

## **A Supplement to the Active Clergy Guide for the Employment and Compensation of Contractual and other Part-Time Clergy serving Congregations in the Diocese of Delaware**

The Diocese of Delaware is fortunate to be the residence of many clergy available to serve in less than full-time compensated positions. Retired and bi-Vocational clergy are an important part of our diocesan family, and we are appreciative of their service. This guide is intended to support their service with suggested minimums for the compensation of less-than-full-time service and to help congregations in developing letters of agreement for such service. These agreements can be difficult, because while the hours of service may be limited, one is never a “part-time priest.”

Many retired and bi-vocational clergy would no doubt be willing to serve the church without pay. However, Scripture teaches us that “the laborer is worthy of his hire.” All congregations should pay what they are able and not be subsidized by the work of a few. If a clergyperson really does not wish to receive compensation, he or she may direct that contributions be made to charitable purposes. Also, a clergyperson may volunteer to serve without pay in his or her home congregation as any member of that congregation might. This guide is intended to offer guidance for the employment of clergy in other congregations on an occasional or continuing part-time basis. This should be considered a supplement to the annual “Active Clergy Guide.”

Throughout this supplement, where dollar figures are used, they are based on the 2011 Active Clergy Guide. Minimum figures cited are for compensation in the smallest congregations, Category V, as these are most likely to employ clergy part-time. Larger parishes should pay at a higher scale, and for experienced clergy, the guide allows up to 166% of the minimum pay.

### **Categories and Calculations for Compensation for Clergy and Others serving Part-Time**

#### **SUPPLY CLERGY**

Section V of the Active Clergy Guide provides minimum compensation guidelines for “supply.” For 2011, the minimal is \$100 for a “unit” of up to four hours. This scale is intended to be used where there is minimal preparation or responsibility beyond the event. Thus, the supply rate for one service (\$150) builds into the calculation a minimum amount for sermon preparation time. This scale should not be used for ongoing service of clergy in congregations without a rector.

#### **“HONORARIA” or “CONSULTATION”**

When someone is invited to be a resource person for an event for which specific preparation may reasonably be expected, a minimum of twice the supply rate should be used. For example, the speaker at an evening event would be offered \$200 while the leader for a morning and afternoon retreat would be offered at least \$400. The basic rate for diocesan consultants is **\$60** per hour of on-site time.

Professional speakers and consultants for whom this work is their primary livelihood must request higher rates. This is reasonable to cover otherwise uncompensated overhead costs in the same way that any specialist operating on a fee basis must charge higher hourly costs. In requesting any services, it is appropriate to ask “What is your usual fee and expected expenses?” If you do not have the amount in writing, confirm your understanding in a letter.

### **CLERGY WITH PASTORAL RESPONSIBILITY SERVING “PART-TIME”**

Whenever clergy serve on an ongoing basis in congregations without a Rector, there are expectations and connections that develop on the part of the congregation, the priest, and the diocese. The responsibilities and concern of the priest do not end when he or she puts away the vestments. In some measure, the priest remains “on-call” and available to that congregation for other duties. Insofar as possible, the expectations of priest and congregation should be spelled out in a letter of agreement, which must be approved by the Bishop. The compensation of all such clergy should be based on some pro-rated portion of the scales in the Active Clergy Guide.

#### **Some definitions:**

“Active Clergy” All clergy with ongoing pastoral responsibility for congregations are considered “active” in terms of their relationship with this diocese, and are expected to participate in diocesan clergy activities. The Bishop is the Rector of any congregation in which there is not an installed Rector. Clergy serving under his or her appointment may be called Interim, Vicar, Pastor, or Priest-in-Charge, and are accountable to the Bishop. “Part-Time” is used here to mean anything less than “full-time,” but employees become eligible for insurance coverage and other benefits at 20 hours a week, except for clergy retired under the Church Pension Fund.

“Retired Clergy” here means specifically clergy retired under the Church Pension Fund. No matter how much they work the rules of the pension fund make them ineligible for most insurance offered active clergy and limit the cash compensation they may receive to 50% of the average for active clergy. In 2011, the dollar amount they may earn without a waiver is **\$34,000**. For the Church Pension Fund's Board to consider an exception to these requirements, the bishop in the diocese where you are called must:

- **Write** to the Church Pension Fund's Committee on Ecclesiastical Offices Held by Beneficiaries, explaining why your service in that position contributes to the mission strategy of the congregation or diocese.
- **Complete** an application for Exception to the Rules for Work After Retirement.
- **Send** the letter and application to:

Committee on Ecclesiastical Offices Held by Beneficiaries of the Fund  
c/o The Rev. Patricia M. Coller  
The Church Pension Fund  
445 Fifth Avenue  
New York, NY 10016

Generally, other non-cash benefits such as housing, health insurance, and deferred compensation are allowed, but guidance should be sought from the business manager. Congregations are NOT required to pay pension fund assessments for retired clergy. Clergy over the age of 72 may serve in assignments only with the annual approval of the Bishop and Standing Committee.

