

CALL IS SUBJECT TO CLEARED BACKGROUND CHECK

It is the policy of the Diocese of Vermont that all calls are subject to a completed and clear Province I Oxford Document Company background check. This check includes asking former Bishops under whom the person has served and all employers in the last ten years about any history of sexual or financial impropriety as well as a check of public records for any criminal record. The cost, approximately \$200, is the responsibility of the congregation.

PRIEST IN PARTNERSHIP LETTER OF AGREEMENT

Between

Christ Church, Montpelier, Vermont
and
The Rev. Paul M. Habersang

who has been appointed Priest in Partnership with the understanding that this tenure shall continue for *three (3)* years unless dissolved earlier by mutual consent. This is a spiritual hire with the understanding that it is made upon the foundation of a relationship – with each other, with the Bishop and with the guidance of the Holy Spirit. The Priest in Partnership may be offered and may accept a call to be Rector at the end of the above *three (3)* year period.

DEVELOPMENTAL TASKS OF THE LEADERSHIP

The present transition time is seen as prime time for renewal, re-energizing the congregation in its life and mission. Beyond maintaining effective ministry during this period, the Vestry and the Priest in Partnership shall work together to explore the full possibilities of mutual ministry within the baptismal covenant.

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 Priest in Partnership. The Vestry shall lead the laity to support and cooperate with the Priest in Partnership in pursuit of the congregation's goals and in the performance of the developmental tasks of this transition period.

The Vestry is legal agent for the congregation in all matters concerning its corporate property and in its relationship with the Priest in Partnership. The Vestry will see that the Priest in Partnership is properly supported, personally and organizationally, as well as in the Vestry's financial obligation to the Priest in Partnership.

PRIEST IN PARTNERSHIP RESPONSIBILITIES

The Priest in Partnership represents and extends the ministry, which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Priest in Partnership shall lead Christ Church as Pastor and Teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. The Priest in Partnership shall have all of the canonical prerogatives of a priest-in-partnership except tenure. The Priest in Partnership shall:

- Work with the Vestry and other lay leaders to maintain the regular schedule of worship services and preaching, education, pastoral care and pastoral offices, calling upon the sick and shut-in, visiting newcomers, and ongoing administration of the congregation.
- Supervise all congregational staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Priest in Partnership.

The major goal of the Priest in Partnership's ministry is to assist the congregation in exploring its call to baptismal ministry. To this end, the Priest in Partnership and the Vestry shall:

- Engage in an intentional program of teaching in the areas of the theological, scriptural and ecclesial background supporting the call to ministry given at baptism.
- Assist individuals within the congregation in identifying their own gifts for ministry.
- At every opportunity, hold up the vision of baptismal ministry as the work of all of God's people.

SECTION A. PRIEST IN PARTNERSHIP TIMES OF WORK AND LEAVE

1. The Priest in Partnership's work includes not only activities directed to the parish and its well-being, but also labors on behalf of the Diocese and community. The Priest in Partnership's scheduled workweek will be on a seventy-five percent basis, which means 9-11 units per week, a unit being 3-4 hours or a morning, afternoon or evening. The Vestry expects that the Priest in Partnership will use two full days each week for personal and family activities. The Priest in Partnership will normally not be expected to have responsibilities on more than two evenings per week. It is also mutually recognized that the nature of some congregational responsibilities requires that the Priest in Partnership be "on call" 24 hours a day.

2. The Priest in Partnership will have the following periods of leave with full compensation:

The national holidays of New Year's Day, President's Day, Memorial Day, July Fourth, Labor Day, and Thanksgiving, with the expectation that the actual day off will be taken so as not to interfere with major occasions for worship.

One month of annual vacation, as provided in the Canons of the Diocese

Several days off following Christmas Day and Easter Day, the number of days not to exceed the number of days the Diocesan Office is closed during the same periods

Professional development leave at the rate of two weeks a year, to be used at the Priest in Partnership's discretion

The Priest in Partnership will participate for 12 sessions in the diocese's **Fresh Start Program** which meets approximately one day each month for 12 months. This program provides support and professional development for clergy who are in transition into a new position.

The Priest in Partnership shall also be entitled to a sabbatical leave as provided in Canon 28 of the Convention of the Diocese of Vermont. The leave shall be for four months following each five year period of service in the Diocese. During the sabbatical leave the Priest in Partnership shall receive full compensation. The purpose of the leave is spiritual and intellectual refreshment and the Priest in Partnership shall be the sole arbiter as to how the leave is used. Christ Church is responsible for providing supply clergy during the Priest in Partnership's leave. The Vestry will establish a fund for this purpose and contribute to it in a timely manner, beginning with the 2015 budget. The timing and terms of all sabbatical leaves must be approved by the Bishop.

