

DIOCESE OF OLYMPIA
LETTER OF AGREEMENT

Between

The Right Reverend Gregory Rickel, Bishop Diocesan
The Congregation of St. Mark Episcopal Church, Montesano, Washington
and its Worship Team

PROLOGUE

A **Worship Team**, whose members have been ordained, commissioned, or licensed by the Bishop, provides the oversight of the worship and spiritual ministry in a Total Common Ministry congregation in the Diocese of Olympia. The Worship Team shall encourage and support the Ministry of all the Baptized by planning, leading and sharing worship, education and pastoral care that encourages everyone in this congregation to seek and serve Christ in all persons, and by loving and serving Christ's people that they might glorify God in this life and in the life to come. The Worship Team carries out this ministry in union with the Bishop, by word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention of the Episcopal Church and of the Diocese of Olympia.

MISSION STATEMENT

We are a ministering community rooted in our Baptismal Covenant which stresses that every member of the body has been given gifts and has been called to serve God and community in a particular way. We strive for justice and peace among all people, and respect the dignity of every human being. Our congregation is sensitive to issues of peace and justice in the world.

MUTUAL MINISTRY AGREEMENT

Within a year of initiation of this agreement the congregation together with the Worship Team will further outline in detail a **Mutual Ministry Agreement**, with specific descriptions of the roles of the Worship Team and congregation. When completed, it shall reference this Letter of Agreement.

When requested, the Missioner may provide guidance in the selection of a consultant for development of a Mutual Ministry Agreement. The book entitled "The Vestry Resource Guide" is recommended as a resource.

Incorporated into the Letter of Agreement and the Mutual Ministry Agreement are **roles and responsibilities** contained in the National and Diocesan Canons of the Episcopal Church. The Worship Team is to:

- 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, discipline and worship of the Church; and support the exercise of the ministry of all 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.
- support, along with the Bishop's Committee, a healthy working relationship between the congregation's members, the diocese and the broader Episcopal Church.

MINISTRY TERMS

A. Bishop's Committee

The Worship Team collectively performs the worship, education and pastoral care functions usually assigned to a Vicar, while the financial, property and administration oversight and other functions are under the control of a **Bishop's Committee** elected at the Annual Meeting each year.

B. Time and Scope of Work

The work of the members of the Worship Team includes not only activities directed to the congregation and its well being, but also on behalf of the diocese and community.

In general, by defining a **time unit** as a morning, afternoon or evening, no more than three units of time per week are expected of any individual member of the Worship Team (lay or ordained). This time should include preparation for, presiding, preaching or serving at a worship service as well as meetings and other ministry activities for the good of the congregation, the diocese and the national church. Each member is expected to preserve adequate time each week for personal use.

Being concerned with the mental and physical well being of each member of the Worship Team, **Sabbath Time** should be encouraged to provide for continuing education, physical and mental rest, recovery from health concerns or providing care for a loved one. Length of time away should be agreed to by all parties and with full knowledge of the Missioner. *Three to six months of personal Sabbath Time is encouraged after each five years of service.*

For those occasions when a member of the Worship Team ordained as priest is unavailable to lead worship, the Worship Team may provide for a **supply priest** or arrange for **Morning Prayer** to be held.

C. Non Stipendiary Provision

The members of the Worship Team are **non-compensated**. By signing this Letter of Agreement the Bishop expressly permits the Worship Team members to function in the congregation without compensation.

D. Expenses

The Bishop's Committee will provide oversight and payment of the following expenses incurred in fulfilling approved activities in support of the Worship Team:

- The published IRS standard for the year to cover costs of private automobile or other approved **travel expenses** for congregational business.
- The **church's operations**, such as heating, lighting, postage, telephone, office equipment, supplies, secretarial services, etc.
- Expenses incurred in the course of pre-approved **continuing education or other activities** on behalf of the congregation or diocese.

E. Discretionary Account

In accordance with the Canons of the General Convention, a **discretionary account** may be established. The Worship Team should appoint two members to jointly manage this fund, and disbursements shall be confidential. An accounting shall be provided to the Bishop's Committee at the end of each calendar year. The fund shall be audited annually.

F. Supplementary Compensation

The members of the Worship Team shall not charge fees for performing any rites of the church (for example—baptisms, marriages and burials) or for pastoral counseling for members of the congregation. However, members may receive income from honoraria for such services performed or fees for services performed, sermons given, or books or articles published outside the congregation.

G. Dissolution of Pastoral Relationship

If for any reason the pastoral relationship becomes imperiled, both parties should seek the wisdom and advice of the Missioner, the Bishop Diocesan, and if deemed necessary mediation by a third party.

H. Revisions

This letter may be revised annually by mutual agreement. It shall be made part of the minutes of the next meeting of the Bishop's Committee following its signing. A copy will be sent to the Bishop Diocesan, and the executed original shall be kept with the congregation's records.

This agreement signed with the foreknowledge and consent by:

DATE	WORSHIP TEAM	SIGNATURE
5/18/2011	The Rev. Lorraine Dierick (Priest)	Lorraine Dierick
5/18/2011	The Rev. Bonnie Campbell (Priest)	Bonnie Campbell
5/22/11	The Rev. Joyce Avery (Deacon)	Joyce Avery
	The Rev. Dorothy McMeekin (Deacon)	
5/18/2011	Jim Campbell (Preacher, Worship Leader)	Jim Campbell
5-18-2011	Corby Varness (Preacher, Catechist)	Corby Varness
5/18/2011	Mary Venske (Worship Leader, Euch. Minister)	Mary Venske
5/24/2011	Sarah Monroe (Preacher, Worship Leader)	Sarah Monroe
5-18-2011	Martha Krug (Euch. Minister, Altar Guild)	Martha Krug
5/18/2011	John Tennefoss (Organist)	John N. Tennefoss
5/18/2011	Natalea Brumfield (Altar Guild)	Natalea Brumfield

DATE	SENIOR WARDEN	SIGNATURE
5/18/2011	John Tennefoss	John N. Tennefoss
Approved by:		
DATE	MISSIONER	SIGNATURE
6/15/11	The Rev. Kim Forman	Kim Forman
DATE	BISHOP	SIGNATURE
6/2/11	The Rt. Rev. Greg Rickel	Greg Rickel