**Other Canonical Definitions and Requirements:**

Clergy who have been ordained in this diocese, or whose “letters dimissory” is received by this diocese are “canonically resident.” One must be canonically resident to be installed as a Rector. Normally, letters dimissory are not received for retired clergy moving to Delaware. However, such clergy may be licensed to officiate and serve as Vicar, Interim, Pastor, or Priest-in-Charge under the Bishop’s direction. All licensed, non-parochial, and active retired clergy are expected to make an annual report to the Bishop of Delaware as well as the bishop of the diocese where they are canonically resident, if applicable. The Canons require the Bishop license all clergy serving more than two months in the diocese.

“Assisting Clergy” Rectors of parishes may invite unlicensed clergy of other dioceses or other communions to preach or officiate occasionally under special circumstances. Rectors of parishes may also enter into agreement with licensed clergy to serve under their direction on a continuing part-time basis. All letters of agreement for part-time or full-time associate and assisting clergy should be approved by the Bishop. Clergy serving part-time under a Rector’s direction, like clergy only doing supply work, are not considered to have “ongoing pastoral responsibility.” However, the annual report to the Bishop expected of all licensed clergy is still required.

**“PART-TIME” PASTORAL WORK - CALCULATING A HYPOTHETICAL EXAMPLE.**

As stated above, the notion of limitations or time boundaries on priestly service is a difficult one for both priest and people. Clergy don’t want to feel they are “punching a time clock” and parishioners don’t want to feel that “the meter is running” when they talk to the priest. In fact, most clergy, particularly in part-time situations, willingly work extra hours. Our purpose here is to give a means of calculating how much these clergy are being paid for.

The “normal” work week for full-time clergy in the Active Clergy Guide is eleven units. (A “unit” is a morning, afternoon, or evening, a block of time of up to four hours.) Given an average of 4.4 weeks per month, this totals 48 units a month. A priest contracted to work “quarter-time” would thus be accountable for 12 units a month. Two of these units will be used in the minimum necessary involvement in the life of the larger church; attending diocesan clergy events, representing the parish at Diocesan Convention, filling out required reports. Four units a month will be taken by Sunday mornings, which might include an Adult Class, Eucharist, and a meeting with leadership such as the Vestry. Another unit a week will be taken in preparation for these events. This leaves two units a month for all pastoral visitation, counseling, community involvement and other activities.

This “part-time” priest is still expected to be available 24/7 for emergencies, and accessible at more reasonable hours during the week to answer routine requests. The small amount of time available for activities other than Sunday morning make it essential that the priest and parish have come to a very clear understanding about the responsibilities of all parties, and put these in a letter of agreement. One-quarter time is the minimum feasible to have a priest cover the basics, but an increase to half-time would add almost a day and a half a week for other ministry.

The minimum compensation for a full-time position in the 2010 guide is \$47,388 plus benefits, which can add up to another \$20,000. Pro-rated to 1/4 time, the position in our example should be paid a *minimum* of \$11,847 plus benefits and expenses. Pension assessments must be paid unless the cleric is

retired. Diocesan insurance benefits are required for non-retired clergy working more than 20 hours a week. In other cases, the church might pay a portion of existing health insurance costs.

While benefits are pro-rated, times of leave are not. When the priest in our example takes a month of annual leave, he or she is only “taking off” from 12 units of work, not 48, and is therefore taking a “quarter-time” vacation. The active clergy guide specifies as four weeks as normal vacation time, and the equivalent of another two weeks in individual days such as national holidays. How this is calculated for part-time clergy should be specified in the letter of agreement. Not more than one week of vacation may be carried forward from year to year. The balance is forfeited.

The guide also specifies two weeks of continuing education leave, which may accumulate. A pro-rated dollar allowance for continuing education should also be provided, and this amount may be drawn on for books and professional subscriptions as well as courses. In our 1/4 example, this would be \$250. Even if the amount is small, this item may be particularly significant in helping retired and bi-vocational clergy afford to keep up with currents in the life of the larger church. Similarly, an amount for business expenses should be allowed so that the cleric does not end up paying for small items for the church out of their own pocket. The sample letter of agreement for part-time work which follows shows in detail how some of these items are spelled out.

