

## **A Covenant and Letter of Agreement Part-time Priest-in-Charge of a Congregation**

### **Section A – Canonical Authority**

*In accordance with The Canons of the Episcopal Diocese of Idaho, Title IV, Canon 4, Sec. 1(c); 'The Bishop may appoint a Vicar (Priest-in-Charge) to those congregations of which he is Rector. Such appointments shall be made in consultation with the individual congregation.'*

This letter of agreement is entered into between the Vestry of Trinity Episcopal Church of Pocatello, Idaho, The Rev. Suzanne Hayden LeCorbeiller, and The Rt. Rev. Brian Thom, Bishop of the Episcopal Diocese of Idaho. This agreement shall remain in effect for three calendar years from January 1<sup>st</sup>, 2022, or until it is terminated by 90 day written notice from any of the parties hereto.

### **Section B - Summary of Duties and Responsibilities**

The Priest-in-Charge shall conduct worship services as outlined in Section C, below. The Priest-in-Charge shall also conduct services for weddings and funerals, and lead the Worship Committee and the Pastoral Care Committee. The Priest-in-Charge shall attend all Vestry meetings, and, in accordance with the bylaws of Trinity Episcopal Church, shall serve as the presiding officer of the Vestry. The Priest-in-Charge, the Vestry, and Lay Leaders shall work collaboratively to guide ministries of Buildings and Grounds, Formation and Education, Evangelism, and Outreach. The Priest-in-Charge shall be responsible to tend to the pastoral needs of the congregation.

### **Section C – Times of Work and Leave**

1. The Priest-in-Charge's scheduled work week is 20 hours per week, to be divided into six different blocks of time, allocated through mornings, afternoons and evenings in various combinations to reflect the needs of the congregation and ministry. Two of these blocks of time shall be committed to keeping regularly-scheduled office hours during normal business hours. The Priest-in-Charge will officiate at Sunday services on the second and fourth Sunday of every month, and at additional special services (for examples, Christmas and Easter) as her schedule will accommodate. The first Sunday service at which the Priest-in-Charge will preside shall occur on January 9, 2022. In addition to the Priest-in-Charge's duties at Trinity Episcopal Church, the Priest-in-Charge will also maintain her own Diocesan responsibilities which commit her to serving two Sundays per month at St. Paul's in Blackfoot, Idaho, one Sunday per month at Epiphany in Arco, Idaho, and all fifth Sundays of the month at Good Shepherd in Fort Hall, Idaho.

2. The Priest-in-Charge shall have the following periods of leave at full compensation:

A) National holidays, to be taken so as not to interfere with worship for major occasions.

B) Two weeks of annual vacation, to be scheduled in consultation with the Vestry. Unused vacation time shall not be carried forward from year to year.

C) Up to one week of time for professional development when supported by a professional development plan, as may be included in Mutual Ministry Review documents generated under the terms of Section H, below.

D) Medical leave as approved by the personal physician of the Priest-in-Charge, up to 12 days per calendar year. Unused days may be carried forward from year to year, subject to an ongoing cap at 12 days of accrued medical leave.

E) All parties agree that the periods of leave as set forth in this document, and other priestly obligations, will result in four regularly-scheduled Sundays when the Priest-in-Charge will not be present. Therefore, the Vestry, the Worship Committee, or the Priest-in-Charge will need to make other arrangements for those Sundays, using either Lay Leadership or supply clergy.

#### **Section D- Compensation**

1. The Priest-in-Charge's pay and benefits are based upon the current "Clergy Compensation Standard" of the Episcopal Diocese of Idaho. Trinity Episcopal Church will pay to the Priest-in-Charge one half of the minimum "2022 Salary and Housing Allowance" promulgated by the Diocese. Therefore, the agreed-upon compensation for the Calendar year 2022 shall be a total sum of \$25,028, to be allocated between salary and housing compensation as requested by the Priest-in-Charge. In subsequent years, the compensation shall be calculated in the same manner, and adjusted according to the standard of the Diocese's compensation policy for that year.

2. The Priest-in-Charge shall be reimbursed for the cost of her medical insurance, which is underwritten by Blue Cross of Idaho on the insurance plan provided through the Priest-in-Charge's previous employment at Idaho State University.

3. Trinity Episcopal Church shall pay to the Church Pension Group, on behalf of the Priest-in-Charge's pension, an added sum of 18% of the Priest-in-Charge's salary and tax compensation.

4. The Senior Warden shall be responsible for carrying out a process for determining the Priest-in-Charge's actual compensation when hired, and for conducting an annual compensation review. The results of this review must be communicated with the Priest-in-Charge at a meeting scheduled for this specific purpose.

5. Prior to December 31<sup>st</sup> of each year, the Priest-in-Charge shall stipulate, and the Vestry shall approve as a matter of record, that portion of the compensation which is to be declared as a housing allowance.

6. In the unfortunate event of the death of the Priest-in-Charge, the Vestry agrees to continue payment of compensation and benefits to the spouse of the Priest-in-Charge for a period of three months.

