# Supply priest 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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

who has agreed to serve as Long-Term Supply Priest with the understanding that this tenure shall be for \_\_\_\_\_\_ months, beginning \_\_\_\_\_\_\_\_\_\_\_\_ thru \_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless earlier dissolved by mutual consent, or upon 30 days’ notice by either party, subject in any case to the approval of the Bishop.

***Supply Clergy*** *is a priest retained on a per diem basis. A supply cleric’s sole duty is to officiate at liturgies at a regular worship, funerals and weddings, and to provide specified pastoral care. During the tenure of a supply priest, the wardens and vestry remain in-charge of the parish. If a priest who is performing supply priest duties is not canonically resident in the Diocese, he/she/they must have a license to officiate in order to supply.*

### Vestry Responsibilities

All ministries other than those reserved to ordained leadership (such as administering the sacraments) are understood as mutual ministries of the laity of the congregation and the Supply Priest. The Vestry shall lead the laity to support and cooperate with the clergyperson in pursuit of the congregation’s goals and ministry.

The Vestry is the legal agent for the congregation in all matters concerning its corporate property and in its relationship with the Supply Priest. When there is no priest who is “in-charge” of a congregation, the vestry also has oversight of the mission, ministry, worship and business of the congregation. It is the responsibility of the Vestry to see that the Supply Priest is properly supported, personally and organizationally, as well as in the Vestry's financial obligation to the Supply Priest.

**The Vestry will:**

* Supervise all congregational staff and volunteers in the exercise of their responsibilities and ministries, for which they shall be accountable to the Senior Warden.
* Coordinate pastoral care in consultation with the Supply Priest.
* Provide lay readers, lectors, Eucharistic ministers, acolytes, choir, and organist to assist the clergy during worship services.
* Support programs of the parish such as Christian Education, Youth group, Altar Guild, ECW, stewardship, and District involvement.
* Prepare for and lead the Vestry and Annual Meetings.
* Maintain fiscal records and perform administrative duties.
* Provide feedback and evaluation to the supply priest.

### Supply Priest Responsibilities

The Supply Priest represents and extends the ministry which is the Bishop's pastoral and canonical responsibility for congregations moving through a transition period.

**The Supply Priest will:**

* Work with the Vestry and other lay leaders to maintain the regular schedule of worship services and preaching.
* In consultation with the Senior Warden, respond pastorally to emergencies.
* In consultation with the Senior Warden, offer marriage preparation and officiate at services of marriages and funerals. With the understanding that marriages and funerals require additional time of the priest, it is recommended that the wardens and priest review the attached time and compensation recommendation for this additional time.

### Supply Priest Times of Work and Leave

The Supply Priest’s scheduled work will be:

* Presiding and preaching at Sunday Eucharist.
* Presiding and preaching during the services of Holy Week and Easter.
* In addition to the above, an additional \_\_\_\_\_ hours per week will be spent working with the parish on the defined goals and objectives of parish.
* Consideration should be given for vacation and/or sick time prior to this agreement becoming effective. Prior planning, discussion, and mutual agreement for time and compensation are suggested.

It is also mutually recognized that the nature of emergencies means that the Supply Priest will be available for pastoral emergencies if possible. This will be coordinated with the Senior Warden.

### Supply Priest Compensation

The Supply Priest’s cash stipend will be $\_\_\_\_\_\_\_ per hour; $\_\_\_\_\_ per Sunday service; and $\_\_\_\_\_\_\_ if two services are done on the same day. Services during Holy Week and for Easter are compensated and are considered additional services. This stipend will be paid to the Supply Priest after services have been performed and at a mutually agreed upon time. The Supply Priest will keep track of the hourly services provided and present a weekly time sheet to the Senior Warden.

Church Pension Fund: When a priest is expected to be regularly employed for five or more consecutive months by the same employer, the parish is required to pay pension assessment based on the cash stipend paid per month at 18% of the total amount paid; unless the priest has retired.

A Supply Priest has no additional compensation or benefits.

### Supply Priest Expenses

The Vestry shall pay the following expenses incurred by the Supply Priest in fulfilling the duties of the office:

* Travel expenses at the current IRS rate, plus out-of-pocket costs associated with travel, such as the cost of parking and tolls.
* The normal expenses of the Church's office operation (such as telephone, postage, office equipment, supplies, copying) are expenses of the parish. Receipts will be provided for all reimbursable expenses

### Discretionary Fund

In accordance with the canons of the General Convention, the Alms/Discretionary Fund, in the absence of a Rector, is under the control of the Congregation’s Almoner. The Senior Warden shall be appointed Congregation’s Almoner and, together with the Junior Warden, shall have access to this fund for the aid of the poor and those in need and for any other reasonable expenses normally attributed to such a canonical Alms/Discretionary Fund.

### Use of Buildings

It is understood that the general pattern of building use followed by past practice of the clergy and vestry shall be maintained, unless there is specific action of the Vestry to the contrary. The Vestry will have the right to grant use of the buildings to individuals or groups from outside the parish, under guidelines approved by the Vestry. The guidelines should be documented and readily accessible by any member of the congregation.

### Other Agreements

This Letter of Agreement shall be made part of the minutes of the next Vestry Meeting following its signing and copies shall be given to each new Vestry member thereafter.

 If the Supply Priest and Vestry are in disagreement concerning the interpretation of this Letter of Agreement, either party may appeal for mediation to the Bishop, the Bishop being the final arbiter.

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

Date Supply Priest

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

 Please print name

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

Date Warden

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

 Please print name

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

Date Warden

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

 Please print name

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

 Transition/Deployment Officer Date

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

Bishop Date