[SAMPLE PART-TIME TERM PASTOR, annotated]

## LETTER OF AGREEMENT

**Among the Bishop of the Diocese of Delaware and the Wardens and Vestry of**

\_\_\_\_\_ **Church**  
**and**

**The Reverend** \_\_\_\_\_

Who has been appointed as Pastor with the understanding that the initial term of this appointment shall be at least \_\_\_\_\_ years, or until terminated by mutual agreement.

*[In some cases, the priest might be called as Rector, in which case there would be tenure.]*

### VESTRY RESPONSIBILITIES

The Vestry shall be agents and legal representatives of the parish in all matters concerning its corporate property and the relations of the parish to its clergy. The Vestry shall lead the laity to support and cooperate with the Pastor in pursuit of parish goals and performance of its ministries. The Vestry shall support the Pastor, personally and organizationally. The Vestry shall lead the congregation in providing the financial resources to maintain the building, grounds and furnishings of the parish and to carry out its ministries.

*[The following language is for term calls: The Pastor and Vestry together shall lead the parish in discovering new opportunities for mission, evangelism, and stewardship. By the end of the term, the Pastor and Vestry will recommend to the Bishop and Congregation future directions for St. \_\_\_\_\_. This agreement may then be renewed or terminated, or the Pastor may be called as Rector of the parish after consultation with and the approval of the Bishop.]*

### PASTOR'S RESPONSIBILITIES

The Pastor shall function in all respects, except tenure, as Rector of St. \_\_\_\_\_ Church. She/he shall lead St. \_\_\_\_\_ Church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our Bishop.

The Vestry expects that the Pastor will participate in the life and ministry of the Diocese of Delaware and be present at diocesan gatherings. This time is considered to be part of the Pastor's regular work. The Pastor's work includes not only activities directed to the parish and its well-being, but also labors on behalf of the Diocese and the community. The extent and nature of this work may be reviewed during Mutual Ministry Reviews.

By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and Constitution and Canons of the General Convention and our Diocese, the Pastor shall proclaim the Gospel, love and serve Christ's people, and strengthen them to glorify God in this life and in the life to come.

Except for those sacramental ministries which are the special gifts of the ordained, all the ministries of

the church are understood as shared ministries of all the baptized. The Pastor will encourage and train people to share fully in liturgical, pastoral, administrative, and service ministries. The Pastor is to provide for, but not necessarily personally carry out all of, a regular schedule of worship, education, outreach, pastoral care, and visitation of newcomers.

Specific duties of the Pastor will include providing or making arrangement for the following:

*[It is especially important that specific expectations in each area be negotiated and written out here]*

## WORSHIP

### EDUCATION PROGRAMS:

### PASTORAL CARE

### ADMINISTRATION:

The Pastor shall supervise all parish staff and volunteers or delegate this responsibility. The Pastor may preside at meetings of the Vestry or designate a lay person to preside.

The Pastor shall control a Discretionary Fund for charitable relief established and maintained in accordance with the canons of General Convention, IRS regulations and Diocese of Delaware accounting guidelines. The Discretionary Fund is to be funded from the parish budget, gifts given for this purpose, or the designated loose offering of particular Sundays.

The Pastor shall have the use of all buildings, grounds and furnishings of the parish for congregational, diocesan and community ministry within guidelines agreed with the Vestry.

### PASTOR TIMES OF WORK AND LEAVE

The Pastor's normal work week includes Sunday mornings and \_\_\_\_\_.

The actual use of this time shall be negotiated and agreed with the Wardens and Vestry.

The Pastor will have Annual Vacation, at the rate of one month per year at full compensation.

At other times, the pastor is expected to be available by telephone and "on-call" to respond to genuine emergencies, and will inform the Wardens when this is not possible.

### PASTOR COMPENSATION

The Pastor's annual cash salary will be \_\_\_\_\_, paid semi-monthly.

*[Payment may be made directly by the parish, or by arrangement, through the diocese.]*

All or any part of this may be designated as "Housing Allowance" upon passage of the appropriate resolution by the Vestry before payment is made.

Medical and dental insurance provided through the Diocesan group plan or its equivalent will be paid directly by the parish, if needed. If premiums for medical and dental insurance are not needed, then the parish will establish a fund to reimburse the Pastor for medical and dental deductibles.