### **Section E – Expenses**

Trinity Episcopal Church will reimburse the Priest-in-Charge for the following types of expenses incurred in fulfilling the duties of the office:

- A) Personal automobile use for trips outside the parish community, at the current IRS mileage rates.
- B) Actual costs of transportation, meals and lodging when travel may be required.
- C) Office supplies and other necessary, miscellaneous expenses.

### **Section F – Discretionary Fund**

The Priest-in-Charge will have a Discretionary Fund, under the sole control of the Priest-in-Charge, which may be used for expenses for various pastoral needs. This Discretionary Fund will be funded by any combination of all of the following methods: a) using budgeted amounts from the operating funds of the parish; b) contributions to the Priest-in-Charge for this designated purpose, and c) other funds as may be received by the Priest-in-Charge and directed for this designated purpose.

Episcopal Church guidelines must be followed with respect to record keeping of receipts and disbursements which pertain to this Discretionary Fund.

### **Section G – Education and Professional Development**

It is the responsibility of the Priest-in-Charge to continue professional development through a planned program of education and development. The Priest-in-Charge may rely on the Vestry for support and encouragement in this effort.

1. The Priest-in-Charge's annual Mutual Ministry Review documents, generated under the terms of Section H, below, will include a section covering "Professional Development" activities accomplished in the prior year, and future plans.

2. The annual budget of Trinity Episcopal Church shall provide \$200 per year, at a minimum, towards the professional development of the Priest-in-Charge. Unused portions of these funds may be carried forward from year to year.

### **Section H – Mutual Ministry Review**

The relationship among committees, boards and other units of a congregation is enhanced by a process that encourages open and honest communication. Open feedback between the Priest-in-Charge and these organizations is especially important. While such communication may take place on a regular basis, a more formal annual ministry review is appropriate to ensure that feedback occurs. The Diocesan Mutual Ministry Review policy will be used to guide this process. Highlights of this policy:

- A) Mutual Ministry Review will take place annually at a time agreed upon by the Vestry and the Priest-in-Charge.
- B) A Diocesan Consultant will facilitate the Mutual Ministry Review process for the parish, which includes progress made during the past year, and the development of goals for the upcoming year.
- C) The Senior Warden and the Priest-in-Charge will jointly appoint a committee of three persons to work with the Diocesan Consultant on compiling the Mutual Ministry Review.

### **Section I – Other Agreements**

1. This Covenant and Letter of Agreement, once approved by the Priest-in-Charge and the Bishop of the Episcopal Diocese of Idaho, and ratified by the Vestry, will become an official document of Trinity Episcopal Church. It may be revised by mutual agreement of these same parties in conjunction with the annual Mutual Ministry Review.

2. Should there be disagreement between the Priest-in-Charge, the Vestry, or the Bishop regarding interpretation of this Covenant and Letter of Agreement, any party hereto may ask for third party mediation by a person acceptable to all parties.

### Appendix – Annual Compensation Worksheet

This appended worksheet is part and parcel of the foregoing Covenant and Letter of Agreement to which it is attached, and all parties agree to its incorporation in the foregoing Covenant and Letter of Agreement.

#### Compensation:

Salary: \$ \_\_\_\_\_

Housing: \$ \_\_\_\_\_

TOTAL Salary and Housing: \$ 25,028.00

(To be allocated between Salary and Housing in accordance with directions of the Priest-in-Charge)

#### Benefits:

SECA (Taxes, 7.65% based on salary)

\$ 1,914.64

Pension (18% of Salary and Taxes)

\$ 4,849.68

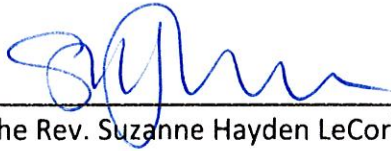
Medical Insurance (based on Blue Cross premium of \$771/month)

\$ 9,252.00

TOTAL Benefits: \$ 16,016.32

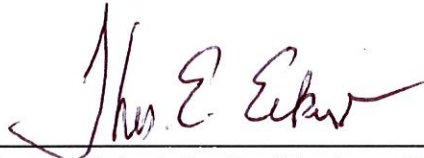
TOTAL Annual Compensation Package: \$ 41,044.32

Signatures in Agreement



The Rev. Suzanne Hayden LeCorbeiller, Priest-in-Charge

12/25/21  
Date

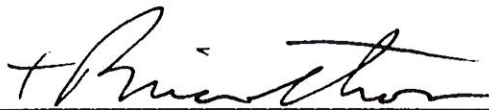


Thomas Eckert, Senior Warden of Trinity Episcopal  
Church of Pocatello, Idaho

12/24/21  
Date

Richard Creason, Junior Warden of Trinity Episcopal  
Church of Pocatello, Idaho

Date



The Rt. Rev. Brian Thom, Bishop of the Episcopal  
Diocese of Idaho

12/22/21  
Date