



Episcopal Diocese of the Central Gulf Coast

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September 4, 2009

MEMORANDUM

TO: All Persons Utilizing Supply Clergy *Guidelines*

FROM: John W. Phillips

SUBJECT: Additions to *Guidelines* Concerning Compensation

Bob Graves and I had a recent conversation concerning Additional Expectations and Compensation on page 2 of the draft *Guidelines*. We agree that the *Guidelines* would be more helpful to both Senior Wardens and Supply Clergy if the compensation for funerals were more specific.

You may remember that at our last meeting we discussed the matter of funerals but did not incorporate any particulars in the *Guidelines*. Since that meeting, one Senior Warden with whom Bob discussed the matter made two comments both of which we think are very helpful.

First, he thought that when the deceased is a member of the congregation, the congregation, not the family of the deceased, should compensate the supply clergy for conducting the service plus travel. When the deceased is not a member of the congregation, whether the service is held in the church building or not, the Senior Warden should mention to the family or work through the Funeral Director to assure that the supply clergy person is compensated adequately.

Second, as you all know, a funeral takes almost all day including preparation, travel and necessary visitation. ("Can you have a southern funeral without fried chicken?" "I don't know. No one has ever tried!" Albert Kennington) This one Senior Warden suggested that the minimum compensation (sounds better than "fee") should be the amount for two Sunday services.

In developing the *Guidelines* I think we were all trying to avoid developing a "fee schedule" for every possible situation, but incorporating a specific mention concerning funerals and who is responsible for compensation and minimum amounts, would be a great help to both Senior Wardens and Supply Clergy.

In the situation where the deceased is not a member of the congregation, my personal opinion would be that since the Senior Warden is the proper person for making arrangements, either the family or the Funeral Director should compensate the church, not the Clergy person directly. That way, in either case, the Senior Warden still "controls" seeing that adequate compensation reaches the Supply Clergy person in the name of the congregation whom he or she represents.

**GUIDELINES FOR CONGREGATIONS AND CLERGY
CONCERNING SUPPLY CLERGY AND INTERIM CLERGY IN
THE EPISCOPAL DIOCESE OF THE CENTRAL GULF COAST**

Preface

These Guidelines concerning Supply Clergy and Interim Clergy have been prepared in consultation with The Rev. Canon T. Mark Dunnam, Canon to the Ordinary, by an Ad Hoc Committee of Clergy in the Diocese of the Central Gulf Coast who are active in Supply Clergy and Interim Clergy service within the Diocese. These Guidelines have been approved by the Bishop and the Standing Committee to assist Clergy, Senior and Junior Wardens, Vestries, Search Committees, and others in carrying out their duties.

A: Guidelines for Congregations and Clergy Concerning Supply Clergy

When the Church Has a Resident Clergy person When the resident clergy person, whether Rector, Vicar, Priest-in-charge, or Interim, must be absent because of health, vacation, continuing education, or other reasons, he or she usually contacts a Supply Clergy person directly and makes appropriate arrangements. In such cases, the provisions of these Guidelines concerning Liturgical Services, Additional Expectations, Compensation, and Canonical Authority still apply.

When the Church Has No Resident Clergy person In the absence of a resident clergy person, the Senior Warden of a congregation or his/her designee arranges for clergy supply and conduct of services. The Bishop or the Canon to the Ordinary will provide names of clergy available for supply who are approved by the Bishop to conduct services within the Diocese of the Central Gulf Coast. The Supply Clergy list often changes. If the Senior Warden desires to select clergy not on the approved list, he or she must contact the Bishop or the Canon to the Ordinary. It is the responsibility of the Senior Warden or his/her designee to contact and make arrangements directly with the Supply Clergy person.

Liturgical Services

The normal expectation of the supply clergy person is to arrive well in advance of the time of service, to officiate at one or two services of Holy Eucharist, and to return home. Unless other arrangements are made, the supply clergy will expect to preach and lead or oversee all aspects of the service(s). Prior to the clergy person's arrival, he or she should be provided with information including lay assistance in the conduct of services (see *Lay Licensing Guidelines*):

- Time of service(s)
- Music, organist, and choice of hymns
- Availability of vestments, if any
- Selection and use of Lectors
- Liturgical assistants such as Eucharistic Ministers (formerly called Chalice Bearers)
- Liturgical assistants such as Worship Leaders (formerly called Lay Readers)
- Acolytes
- When announcements are made and by whom, and
- Use of and charge to Eucharistic Visitors, if any.