The parish will also provide Group Life and Accidental Death and Dismemberment Insurance provided through the Diocesan group plan and Worker's Compensation Insurance.

An additional \$ \_\_\_\_\_ in insurance benefits will be paid directly by the parish.

Because this pastor [is / is not] retired under the Church Pension Fund, the Vestry [is / is not] required to pay Church Pension Fund Assessments. Church Pension Fund assessment is on the sum of the Pastor's total annual cash salary (including housing allowance and utilities, as per the C.P.F. formula for clergy provided with a rectory)

#### PASTOR EXPENSES

The Vestry shall pay the normal expenses of the Church's office operation, such as telephone, postage, office equipment, supplies, books and periodicals, secretarial services, etc., and the following business expense incurred by the Pastor in the fulfilling of the duties of the office under the terms of an "accountable plan."

This Business Expense Allowance is not to exceed \$ \_\_\_\_\_ with travel to be reimbursed at the current IRS rate per mile plus out-of-pocket costs of parking fees, tolls, transportation fares, etc. Also to be reimbursed in this allowance are other professional expenses including hospitality, professional dues, journals, books and other costs incurred in fulfilling the duties of the Pastor's ministry.

The parish will pay the monthly cost of basic cellular telephone service. This telephone number shall be published to insure the Pastor's ready accessibility in case of emergencies. The Pastor shall pay the cost of any personal long distance calls as well as his/her own personal residential phone.

Costs associated with the Pastor's attendance at Diocesan Convention or other events attended on behalf of St \_\_\_\_\_ Church will be paid or reimbursed by the church..

#### SUPPLEMENTARY COMPENSATION

The Pastor may charge individuals fees as designated in the Active Clergy Guide for performing marriages, funerals, or counseling for persons who are not contributing members of St. \_\_\_\_\_ Church. Any pastoral ministries or rites of the Church performed for contributing members of St. \_\_\_\_\_ shall be performed on time compensated by the congregation without further charge. Compensatory time off shall be taken and the use of time reviewed with the Vestry as necessary. These policies will be periodically reviewed by the Vestry and Pastor and the policy published.

#### MUTUAL MINISTRY REVIEW

At six month intervals, the Vestry and the Pastor shall conduct a review of the relationship between the Pastor and the parish, and the ministry goals of the parish. This review may include formal discussion and mutual review of the total ministry of the parish in order to:

Provide all parties the opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.

Establish mutual ministry goals for the next six months.

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 avoid any future conflicts.

A mutually agreed upon third party may be engaged to facilitate the mutual ministry review process.

OTHER AGREEMENTS

(1) The Pastor shall begin duties in the parish no later than \_\_\_\_\_. All pay and benefits shall become effective on \_\_\_\_\_.

(2) This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be maintained in the Policy Manual of each Vestry member, and copies given to all new Vestry Members.

(3) This letter may be revised or extended at the time of the semi-annual mutual ministry review, by the agreement of all parties.

(4) If the Pastor and Vestry are in disagreement concerning the interpretation of this Letter of Agreement, the parties may negotiate in good faith or appeal for mediation to a mutually agreed upon third party, the Bishop remaining the final arbiter.

Pastor \_\_\_\_\_ Date \_\_\_\_\_

Senior Warden \_\_\_\_\_ Date \_\_\_\_\_

Reviewed:

Canon to the Ordinary \_\_\_\_\_ Date \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Approved:

Bishop \_\_\_\_\_ Date \_\_\_\_\_

## A CHECKLIST TO ASSIST SUNDAY SUPPLY CLERGY

This set of guidelines is intended to be a helpful tool for people in congregations who are responsible for working with supply clergy, as well as to serve as a resource for members of the clergy themselves...especially those who are new to a congregation. While many of the items below will not apply to all congregations, these guidelines attempt to "cover all the bases."

The following information should be supplied to clergy:

1. Driving directions to the church (with approximate driving time).  
[Would a meeting between the supply priest and the rector/vicar be helpful, and would this provide a "dry run" to the church? Also the locations of bathrooms and the layout of the church, microphones, etc. could be determined.]

2. Time(s) of the Service(s).

3. Who will open and close the building, and at what hours?  
How can this person be reached by phone/email?

Are there building security issues between services? Who is responsible to be on hand for this?  
[Should the supply priest have a key(s), just in case?]

4. Who will be responsible for the lights and the heat or A/C?

5. Is there an amplification system, and who is responsible for its operation?

6. Where are an accessible telephone and telephone directory? Is a key needed for access?

7. What heated/air conditioned office may the supply priest use, especially between Services?

Is there a breakfast between Sunday Services? Is there a refrigerator with juice available (especially for diabetics)? Are there expectations of the supply priest between services?