SECTION B. PRIEST IN PARTNERSHIP COMPENSATION and BENEFITS

The Priest-in-Partnership's monthly salary for the year 2011 will be \$2726.42, and will be paid on or before the first day of each month. Upon the Priest-in-partnership's request, the Vestry will designate a portion of the total cash salary as "Housing allowance" under the Federal Internal Revenue Code.

In addition to salary and in lieu of housing, the Priest-in-Partnership will receive a monthly allowance for the year 2011 of \$833.33, which will be paid on or before the first day of the month.

The Priest-in-partnership's compensation will be reviewed annually and a cost-of-living adjustment based on the annual change in the Consumer Price Index will be applied to the Priest-in-partnership's salary and housing allowance. The Vestry may also at its discretion grant a merit increase based on the Priest-in-partnership's performance; a merit increase should also be applied to both salary and housing allowance.

The Vestry shall provide the following benefits:

Enrollment in the Church Pension Fund of the Episcopal Church and will pay the required assessments.

Health and dental insurance in accordance with guidelines provided by the Diocese, and will pay the premium based on the rate for the Priest in Partnership's domestic status (single, couple or family). If the Priest in Partnership does not require health insurance, the congregation agrees to provide insurance should the need arise.

Reimbursement for one/half of the Priest in Partnership's self-employment tax (SECA)

SECTION C. PRIEST IN PARTNERSHIP EXPENSES

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

1. Travel expenses at the current IRS rate plus out-of-pocket costs associated with travel, such as the cost of parking and tolls, budgeted at \$1,200.00 annually.
2. The normal expense of the Church's office operation, such as telephone, postage, office equipment, supplies, copying, etc.
3. An expense allowance (up to \$600.00 annually) for reimbursement of expenses in the course of professional activities on behalf of Christ Church.
4. The costs of a telephone in the Priest in Partnership's residence. This telephone number shall be published to insure the Priest in Partnership's ready accessibility in case of emergencies. The Priest in Partnership shall pay the cost of all personal long distance calls.
5. A Professional Development Allowance of \$ 600.00 annually.

SECTION D. DISCRETIONARY FUND

In accordance with the canons of the General Convention, the Alms/Discretionary Fund, in the absence of a Priest-in-partnership, is under the control of the Congregation's Almoner. The Senior Warden shall be appointed Congregation's Almoner, and, together with the Priest in Partnership and 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. The Discretionary Fund shall be in the name of the church and shall be audited at the time of the annual parish audit.

SECTION E. SUPPLEMENTARY COMPENSATION

The Priest in Partnership shall not receive fees for performing any rites of the Church for members of Christ Church. The Priest in Partnership may, however, receive income from other sources, such as:

Services on behalf of persons not in any way related to Christ Church.

Fees and honoraria for professional services performed on personal time for groups unrelated to Christ Church, or for sermons, books or articles published outside the congregation.

SECTION F. USE OF BUILDINGS

The Priest in Partnership shall have the right to the use and control of the Church and Parish buildings with the concurrence of the Vestry.

SECTION G. SUPPORT AND REVIEW

There shall be meetings every six months for discussion, support and mutual review of the total ministry of the congregation. The basis for the initial review will be the parish profile developed for this call. Participants in this meeting shall be the Priest in Partnership, the Senior and Junior Wardens (and other congregational leaders as appropriate), and a member of the diocesan Ministry Support Team.

Provide the Priest in Partnership, Wardens and Vestry an opportunity 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 establish and adjust goals for the work of the congregation during the interim.

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.

The Priest in Partnership and wardens should take responsibility for arranging these meetings.

SECTION H. OTHER AGREEMENTS

1. All moving and travel expenses incurred in making the move from Glastonbury, CT to Montpelier, VT shall be paid by the church. It is agreed that the cost of the move should not exceed \$2500.00.
2. The Priest in Partnership shall begin duties in the congregation not later than September 26, 2011, unless delayed by adverse circumstances. All pay and benefits shall become effective on September 26, 2011.
3. In the event of the Priest in Partnership's death, the Vestry agrees to continue payment of the Priest in Partnership's Cash Salary, and appropriate Health and Hospital Insurance to the Priest in Partnership's surviving direct dependents for a period of 3 months.
4. This Letter Agreement (and its related Position Description of Mutual Expectations) 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.
5. If the Priest in Partnership and Vestry are in disagreement concerning the interpretation of this Letter of Agreement, either party may appeal for mediation by a mutually agreed upon third party, the Bishop remaining the final arbiter.

Date: 9-1-2011

Paul M. Habersang
The Rev. Paul M. Habersang, Priest in Partnership

Paul Harrington
Paul Harrington, Senior Warden

Reviewed: Lyn Bates
Canon Lyn Bates, Transition Minister

Approved: Thomas C. Ely
The Rt. Rev. Thomas C. Ely, Bishop of Vermont