On the day of services the Senior Warden should make certain that a member of the congregation is designated to open the buildings, meet the Supply Clergy person upon arrival, provide an orientation to the liturgical space, and describe the manner in which the services are usually conducted.

Additional Expectations

If the congregation has additional expectations of Supply Clergy, the Senior Warden should discuss them with supply clergy as far in advance as possible. Additional congregational expectations might include conducting baptisms; leading a Bible study; teaching a church school class; having a children's sermon; attending congregational meetings; making hospital, nursing home, or shut-in visits; counseling; providing administrative advice; and so forth. If a true emergency has arisen at the last minute, Senior Wardens should not hesitate to ask for assistance, since most supply clergy would be able and willing to assist as far as possible.

Compensation

Minimum compensation for supply clergy is established annually by the Diocese. Minimum compensation is recommended by the Finance Committee and approved by the Standing Committee of the Diocese. At the time these Guidelines were approved, the policy was as follows:

...supply clergy should be paid a minimum of \$175 for one Sunday service and \$200 for two services on the same Sunday, plus the IRS allowable rate for automobile mileage reimbursement. (*Journal of the Thirty-Seventh Annual Convention, February 21-23, 2008, page 183*)

The current policy of the Diocese is found in the most recent Diocesan Journal in the section titled "Policy Statements of the Standing Committee."

Supply assistance for more than two Sunday services, midweek services, or other pastoral assistance such as pastoral visits, pre-marital counseling, weddings, or burials should be negotiated between the Senior Warden and the supply clergy. Congregations are responsible to clergy for these fees, not the clergy. Additional compensation may be required for overnight accommodations, excessive travel time, or excessive on-site time. Individual priests may negotiate compensation that differs from Diocesan minimum policy. Compensation should be made on the day of services unless otherwise agreed upon in advance.

Canonical Authority

See the paragraph on Canonical Authority under **B: Guidelines for Congregations and Clergy Concerning Interim Clergy** in this document.

B: Guidelines for Congregations and Clergy Concerning Interim Clergy

Definition

All Interim Clergy are appointed by the Bishop in agreement with the Vestry to serve in vacant cures either for a specific time or until those cures are occupied by permanent clergy. Appointments may be full-time, meaning 40 to 50 hours per week with two days off, or appointments may be part-time, meaning anything less than full time by agreement. Interim Clergy who are less than full time should have their term of service clearly stated either in days, hours, or percentage of time. Interim Clergy are not required to be resident in the community unless required by the agreement. Interim Clergy who are not canonically resident in the Diocese of the Central Gulf Coast must be licensed by the Bishop.

Canonical Authority

(Revisit this paragraph) Although both Supply Clergy and Interim Clergy are in temporary positions, Supply Clergy have no canonical authority other than the services of the Church. With Supply Clergy, canonical authority rests in the office of the Senior Warden. On the other hand, Interim Clergy have full canonical authority within the congregations they serve by authority of the Bishop who appoints them as Priest-in-charge or Interim Vicar. Interim Rectors have the same authority as Rectors.

(Revisit this sentence or delete) A non-canonically resident priest cannot be appointed Interim Vicar but may be appointed Priest-in-Charge by the Bishop.

Mutual Ministry Process

The Interim Clergy, Wardens, and Vestry should make mutual reviews of the total ministry of the congregation at least quarterly in order to

- ★ Assess how well they are fulfilling their responsibilities to each other and to the ministries they share.
- ★ Evaluate progress on the developmental tasks, and establish and adjust goals for the work of the parish during the interim period.
- ★ Plan healthy closure for the interim ministry and prepare for the coming of the next Rector or Vicar.
- ★ Isolate areas of conflict or disappointment which have not received adequate attention and may be affecting mutual ministry adversely.
- ★ Clarify expectations of all parties to help put any future conflicts in manageable form.

Role of Interim Clergy

The needs of the congregation and the role of the Interim Clergy person should be identified by the congregation as specified in the Letter of Agreement.

