VICAR COVENANT OF MINISTRY

Between the Bishop’s Advisory Committee of

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

and

the Rev.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ has been called as vicar of \_\_\_\_\_\_\_\_\_\_\_\_\_ (Church) pursuant to the terms and conditions listed below and the Constitution and Canons of The Episcopal Church and the Episcopal Church in Western. The term will begin \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_.

Duties:

* Provide Leadership to the parish as Vicar and teacher, sharing in the councils 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 Episcopal Church and the Episcopal Church in Western Oregon.
* Love and Serve Christ’s People, nourish them, and strengthen them to glorify God in this life and the life to come.

The Vicar is responsible for a wide variety of tasks. They will need to delegate much of the actual work to others: assisting clergy, deacons, wardens, and other members of the Bishop’s Advisory Committee, and additional lay persons. Some examples of the work of the Vicar are as follows:

* **Worship:** The preaching, use of music, participation of clergy and lay persons, and all other elements of the conduct of scheduled Holy Eucharist services each week which include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Sundays and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on weekdays, other weekly services, and all other services on holy days and other special occasions.
* **Education:** For all children, youth, and adults in the congregation, the orientation of new people to the faith community and the Episcopal Church; preparation of adults and sponsors for baptism, and for the preparing for confirmation, reception, or affirmation of baptismal vows.
* **Pastoral Care** and **Counseling:** For all those in need of such care and to provide referrals to professional counselors as needed; especially those who are sick, shut-in, those in mental or emotional distress, those preparing for marriage, those about to be divorced, or with other special family or individual needs.
* **Lay ministries:** As identified in the church profile and as amended through mutual ministry reviews with the BAC and the congregation.
* **Diocesan assignments:** As decided in consultation with the bishop and BAC and in regard to the diocesan structure.
* **Building and facilities:** Safety and maintenance of the facilities, schedule of use, adherence to the Building Use Policies established by the BAC and all relevant laws and codes.
* **Parish administration:** The finances and stewardship of the faith community, management of staff and volunteers, and management of assets with the wardens, the treasurer, and others as assigned.

**Compensation:**

Beginning \_\_\_\_\_\_\_\_, 20\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_church will pay the vicar starting Stipend-Housing- Utilities (SHU) compensation in the annual amount of $\_\_\_\_\_\_\_\_\_ based on \_\_\_\_\_(%) time, 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 workday of the month.

At the beginning of this ministry and prior to the beginning of each year, the vicar will designate and the BAC must approve the portion of this compensation to be paid as non-taxable housing allowance.

Additional Allowances:

* The annual budget of the faith community will include an amount provided for continuing education of $\_\_\_\_\_\_\_\_. This is in accordance with the amount recommended by diocesan policy.
* A discretionary fund under control of the vicar or vicar’s designees will be established from the loose offering received on the first Sunday of each month and gifts given to the vicar for the purposes of the discretionary fund as defined in the policies and procedures of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parish.
* A business expense reimbursement will be provided for appropriately documented expenses up to the amount approved in the annual budget of the faith community. Any such expense above the budgeted amount will be treated as a charitable contribution.
* An automobile allowance will be provided for church related travel at the current rate established by the diocese.
* Moving expenses will be provided in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Cell phone reimbursement will be provided in the amount of $\_\_\_\_\_\_\_\_\_per month.

Benefits:

The BAC shall pay the following benefits:

* Diocesan Group Medical and Dental Insurance premiums. Note: if equivalent or better insurance is provided through the employment of the rector’s spouse or partner, the rector may sign a waiver to forgo the diocesan insurance coverage. If at any time the rector revokes the waiver, the vestry will provide the Diocesan Group Medical and Dental Insurance plan.
* Current Diocesan Group Life Insurance Premium ($40,000 death benefit).
* Worker’s Compensation Insurance, as provided by State Law.

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

Church Pension Fund Assessment (currently 18%) on the sum of the vicar’s total annual cash salary (including housing and utilities allowance if any).

The scheduled work week is five out of seven days including Sundays and must provide time not only for activity directed to the parish and its well-being, but also on behalf of the diocese and community. This work week is usually measured as ten (10) to twelve (12) 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 vicar is expected to save at least one continuous 24-hour period each week solely for their own personal use.

Vacation and leave with full compensation include the following:

* One month (defined as 160 work hours) annual vacation, which can include up to five Sundays. No more than 80 hours and one Sunday may be carried forward to succeeding years.
* Two weeks (defined as 80 work hours) of continuing education leave, as part of regular work days with no carry over to succeeding years.
* Two weeks (defined as 80 work hours) paid sick leave available annually. These can be accumulated to no more than a total of 160 hours.
* National holidays as set in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_employee handbook, to be taken so not to interfere with worship on major holy days.
* Three months of sabbatical time after each five years of service. Sabbatical requests shall be made in writing to the BAC detailing timeline, specific plans, costs and goals to ensure benefits to the parish as well as to the vicar. Following BAC approval, sabbatical arrangements shall be made in full consultation with the BAC. Request for sabbatical as a conclusion to the vicar’s tenure will not be considered appropriate.

**Use of buildings:**

In addition to the use and control of the church campus buildings and grounds for the discharge of the duties of the vicar’s office, as provided by Canon Law, the vicar has the authority to grant use of the building to individuals or groups from outside of the parish within the limits of the Building Use Policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Any use of more than a single occurrence shall be subject to prior approval by the BAC.

**Office space:**

Office space will be provided for vicar’s exclusive use. It is to be furnished with a telephone, computer, printer, internet connection, and appropriate furnishings.

**Ministry Review:**

An annual review of the total ministry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(church) is an important element on the life of the parish. 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. A record of the review will be kept, and portions deemed appropriate will be published to the parish. The annual review will be in month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or as close to that time as is practically possible.

**Other Agreements:**

In the event of the vicar’s death, \_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to continue payment of the vicar’s cash salary, including housing allowance, and appropriate Medical Insurance to the vicar’s surviving direct dependents for a period of three months.

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

Vicar Date

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

Senior Warden Date

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

Bishop Date