

## **MUTUAL AGREEMENTS REGARDING ROLES AND RESPONSIBILITIES**

Upon initiation of this agreement and within 3 months of the Rector's start date the Vestry and the Rector will further outline in detail a Mutual Ministry Agreement.

The Mutual Ministry Agreement shall contain no more than 3 goals for the congregation. These goals shall cover the first 12 months of the relationship between Rector, Vestry and Congregation. It will also contain specific descriptions of the roles of Rector, Vestry and Congregation in making progress toward the accomplishment of these goals. In developing the Mutual Ministry Agreement the Rector, Vestry and Wardens are encouraged to use the book entitled "The Vestry Resource Guide" as a resource. Additionally by contacting the Canon for Congregational Development guidance in the selection of a consultant for this process may be obtained.

When the Mutual Ministry Agreement has been completed, it shall be used as a reference to this Letter of Agreement regarding the goals, roles and responsibilities established between Rector and Wardens, Vestry, and Congregation. A copy of the Mutual Ministry Agreement will be sent to the Canon to the Ordinary upon completion.

The Mutual Ministry Agreement then becomes the basis for the first annual Mutual Ministry Review. The Agreement shall be updated and amended as appropriate at each annual Review. Incorporated into this Letter of Agreement are the roles and responsibilities which are contained in the national and diocesan canons of the Episcopal Church. Those canonical roles and responsibilities are as follows:

The canons (Title III, Canon 9, Section 5, Title I, Canon 14, Section 2) of the Episcopal Church stipulate that the Rector shall:

- ...have authority and responsibility for worship, music and the spiritual life of the Parish, subject to the Rubrics of the Book of Common Prayer, the Constitution and Canons of the Episcopal Church, and the pastoral direction of the Bishop.
- ...be responsible for the education of all ages in the Scriptures; the doctrine, disciple and worship of the Church; and in the exercise of their ministry as baptized persons.
- ... be responsible for the provision of comprehensive stewardship education for all ages. This is to include appropriate provision for an offering for charitable uses.
- ...prepare people for baptism, confirmation, reception and reaffirmation of baptismal vows.
- ...be responsible for a healthy working relationship between the Parish members, the Diocese and the broader Episcopal Church.
- ...have the authority to select and hire associate clergy within the budget of the Parish. All Parish staff report to and are supervised by the Rector.
- ... be ex officio a member of the Vestry with presiding authority that may be delegated by the Rector to another member of the Vestry. The Rector shall not vote except to break a tie.

The canons of the Episcopal Church stipulate that the wardens and vestry shall:

- ...be agents and legal representatives of the Parish in all matters concerning its corporate properties; and the relations of the Parish to its clergy. (Title 1, Canon 14, Section 2)
- ...ensure that standard business methods, as outlined, will be observed. (Title 1, Canon 7, Section 1 paraphrased).
- ...when a Parish is without a Rector, the officers of the Vestry are responsible for the continuation of worship and shall include the calling of a new rector (Title III, Canon 9, Section 3 (Paraphrased).
- ...the Vestry has responsibility for nominating persons for holy orders. (Title III. Canon 5, Section 2)

The Rector, Wardens and Vestry agree to an annual review of the Mutual Ministry Agreement in order to:

- Provide the Rector, Wardens and Vestry opportunity to assess how well they are making progress toward the fulfillment of their goals, and fulfilling their responsibilities to each other and to the ministry they share.
- Establish new goals for the work of the parish for the coming year.
- Identify any areas requiring additional attention for the benefit of shared ministry.
- Celebrate the joys and successes of ministry together.