Letter of Agreement

Each interim position should be confirmed with a Letter of Agreement (*Interim Ministries*, pp. 8-9). The Letter of Agreement between the congregation and the Interim Clergy person should cover roles, expectations, length of service, compensation, residency, and housing arrangements. The Interim Clergy will not be a candidate to become rector or vicar nor be involved in the search process. The Letter of Agreement must be approved by the Bishop. The Letter should state that the Interim is expected to participate in on-going relationships with Diocesan staff and other diocesan clergy. That is, Interim Clergy agree to attend Clergy Conferences, Diocesan Conventions, and other clergy gatherings called by the Bishop. Appointment to the interim position must be made by the Bishop. Retired clergy over the age of 72 can contract only for one year at a time. Every Letter of Agreement should contain a 30-day termination clause for either party. A sample Letter of Agreement is appended to these Guidelines.

Compensation

Compensation is to be negotiated between the candidate and the Vestry and approved by the Bishop. The Vestry should consider both the compensation provided to the previous priest and the Policy Statement of the Standing Committee concerning salaries as found in the latest issue of the Diocesan Journal. Congregations do not pay for life insurance, Church Pension Fund premiums, or medical insurance for retired clergy.

Resources (available on-line)

1. ***Lay Licensing Guidelines***
The Rt. Rev. Philip M. Duncan, II, Episcopal Diocese of the Central Gulf Coast, March 6, 2006
2. ***Interim Ministries, Book II: Practical Helps in Interim Ministry Management***
The Church Deployment Board of the Episcopal Church, 815 Second Avenue, New York, NY 10017-4594, March 2005.
3. Most recent copy of the ***Journal of the Annual Convention: Diocese of the Central Gulf Coast: www.diocgc.org*** (available on-line)
4. **The Church Deployment Board of the Episcopal Church**
Web Site: www.episcopalchurch.org/cdo
Look under "Publications" for ***Interim Ministries, Book II*** and other publications which may be printed out for free on the Internet.

Preparation and Approval of these Guidelines

These Guidelines have been carefully and thoughtfully prepared by Clergy who regularly engage in Supply and Interim ministries within the Diocese of the Central Gulf Coast. The Rev. T. Mark Dunnam, Canon to the Ordinary, served as consultant throughout the process.

The Guidelines were initially prepared on August 8, 2008, from notes made by The Rev. John W. Phillips at an Ad Hoc Steering Committee meeting held in the Diocesan Office on Wednesday, July 30, 2008. Four subsequent meetings were held to improve and tweak the wording of the Guidelines. Additions and revisions were added from a larger 13-member Committee meeting held at Christ Church, Pensacola, Florida, on Tuesday, October 21, 2008, attended by The Revs. Arnold Bush, Ward Clark, Pat Dunn, Mark Dunnam, George Gilbert, Bob Graves, Teresa Liefur, David Lockett, David McDowell-Fleming, Michael Moore, John Phillips, David Powers, and John Wave.

A follow-up session was held at the Diocesan Office on November 5, 2008, by the Steering Committee. Additional input and changes were incorporated at a second general meeting held at St. Simon's Church, Fort Walton Beach, on Thursday, December 18, 2008, to which all Supply and Interim Clergy were invited. This final version, prepared Thursday, June 25, 2009, at the Diocesan Office, is a result of work by

The Rev Arnold Bush
The Rev. Dot Douglas
The Rev. T. Mark Dunnam
The Rev. L. Roberts Graves
The Rev. John W. Phillips
The Rev. David Powers

These Guidelines were approved by The Rt. Rev. Philip M. Duncan, Bishop, Diocese of the Central Gulf Coast on **(September 1, 2009)**.

GLOSSARY OF TERMS as Used in the Diocese of the Central Gulf Coast

(Note: Get with Mary Poss concerning the following definitions)

Canons
Canon-to-the-Ordinary
Rector
Vicar
Priest-in-Charge
Deacon (Transitional or Vocational)
Interim Clergy
Supply Clergy

Appendixes

Appendix A - Interim Clergy Model Letter of Agreement

Source cited on top of seven page document. The original Letter has been modified by the Diocese of the Central Gulf Coast Steering Committee.

INTERIM CLERGY LETTER OF AGREEMENT

Between

The Wardens and Vestry of

_____ Church

and

The Reverend _____

who has been appointed Interim Clergy with the understanding that this tenure shall continue at least _____ months until shortly before the arrival of the new Rector, unless earlier dissolved by mutual consent or upon thirty days notice of either party.

