry.
* Help the congregation deal with its grief and any other unresolved issues arising from the previous rector/vicar’s departure. Address any internal conflicts and help heal any divisions within the congregation.
* Prepare the congregation for the ministry of a permanent rector/vicar who will be called by the church in due time.
* Communicate on a regular basis with the congregation, vestry/BAC and bishop (or their representative) on the transition process during the time of interim ministry.

#### **Compensation and Benefits**

* The Interim's salary will be the equivalent of $\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ending date is negotiable). The salary will be paid monthly on the last day of the month.
* The salary is compensation for \_\_\_\_\_\_\_\_ -time employment based on a 40-hour fulltime work week and in accordance with the diocesan Stipend/Housing/Utilities (SHU) chart.
* Compensation will be paid and designated in such a way as the Interim requests, as long as the designation is permissible under the Federal Internal Revenue Code (e.g., “housing allowance” or monies paid directed into the Interim’s RSVP 403(b) Fund.
* Within the guidelines set by the Church Pension Fund, pension assessments for a non-retired Interim are required of the church at 18% of salary.
* The church will provide life insurance in compliance with diocesan standards.
* This contract may be extended by mutual agreement of the Interim and the Church.

#### **Expenses and Allowance**

#### The church will provide reimbursement for travel expenses at the IRS Rate per mile, plus out-of-pocket costs of parking fees, rolls, etc., for activities that are a part of the exercise of ministry, or necessary for participation in diocesan programs or ministries.

* The church will pay $\_\_\_ per month for use of cell phone in the course of ministry and to insure availability in case of emergencies.
* The church will reimburse the Interim for the cost of meals, housing and registration for the Annual Meeting of Diocesan Convention and for the annual clergy conference if these events fall during the term of employment.

#### **Times of Work and Leave**

The Interim's work includes not only activities directed to the parish and its wellbeing, but also labors on behalf of the diocese and community. Clergy are expected to manage their own schedules to reflect the demands of the ministry while maintaining their own physical and spiritual health. Work time should be managed so that there is adequate opportunity for parishioners to interact with the Interim. The Interim is expected to take the time to develop and maintain a healthy spiritual life, including weekly and daily time set aside for prayer, study and meditation.

The Interim will have the following periods of leave at full compensation:

* National holidays, to be taken so as not to interfere with worship for major occasions. Compensation days for those that interfere should be taken soon after and not accumulated.
* The Interim will be provided with the equivalent of one month of vacation per year.
* Vacation time must be approved in advance by the senior warden. The Interim may postpone up to one-half month of vacation and accumulate it until the conclusion of this appointment to be used as terminal leave. The Interim will report to the treasurer the amount of vacation time used and available.
* Emergency and other leaves for illness and death in the family may be provided at the discretion of the vestry/BAC.
* The church will provide work time to attend diocesan events including the annual clergy conference and Annual Meeting of Diocesan Convention during the time of employment with the church.

#### **Supplementary Compensation**

The Interim shall not charge fees for performing any rites of the church (for example: baptisms, marriage, funerals) for members of the church, although a voluntary honorarium for marriages and funerals may be received. The Interim may, however, receive income from other sources, including sacramental services on behalf of persons not in any way related to church, fees and honoraria for professional services performed on personal time for groups unrelated to the church, or for sermons, books, or articles published outside the parish.

#### **Mutual Ministry Review**

#### There shall be a discussion and mutual review of the total ministry of the congregation within the first four months of the Interim’s ministry in order to:

#### Provide the Interim, wardens and vestry/BAC opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministries they share.

#### Evaluate progress on the developmental tasks and establish and adjust goals for the work of the congregation during the interim.

#### Plan healthy closure for the interim ministry and prepare for the coming of the next rector/vicar.

#### Isolate areas of conflict or disappointment which have not received adequate attention and may be adversely affecting mutual ministry.

#### Clarify expectations of all parties to help put any future conflicts in manageable form.

#### **Other Agreements**

* All compensation and benefits shall become effective on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* This Covenant shall be made part of the minutes of the next vestry/BAC meeting following its signing, and copies shall be given to each new vestry/BAC member thereafter.
* This letter may be revised only by written mutual agreement.
* This letter constitutes the full and entire agreement between the parties concerning the employment of the Interim.
* If the Interim and vestry/BAC are in disagreement concerning interpretation of this Covenant, either party may appeal for mediation to a mutually agreed upon third party, the Bishop remaining the final arbiter.
* When the Interim’s ministry at the church ends, the vestry/BAC will compensate for any earned but unrealized vacation time.
* When the Interim's ministry at the church ends, the Interim will not be eligible for unemployment compensation.
* Should it be necessary to dissolve this agreement, unless otherwise spelled out herein, severance will be paid at the rate set by the Standing Committee.

**Termination**

This agreement shall be in effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with compensation guaranteed for \_\_\_\_\_ months. Thirty (30) days' notice of termination shall be given to the Interim when a call has been given to a new rector/vicar.

Should the Church wish to terminate the Interim prior to the calling of a new priest, \_\_\_\_\_ days' notice shall be given. The \_\_\_\_\_ day compensation or the \_\_\_\_\_\_ month guarantee will be resolved in favor of the Interim.

In the event that the Interim terminates this contract prior to the call of a new priest, thirty (30) days' notice shall be given to the church and all compensation guarantees beyond thirty (30) days will be waived. Any disputes will be submitted for arbitration.

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Interim Rector Date

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Senior Warden Date

**Approved:**

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Bishop Date