# Transition Consultant letter of agreement

*between*

**the Wardens and Vestry of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Episcopal Church, in**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location: town, village, city), the Bishop/Ecclesiastical**

**Authority of the Diocese of Central New York, and the Rev. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

## Developmental Tasks of the Interim Period

The present interim period is seen as prime time for renewal, reenergizing the parish in its life and mission. Beyond maintaining effective ministry during this period, the Vestry and Priest-in-Charge will work together to prepare for healthy transition to the next Rector. Specific tasks to be addressed include:

Coming to a clear understanding of the history of this parish, and its relationships with previous clergy.

Discovering the parish’s special identity, understanding what it is that God is calling it to be and do, apart from previous clergy leadership.

Dealing with the changes in leadership roles that naturally evolve in times of transition, allowing new leaders to come to the fore constructively.

Renewing and redeveloping relationships with the bishop’s office and the greater diocese, so that each may be a more effective resource and support to each other.

Building commitment to the leadership of the new Rector, so that the parish is prepared to move into the future with energy and openness to new possibilities.

## Vestry Responsibilities

The Vestry will lead the laity to support and cooperate with the Transition Consultant in pursuit of parish goals and in the performance of the developmental tasks of the transition period.

The Vestry is the legal agent for the parish in all matters concerning its corporate property and in its relationship with the Transition Consultant. The Vestry will see that the Transition Consultant is properly supported, personally and organizationally, as well as in the Vestry’s financial obligations to the Transition Consultant.

## Transition Consultant Responsibilities

The major goal of the Transition Consultant’s ministry is to prepare the parish for the coming of the next rector. To this end, the Transition Consultant will:

Help the parish deal with various emotions as well as any other unresolved issues arising from the rector’s departure.

Facilitate constructive dealing with internal conflicts, and seek to help heal any divisions that may have developed within the parish.

Help the Vestry, lay leaders, and parish staff make such changes as may be needed to align parish life and administration with generally accepted policies and standards in the diocese.

## Section A: Transition Ministry Review

There should be regular discussion and mutual review of the total transition ministry of the parish, in order to:

Provide the Transition Consultant, Wardens, and Vestry opportunities to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.

Evaluate progress on the developmental tasks, and, as required, establish and adjust goals for the work of the parish during the transition.

Plan healthy closure to the transition ministry and prepare for the coming of the next Rector.

Identify areas of conflict or disappointment that may not have received adequate attention and may be adversely affecting mutual ministry.

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

## Section B: Financial Considerations

Consideration is given to adjustments for (a) change of cost of living and (b) performance merit. The compensation package will be reviewed annually.

1. Genera;
	1. Cash Compensation (lump sum or hourly)
	2. Estimated number of sessions
	3. Mileage allowance (IRS rate)

## Section C: Amendments

Changes of this agreement adopted in writing by mutual consent of the parties may be incorporated at any time by attachment, without rewriting or renegotiating the

## Section D: Interpretation

If, during the term of this agreement, the consultant and vestry cannot agree upon the interpretation of this agreement, the vestry shall obtain the services of a consultant and the parties agree to engage in an attempt to find the underlying causes of the disagreement and to attempt to deal with those causes. This failing, either party may apply for binding arbitration by the Bishop or her designate.

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Date Transition Consultant

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 Please print name

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Date Warden

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Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Transition/Deployment Officer Date

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bishop Date