# Bridge Priest and Congregation’s Mutual Covenant of Ministry

### COVENANT OF MINISTRY/MEMORANDUM

**Between**

**St.** **, in** **and The Rev.**

### Section A: Compensation

The Bridge Priest’s salary will be      (this will depend on how many hours you want the priest to work during the week + Sunday services—the good way to determine the TCC is to use the TCC worksheet found here <http://www.diomass.org/inside/docs/compensation-benefits-resources-congregations>) per annum commencing on      for      hours per week. This includes cash stipend, housing allowance and SECA if applicable. This Memorandum is valid through      , but can be extended by mutual agreement of all parties. This Memorandum/contract may be terminated by either party upon a 30 day notice.

When you submit this document for final review to your Regional Canon, please attach the TCC worksheet used to calculate compensation.

**Section B: Premiums**

* 1. The Vestry will pay the following premiums as required:

1. Pension premiums as required by the Church Pension Group based on the Bridge Priest’s annual TCC.
2. The cost of Health Insurance premiums [specify whether individual or family coverage, which includes domestic partners, where applicable] according to the percentage prescribed by diocesan policy.

2. The Vestry will provide the following additional benefits [specify other benefits, e.g., dental, other insurance, life insurance for clergy not eligible for pension, etc. and allocation of premiums].

**Section C: Expenses**

The Vestry agrees to pay for the following expenses incurred by the Bridge Priest in fulfilling their professional duties.

The Vestry agrees to reimburse the Bridge Priest for church related travel at the current rate established by the IRS.

The use of the parish phone and all postage for church business will be included in the parish budget.

All necessary furniture and supplies will be paid by the parish.

A fund will be provided for charities and expenditures at the discretion of the Bridge Priest in accordance with the Diocesan Guidelines for Clergy Discretionary Funds.

The cost of pulpit supply and pastoral services when the Bridge Priest is absent from the parish will be paid by the parish.

**Section D: Leave Time**

Four weeks of vacation per year, one week per quarter. Additional time off for clergy retreat is strongly encouraged.

The Bridge Priest is expected and encouraged to participate in regional and diocesan meetings. These will include monthly meetings with diocesan staff, Convention, deanery clergy meetings and others.

All fees for weddings, funerals and other fees will go into the priest’s Discretionary Fund.

**Mutual Ministry and Responsibilities**

The main responsibilities of the Bridge Priest are liturgy and pastoral care. The Bridge Priest is encouraged to meet with the Wardens, the Vestry, and committees as time allows. Specific responsibilities can be drawn from this document (Areas of Mutual Ministry Review) found here: <https://www.diomass.org/inside/docs/compensation-benefits-resources-congregations>.You can also consult the Template of Covenant of Ministry for Interim Priests posted here <http://www.diomass.org/inside/docs/letters-agreement> on the diocesan website for specific tasks and responsibilities.

**Vestry Responsibilities**

All ministries other than those reserved to the ordained leadership are reserved to the Vestry. The Vestry shall lead the laity in support of parish goals and deciding on the next steps in the life of the parish. The Vestry is the legal agent for the parish in all matters concerning its corporate property. It will offer support to the Bridge Priest, both personally and organizationally as well as its financial obligations to the Bridge Priest. Again, specific responsibilities can be drawn from the document mentioned above: Areas of Mutual Ministry Review.

#### Signatures

When this document is in final form, please send an **unsigned** electronic copy to your Regional Canon for review, along with the names and email addresses of the Bridge Priest, Wardens and Vestry Clerk. Once review is complete, Jocelyn Collen, of the administrative staff for the diocesan Office of Transition Ministry, will send the document by email to all involved for electronic signing. A signed copy will then be provided to each signer for their records.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bridge Priest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by the Vestry on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Warden\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Warden\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed by the Regional Canon:**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed by the Bishop:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bishop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_