Checklist For Letter of Agreement

What seminarians need to know or prepare for in contracting for a Call Agreement, a Letter of Agreement, a Covenant, etc. The tone of this negotiation is being your own advocate but not self-seeking.

- Diocesan policy on Call Agreements and any standard forms
  - Background checks??
  - Tax status as self-employed
- Diocesan policy on minimums
- Mandatory trainings by diocese and/or parish
  - Racial Reconciliation/Anti-racism
  - Prevention of Sexual Misconduct
  - Prevention of Child Sexual Abuse = Safe-guarding God’s Children
  - Title IV (Disciplinary Canon) training
  - other??

- Housing and compensation – there are a variety of approaches, all of which separate out a utility allowance and phone allowance,
  - Compensation, which includes a housing allowance set apart by vestry resolution for rent or mortgage payment. Down-payment loan may or may not be offered for purchase of a home.
  - Provided housing and compensation
  - Equity allowance with provided housing
- Insurance, including Health and Worker’s Compensation
- Pension Premium
- Provision for education about and administration of possible 403(b)
- Social Security (1/2 reimbursement by parish) with administration by self or by treasurer.
- Flexible spending accounts for health care, child care, and transportation? Travel/Car Allowance
- Discretionary funds, including funding and purpose
- Continuing education: time and money
- Provision for Sabbatical after ___ years
- Work Days and Hours, including flex time
- Day(s) off plus Federal holidays off
- Maternity/Paternity leave
- Lay Advisory Committee for orientation, as sounding board, and for support.
- Mediation Procedures for misunderstandings
- Provision for annual Mutual Ministry Review and Compensation Review

This raises the issue of when to offer seniors an opportunity for conversation about these items: Friday morning advisee group or a senior meeting with guest like a Deployment Officer.

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