

# The Diocese of South Dakota



The Right Reverend  
Craig B. Anderson, Ph.D., Bishop

## LETTER OF MUTUAL UNDERSTANDING AND EXPECTATIONS

*Karen E. Hall*  
*Wider Area Ministries*  
*Grace, MADISON*  
*St Marys - our B.R. - Handreace*  
*St Stephens, Desmet*  
FOR  
MISSION CLERGY

This LETTER OF MUTUAL UNDERSTANDING AND EXPECTATIONS is between the Right Reverend Craig B. Anderson, Bishop of the Diocese of South Dakota, and the Reverend ~~\*, called to serve \*, and the Mission Council of \*,~~ in order to support our ministry together.

*MO. HALL*  
*WAM*  
IT is our understanding that ~~Fr \*~~ *Bishop's* will lead the people of ~~\*,~~ *WAM* as pastor, teacher, and preacher, sharing in the councils of the ~~the \* Mission,~~ the Diocese of South Dakota, and of the Episcopal Church. By our words and actions, we intend to support each other, to be guided and informed by Holy Scripture, the Book of Common Prayer, and the Constitutions and Canons of the General Convention and the Diocese of South Dakota. Together, we intend to proclaim the Gospel, love and serve God's people, nourishing, strengthening, and equipping them to minister to one another and the world, all to the glory of God and the furtherance of His Kingdom.

IT is also understood that the Bishop expects all clergy of the Diocese to maintain a daily spiritual discipline of prayer, to include some form of the daily office, as well as ongoing spiritual formation. It is expected that clergy will continue in their studies to deepen their understanding of God's Holy Word, theology, and other subjects related to ministry.

IN addition, the Bishop expects all clergy to tithe. The Bishop also expects all clergy, as sacramental persons, to be symbols to the community in their conduct and manner of living, in accordance with the vows taken at ordination. Additionally, all clergy are expected to celebrate the Sacrament of Holy Eucharist each Sunday and the Sacrament of Holy Baptism as needed or as outlined in the rubrics of the Book of Common Prayer.

*MO. HALL'S*  
Fr \* ministry is further described in the annexed Appendix A, and is made a part of this Letter.

## ANNUAL REVIEW

IT is expected there will be an Annual Review of Mission Council and Priest. This Review, in which the ministries of ~~Fr \*~~ *MO. HALL*, the Mission Council, and the ~~Mission Field~~ will be evaluated, will be in a form specified by the Bishop or his representative, who may wish to moderate or suggest a moderator for the Annual Review.

\*The Rev. Karen E Hall

LETTER OF MUTUAL UNDERSTANDING AND EXPECTATIONS

IN addition, the results of this Review will be used by the Bishop or his representative, to establish compensation changes in the upcoming year, which will be in accordance with Diocesan guidelines, as set forth in the annexed Appendix B. In the event that the guidelines are amended, the amended guidelines will become effective in the year following the amendment.

IT is expected that the Annual Review will be submitted to the Diocesan office no later than October 31 of each year this agreement is in force. If the Review is not received by that time, compensation adjustments due you for the ensuing year could be delayed until such a time a satisfactory review is completed and received by the Diocesan office. ~~Such adjustments~~ are not retro-active, and do not affect cost of living increases or other adjustments to base pay, ~~as herein set forth in annexed Appendix C.~~

TIMES OF WORK AND LEAVE

IT is understood that <sup>Mo. HALL</sup> Fr \* will, in consultation with the Bishop, or his representative, undertake such ministries as are appropriate within the local community, \* Deanery, and the Diocese as a part of <sup>EASTERN</sup> ~~his~~ <sup>her</sup> responsibilities.

