

Sample letter of agreement

We give thanks for your acceptance of our call to be Rector of _____.

As stated in the Book of Common Prayer: "The Rector shall lead as pastor, priest and teacher, sharing 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 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."

The following are the points that we agreed upon at our last meeting. Please review them and approve of them by placing your signature at the bottom of the page.

1. The Rector's cash salary will be _____, payable twice a month (or monthly) beginning _____ (Date of Employment), and will be reviewed yearly. At the Rector's request, the Vestry may designate a portion of that salary as housing allowance. See attached Clergy Salary Worksheet.
2. Your pension will be paid to the Church Pension Fund, in the amount shown on the attached Clergy Salary Worksheet.
3. A portion of your Social Security will be paid by the parish in the amount shown on the attached Clergy Salary Worksheet.
4. Car allowance of _____ per year. This amount will be budgeted by the church and mileage will be reimbursed according to a mileage log turned in monthly.
5. Continuing Education of two weeks per year for professional development. Fees will be paid by the parish.
6. Health Insurance for family/single or cleric and spouse (indicate which type of coverage) _____ . The Rector is expected to pay _____ per month deducted from the paycheck in accordance with diocesan policy.
7. Moving expenses _____
8. Vacation time of one month _____ not including national holidays, beginning _____.
9. Paid sabbatical time after seven years of service to this parish. The arrangements will be made in full consultation with the Vestry, to insure benefits for the parish as well as for the Rector.
10. Cell phone/PDA/laptop for parish use only.

11. Discretionary Fund for the sole use of the Rector for charity. This will be audited each year. \$ _____ will be deposited into the account each month, (If funding comes from the budget. Otherwise, indicate here where funds are expected to come from.)
12. The Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
13. Other special agreed-upon duties, responsibilities, or expectations are: _____
(Enter here anything else agreed upon which both parties believe is important to have in writing.)

We anxiously await your arrival and look forward to many fine years together serving the Lord in this vineyard.

Senior Warden

Rector

Approved by the Bishop