

Minutes of Called Vestry Meeting  
February 17, 2010, 7:50pm

In attendance: Alice Elsner, John Guglielmi, Cam Hines, Joe Carruthers, Tom White, Beth Morphis, Milt Price, Amy Mann, Larry Conrad, and Fr. Steve Rice

The meeting was called to order at 7:50 by Fr. Steve.

Fr. Steve welcome the newest members to the vestry: Alice Elsner, John Guglielmi, and Amy Mann.

Fr. Steve asked the vestry to affirm Beth Morphis as Senior Warden according to the Parish By-Laws. Beth was confirmed by acclamation. Since the Junior Warden is not nominated by the rector but from the vestry members, it was agreed to postpone election of Junior Warden until the vestry retreat at a date to-be-decided.

Fr. Steve presented the Letter of Agreement for Fr. Bob McGee. Milt Price made the motion for approval followed by a second from Joe Carruthers. The motion carried without dissent. The letter of agreement must now be sent to the Bishop for approval.

Fr. Steve asked the vestry members to consider weekend dates in February and early March for vestry retreat. He will send an email with a form for vestry members to select their preferred dates.

The vestry agreed to keep the first Monday of the month as the monthly vestry meeting date with 6:30pm continuing as the time.

Fr. Steve informed the vestry of a need to meet briefly one more time in February to officially approve the 2009 Parochial Report.

The meeting was adjourned a few minutes past 8:00pm.

ASSISTANT to the RECTOR  
LETTER OF AGREEMENT

Between  
The Wardens and Vestry of St. Timothy's Episcopal Church  
And  
The Rev. Bob McGee

who has been appointed Assistant to the Rector (one quarter time) with the understanding that this tenure is to continue until dissolved by either party with a minimum of sixty (60) days notice, the parish solely represented by the Rector, who serves as Chief Executive Officer.

PREAMBLE

The Assistant to the Rector shall serve St. Timothy's Episcopal Church under the supervision and authority of the Rector of St. Timothy's Episcopal Church as pastor, priest and teacher, sharing in the councils of this congregation and the whole Church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, the Constitution and Canons of the General Convention and our Diocese, and the Guidance of the Rector, the Assistant to the Rector shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

SECTION A - TIMES OF WORK AND LEAVE

- (1) The Assistant to the Rector'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 Assistant to the Rector's scheduled workweek is five days, usually measured as ten to twelve units of morning, afternoons, or evening in various combinations reflecting the demands of this ministry. In general, no more than three evenings per week are expected. The Assistant to the Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.
- (2) The Assistant to the Rector will have the following periods of leave at full compensation:
  - (a) National Holidays, to be taken so as not to interfere with worship or major parish concerns.
  - (b) One week Annual Vacation, consisting of five workdays, which shall include two Sundays, one Sunday may be carried forward to succeeding years.

(c) Professional Development Leave (CE), at the rate of two days per year.

(d) Two days per year of service in this parish for Sabbatical Leave, to be available after the third year, and cumulative through the sixth year. Sabbatical arrangements shall be made in full consultation with the Vestry, to insure benefits for the parish as well as for the Assistant to the Rector.

#### SECTION B - COMPENSATION

(1) The Assistant to the Rector's annual cash salary will be \$18,000, paid bi-weekly, to be reviewed and adjusted annually in light of changes in the Consumer Price Index and the current Diocesan minimum clergy salary standard.

(2) The Vestry shall pay the following benefit:

(a) Church Pension Fund Assessment on the Assistant to the Rector's annual cash stipend.

#### SECTION C - EXPENSES

The Vestry shall pay the following expenses incurred by the Assistant to the Rector in fulfilling the duties of the office:

(1) The normal expenses of the church office operation, such as an office telephone, postage, office equipment, supplies, secretarial services, etc.

(2) A Professional Development (CE) Allowance will be budgeted of at least \$100 per year, to be reviewed annually, set aside at the beginning of each fiscal year in a special account, and paid to or on behalf of the Assistant to the Rector toward expenses incurred in relation to Professional Development Leave. Unexpended portions of this allowance shall be allowed to accumulate for use in succeeding years up to six years. It will only be paid for Professional Development of the Assistant to the Rector while employed by the church.

#### SECTION D - SUPPLEMENTARY COMPENSATION

The Assistant to the Rector shall not charge fees for performing any rites of the Church for example, baptisms, marriages, funerals) for members of St. Timothy's Episcopal Church. The Assistant to the Rector may, however, receive income from other sources such as:

Sacramental services on behalf of persons not in any way related to St. Timothy's Episcopal Church.

Fees and honoraria for professional services performed on personal time for groups unrelated to St. Timothy's Episcopal Church, or for sermons, books or articles published outside the parishes.

If this income is collected by the church and paid back to the clergy it must be included on the W-2 form.

#### SECTION E - MUTUAL MINISTRY REVIEW

The Assistant to the Rector and Rector agree to an annual discussion and mutual review of the total ministry of the parish, in order to:

Provide the Assistant to the Rector and Rector an opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.

Establish goals for the work of the parishes for the coming year.

Isolate areas of conflict or disappointment, which have not received adequate attention and may be adversely affecting mutual ministry.

Clarify expectations of both parties to help put potential conflicts in manageable form.

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

#### SECTION F - OTHER AGREEMENTS

(1) The Assistant to the Rector shall begin duties in the parish not later than March 1, 2010, unless delayed by adverse circumstances.

(2) All pay and benefits shall become effective on March 1, 2010.

(3) The Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be given to each Vestry member.

(4) This letter may be revised only by mutual agreement between the Assistant to the Rector and the Rector at the time of the annual mutual ministry review, except that compensation and expenses revisions shall be mutually agreed upon in a separate budget process.

Assistant to the Rector  
Date

Rector  
Date

Reviewed: Deployment Officer Date:

Approved: Bishop Date:

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2/16/2010