IT is expected that <sup>Mo. HALL</sup> Fr \* shall work such time as necessary to effectively accomplish ~~her~~ <sup>her</sup> ministry, but that ~~she~~ <sup>she</sup> shall take one (1) full day per week away from ~~her~~ <sup>her</sup> parochial duties. It is understood that this day shall be an uninterrupted 24 hour period of time. Further, it is understood that <sup>Mo. HALL</sup> Fr \* is allowed compensatory time off in lieu of overtime. Compensatory time off should be taken as <sup>Mo. HALL</sup> ~~Fr~~ <sup>Mo. HALL</sup> ministry permits, and should be no more than two (2) days at a time. Further, it is expected that <sup>Mo. HALL</sup> ~~Fr~~ <sup>Mo. HALL</sup> day off will be made known to \*, and the Dean, and further, said day will be respected by all parties. <sup>WAM Churches</sup>

IT is understood that <sup>Mo. HALL</sup> Fr \* will have the following periods of leave at full pay: national holidays (to be taken so as not to interfere with worship on major religious holidays); ~~\*tribal festivals or pow wows as appropriate and within reason (to be co-ordinated with \*)~~; annual leave of 25 work days and 5 Sundays. It is understood that no more than ten (10) workdays, and one (1) Sunday may be carried forward into the next year. For purposes of this Letter, a "year" is consistent with the Julian calendar year.

IT is also expected that <sup>Mo. HALL</sup> Fr \* will take two (2) weeks of continuing education leave each year, to include not more than one (1) Sunday.

IT is also understood that for every year of continuous ~~service~~ <sup>Mo. HALL</sup> in this mission field, or subsequent mission fields in this diocese, ~~Fr~~ <sup>Mo. HALL</sup> \* is entitled to one (1) month sabbatical leave, which leave may be taken after the third year. Sabbatical leave is cumulative up to six (6) years, and must be taken within Diocesan sabbatical leave guidelines.

IT is also understood that when annual leave or days off are not taken that this will be a matter for discussion between Fr \* and the Bishop at the time of Fr \* Annual Review.

*MO HALL*

*MO HALL*

COMPENSATION - *Needs to be revised based on UTO grant proposal see attached*

IT is understood that Fr \* annual compensation will be as set forth in the annexed Appendix B, and that such compensation is subject to review at the time of his Annual Review. ~~Factors governing compensation are set forth in the annexed Appendix B. It is understood that Fr \* utilities will be paid by \*, and the annual amount is set forth in the annexed Appendix C.~~ Further, it is understood that ~~Fr \* travel allowance will \$4800.00 per year.~~ It is also understood that travel expenses incurred outside the mission field, on approved Diocesan business, will be re-imbursed by the Diocese at current rates and in accordance with Diocesan Council policies. Finally, it is understood that all annual cash payments will be made in twelve (12) monthly payments, on or before the 26th of each month.

*MO HALL*

~~IT is understood that Fr \* will occupy Diocesan owned housing, and that he will comply with Diocesan policy concerning the care, repair and maintenance of said property as set forth in the annexed Appendix B.~~

(IT is understood that Fr \* will not occupy Diocesan owned housing, and that Diocesan policy governing such decision is set forth in the annexed Appendix ~~D~~ E.)

IT is understood that pension and life/health insurance premiums will be paid ~~by the Diocese during the term of this Letter, the annual amounts of such payments being set forth in the annexed Appendix C.~~

IT is understood that those administrative expenses incurred in the course of your ministry will be paid by ~~the Diocese~~ *as set forth in* ~~the Diocese~~. It is expected that a detailed accounting of such expenses (for office supplies, copying, phone calls, etc.) will be kept by Fr \* and submitted to the \* for re-imbusement at least quarterly.

*MO HALL*

*Diocese*

IT is expected that Fr \* will maintain a Discretionary Fund for his use, and that such funds will be kept and used in accordance with the Canons of the General Convention of the Episcopal Church, the Canons and policies of the Diocese of South Dakota, and Internal Revenue Service guidelines. It is expected that records will be kept for Diocesan audits. Further, it is expected that any funds sent to Fr \* ~~and the \* will be reported to the Diocesan office and that a record of all receipts and expenses will be kept and are subject to Diocesan audit.~~ *MO HALL* ~~and the \* will be reported to the Diocesan office and that a record of all receipts and expenses will be kept and are subject to Diocesan audit.~~ It is understood that the total figure of all such income, expenses (or expenditures), and year end balance will be shown on page 4 of the Parochial Report in the space titled "All Other". It is

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\*

understood that this expectation applies to fees received for funerals, weddings, or other services.