Developmental Tasks of the Interim Period

The present interim period in pastoral leadership is seen a prime time for renewal, reenergizing the parish in its life and mission. Beyond maintaining effective ministry during this period, the Vestry and Interim Clergy shall work together to prepare for healthy transition to the next clergy leadership. Specific tasks to be addressed include:

1. Coming to terms with the history of this congregation and its relationships with previous clergy.
2. Discovering the congregations special identity, what it dreams of being and doing apart from previous clergy leadership.
3. Dealing with shifts in leadership roles that naturally evolve in times of transition, allowing new leaders to come to the fore constructively.
4. Renewing and reworking relationships with the diocese, so that each may be a more effective resource and support to the other.
5. Building commitment to the leadership of the new rector/vicar in order to be prepared to move into the future with openness to new possibilities.

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 parish and the Interim Clergy. The Vestry shall lead the laity to support and cooperate with the Interim in pursuit of parish goals and in the performance of the developmental tasks of the interim period. These parish goals and performance of developmental tasks may need to be incorporated into the monthly agenda of the Vestry meetings.

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

Interim's Responsibilities

The Interim represents and extends the ministry which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Interim shall lead the congregation as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. The Interim 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 (weddings, funerals, baptisms) calling on the sick and shut-in, visiting newcomers, ongoing administration of the parish, and other ministries shared with lay leadership.

Supervise all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Interim.

Function as Chair of the Vestry, and support the Vestry in its responsibilities.

Help the congregation deal with its grief and any other unresolved issues arising from the rector's/vicar's departure. The Vestry may contract with an outside consultant specializing in conflict transformation.

Deal with internal conflicts and help heal any divisions within the congregation.

The Interim shall communicate regularly with any consultant during the interim period. The Interim shall not work with the Search Committee as they develop the parish profile, and solicit and screen candidates. The Interim shall not be eligible to be a candidate for Rector.

Section A. Times of Work and Leave

- (1) The Interim's scheduled workweek is five days maximum, which shall include Sunday activities. The Interim is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
- (2) The Interim's scheduled workweek may vary if the agreement is not a five day week. There are a variety of configurations for working weekdays based on the several factors (a) Distance of Interim's home from the church, (b) size of the congregation, (c) desire of the Interim to work less than five days a week, (d) inability of the congregation to pay full compensation for five days a week, (e) desire of the congregation to have two Interims each working two or three days a week.
- (3) The Interim shall have the following periods of leave at full compensation:
 - (a) The same holidays as the Diocesan Office as delineated in the Diocesan Journal except for major holy days.
 - (b) Annual Vacation, at the rate of one month per year, consisting of twenty-three workdays, which shall include five Sundays or as negotiated.
 - (c) Continuing Education leave at the rate of two weeks per year.

Section B. Compensation

- (1) The Interim's cash salary will be \$_____ monthly, paid on or before the_____ day of the month. In the event the Interim is working less than five days a week, a clear understanding of compensation for each day of the week (plus hours per day) is to be stated in the "Working Agreement." For instance, if the Interim is working on Sundays, Mondays, and Wednesdays, there would be compensation for those three days. It is understood that, upon the Interim's request, the Vestry will designate a portion of the total amount a "Housing Allowance" under the Federal Internal Revenue Code.
- (2) The Vestry shall pay the following benefits (if applicable according to the Canons):
 - (a) Church Pension Fund Assessment on the Interim's annual cash salary (including Housing Allowance).
 - (b) Health and Hospital Insurance, equivalent to or better than the group plan provided through the Diocese.

- (c) Group Life and Accidental Death and Dismemberment Insurance equivalent to or better than the group plan provided by the Diocese.
- (d) Workers' Compensation Insurance as provided by State Law.

Section C. Expenses

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

- (1) Travel expenses at the rate of \$ _____ per mile, plus out-of pocket costs of parking fees, tolls, bus fares, etc.
- (2) The normal expenses of the Church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc.
- (3) Fees for weddings and funerals shall be negotiated.
- (4) The cost of a telephone in the Interim's residence. This telephone number shall be published in insure the Interim's ready accessibility in case of emergencies. The Interim shall pay the cost of all personal long distance calls.
- (5) A Continuing Education allowance of \$ _____.
- (6) If any extra travel expenses are involved in performing any sacerdotal rites, the Wardens are to make sure the Interim is adequately compensated.