8. Supply clergy should receive the Sunday leaflet by the Thursday before the Service(s).  
[Faxed, emailed, snail mailed].

9. What is the stipend? When will the stipend be paid, and by whom?

10. What are the names and phone numbers of the Wardens?

In the absence of the rector/vicar, is the senior warden "in charge" of the congregation?  
Is (s)he an informed resource re liturgy in the congregation or is there someone else to call?

A CHECKLIST TO ASSIST SUNDAY SUPPLY CLERGY (page 2)

With regard to the Service(s):

- a) Are church tower bells or nearby sirens likely to go off?
- b) Are there persons likely to be in the congregation whose behavior is unconventional?
- c) What vestments should be taken to the Church by the supply priest?
- d) Which Rites? Eucharist and/or Morning/Evening prayer?
- e) Who will count the worshipers and those receiving Communion, and record the data?
- f) Will there be music? Is the officiant expected to sing the service music?
- g) Are bells and/or incense used? Can these be omitted?
- h) Is genuflection customary? If so, when?
- I) Is silence kept for a space after Readings?
- j) What portions of the Service(s) will be led by others?
- k) Will there be an acolyte(s)?                      Chalice Bearer(s)?                      Altar Guild?
- l) Is there a greeting or a "Call to Worship" prior to the Opening Acclamation?
- m) Is there a children's homily? If so, at what point?
- n) Is there a special ceremonial for healing or for those with birthdays, anniversaries, etc.?
- o) How is the Gospel read? [a procession, from the sanctuary, from the pulpit]
- p) What sermon length is customary?
- q) How is the Peace passed?
- r) Who will make announcements, and when? [Supply clergy should not be asked to make several announcements, especially with unfamiliar names.]
- s) How will the Celebrant know whether Communion needs to be taken to someone(s) in the pews?
- t) Are Lay Eucharistic Ministers commissioned to administer home communions after the Service? How and when is this done?
- u) Who will be responsible for the safekeeping of the offering at each service?

GUIDELINES FOR THE REMUNERATION OF CLERGY WHO PROVIDE SUPPLY SERVICES –2010

In an effort to provide guidelines in this area, the Committee has recommended and the Council has approved the following minimum schedule for Supply Clergy to be paid by the Vestry for whom services are supplied.

On a given Sunday or weekday (Note: The 1979 Book of Common Prayer calls for a Sermon or Homily as part of the Proclamation of the Word at each service of Holy Eucharist):

One Sunday service with Sermon	\$150
Two Sunday services with Sermon	\$195
Three Sunday services with Sermon	\$225
One weekday service with Homily	\$ 85

Financial arrangements for extensive premarital counseling should be made between the clergy person supplying services and the clergy or warden of the congregation with which the couple is associated.

Wedding and rehearsal	\$150
Funerals with appropriate pre-service and post-service visits and assistance with arrangements	\$240

In general, \$100 per unit is appropriate for special needs. A unit is determined as a morning, afternoon or evening.

Clergy are also to be reimbursed for travel costs at the applicable 2011 IRS per mile rate of \$.55 effective July 1, 2011.

APPENDIX A

EPISCOPAL DIOCESE OF DELAWARE  
COMPENSATION SCHEDULE 2011

GROUP	MID-POINT	MINIMUM
V	64,263	48,194
IV	64,263	48,194
III	69,756	52,320
II	79,357	59,519
I	96,393	72,296
Episcopal Compensation	162,636	121,975

If housing and utilities are provided, the above ranges would normally be reduced by 25%. The maximum compensation is calculated at 25% above the mid-point.

Figure 2  
Sample Calculation

FINANCIAL INDEX

(Using Page 3 of the 2009 Parochial Report)	
(Line 12, 13, and 14) Diocesan Assessment, Outreach and Operating Expenses	\$130,000
(Line 3) Offerings, pledge payments and regular Plate support	<u>120,000</u>
TOTAL	<u>\$250,000</u>
$\$250,000 \text{ divided by } 2 = \$125,000; \text{ a financial index of } 125$	

PEOPLE INDEX

(Page 2 Line 6) Average Attendance	157
(Page 3 Line 1) Pledging Units	<u>170</u>
	327

$327 \text{ divided by } 2 = 163; \text{ a people index of } 163$

Thus, Financial Index of 125 (Beginning Group III)  
People Index of 163 (High Group III)