Section D. Discretionary Fund

The Interim Rector/Vicar is responsible for the administration of the Discretionary Fund.

Section E. Supplementary Compensation

A full-time Interim shall not charge fees for performing any rites of the Church (for example: baptisms, marriages, or funerals) for members of the congregation. The Interim may, however, receive income from other sources, such as Sacramental services on behalf of persons not in any way related to the congregation.

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

Section F. Use of Buildings

The Interim shall have the same canonical authority over the use of buildings as a Rector.

Section G. Mutual Ministry Review

There shall be a quarterly discussion and mutual review of the total ministry of the parish according to the agreement. A mutually agreed upon third party may be engaged to facilitate the mutual ministry review process.

Section H. Other Agreements

- (1) All moving and travel expenses incurred in making the move from _____ to _____ shall be paid by the congregation. The congregation shall reimburse the Interim for all additional Federal and State Income Taxes which may result from such expense reimbursement.
- (2) The moving ~~date shall be the week of~~ _____ The Interim shall begin duties in the parish not later than _____, unless delayed by adverse circumstances.
- (3) All pay and benefits shall become effective on _____
- (4) This Letter of Agreement (and its related Position Description) 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. The Clerk or Secretary of the Vestry shall see that this is done.
- (5) If the Interim and the Vestry are in disagreement concerning the interpretation of this Letter of Agreement, either party may appeal for mediation to _____, or another mutually agreed upon third party, the Bishop remaining the final arbiter.

Date: _____
Interim

Date: _____
Senior Warden

Reviewed: _____
Canon to the Ordinary

Approved: _____
The Rt. Rev. Philip M. Duncan, II

NOTE: The Comments and Suggestions below are **not part of the Guidelines, are not to be posted on the Diocesan website**, and are to be disseminated only to Supply and Interim Clergy

Comments and Suggestions from Experienced Supply Clergy

1. Be prepared to deal with a movement within the congregation to have the Supply Clergy person take either an Interim or Permanent position.
2. Be prepared to deal with comments, statements, or criticisms concerning the present or previous priest.
3. Be prepared for “untouchable” issues.
4. Each congregation has a “personality” such as sweetness or bitterness. Look for it.
5. Although use of the Revised Common Lectionary has been mandated by the Bishop, be aware that not all congregations are using it.

Additional Comments and Suggestions from Experienced Interim Clergy

While many of these points will be addressed when the Search Committee surveys the parish and develops a Parish Profile under the leadership of the appointed Diocesan Consultant, the points are worth discussing at any time.

1. Be like John the Baptist. **“Prepare ye the way”** for a new Rector or Vicar.
2. Hold a **congregational meeting** as soon as possible to ask and answer questions.
3. Hold a Vestry retreat in a timely manner and in consultation with the Parish Search Committee and the Diocesan Consultant, if possible.
 - A. Where do you want to go? Where would you like to **be in five years**?
 - B. What would **prevent** reaching those goals?
 - C. Where would you like to be in your **relationship with Jesus Christ**?
 - D. Discuss all **financial matters** including position of Treasurer, record keeping, financial reports to Vestry and congregation, and current conditions compared to budget.
 - E. Discuss **relationship to the Diocese**. Discuss the difference between being an Episcopal Church and a congregational church. Discuss delegates to Annual Diocesan Convention.
 - F. Discuss required **reports** such as Annual Parochial Report, pledge to the Diocese, and the Annual Audit Report.
 - G. Incorporate into retreat and Vestry meetings discussing **one incident each week** in which members felt closest to Jesus Christ.
 - H. Provide copies and discuss any existing **By-Laws** of the Vestry. Secure a current copy of *Robert’s Rules of Order*.
4. Do not immediately start any major programs such as a capital funds drive or remodeling church property that would in any way obligate new clergy leadership.
5. Consider bringing in a third-party **consultant** to deal with residual conflict within the congregation, if any. Consider bringing in a third-party consultant to help with any other unresolved matters. Recognize that the Interim may not be that person.
6. Correct and update **membership records** if necessary.
7. Put **administrative matters** such as filing systems in order.
8. Take a **family to lunch** weekly.
9. Regularly provide Vestry with a detailed **report of time**.
10. As soon as possible start a **study group** using some book or topic.