IT is understood that if <sup>Mo Hall</sup> Fr \* needs assistance in preparing his income tax forms ~~he~~ may contact the Diocesan Finance Officer by January 15 of each year.

ADDITIONAL UNDERSTANDINGS

IT is understood that if at any time <sup>Mo Hall</sup> Fr \*, or the \* is unable to fulfill the understandings and expectations, in part or in whole, as set forth in this Letter, that <sup>Mo Hall</sup> Fr \* or the \* should contact the <sup>WAM churches</sup> Dean <sup>Canon for Ministry</sup> as soon as possible. It is understood that the <sup>WAM churches</sup> Dean <sup>Eastern Deanery</sup> will assist, or designate someone to assist Fr \*, <sup>Mo Hall</sup> or the \* in resolving conflicts resulting from either <sup>Mo Hall</sup> Fr \* or the \* inability to fulfill the understandings and expectations as set forth in this Letter. ~~It is understood that if such issues can not be resolved at the Deanery level that the Dean will contact the Canon for Ministry for guidance and assistance.~~

REVISIONS TO THIS LETTER

IT is understood that any revisions to this Letter, or the annexed Appendix A <sup>AB</sup> will take place after, and as a result of the Annual Review, and that such revisions will be handled by the Bishop or his representative, in writing, and made a part of this Letter, and further, that the Bishop is the final arbiter and approving authority for any revisions or changes to this Letter or its Appendix.

STATEMENT OF UNDERSTANDING

IT is the purpose of this Letter to set forth guidelines governing the conduct of clergy working within the mission fields of the Diocese of South Dakota. The signatories to this Letter hereby agree and understand that this Letter is not an employment contract or agreement and that neither will seek to enforce any provision contained herein in a court of law or ask for any damages or other compensation for any failure to perform or default in the said Letter of Mutual Understanding and Expectations. The undersigned further agree that they release each other from any and all legal liability which could be inferred from this Letter and any non-performance by any signatory hereunto.

\_\_\_\_\_  
Mission Priest/Deacon

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Priest/Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
~~Chairman/President of \*~~

*Bishop's Warden, Grace Church*

\_\_\_\_\_  
Date

Consent:

\_\_\_\_\_  
The Right Reverend Craig B. Anderson, Ph. D.  
Bishop

\_\_\_\_\_  
Date

Appendix B

The Diocese of South Dakota

UTO Grant Application

(~~Attachment A~~)

1986 (10 month period)

INCOME:

St. Paul's Church, Brookings	\$3,811
St. Stephen's Church, De Smet	1,000
St. Mary's Church, Flandreau	1,000
Grace Church, Madison	2,500
Madison Reserve Account	7,750
Diocese of South Dakota	<u>2,000</u>

TOTAL \$18,061

EXPENSES:

Salary	\$10,000
Housing	2,500 (equivalent value)
Pension	2,250
Health & Life Insurance	1,311
Travel	<u>2,000</u>

TOTAL \$18,061

1987

INCOME:

St. Paul's Church, Brookings	\$6,073
St. Stephen's Church, De Smet	1,200
St. Mary's Church, Flandreau	1,200
Grace Church, Madison	3,600
United Thank Offering	<u>21,650</u>

TOTAL \$33,723

EXPENSES:

Salary	\$18,000
Housing	4,500 (equivalent value)
Pension	4,050
Health & Life Insurance	1,573
Travel	3,600
Program Costs & Supplies	<u>2,000</u>

TOTAL \$33,723

1988

INCOME

St. Paul's Church, Brookings	\$6,316
St. Stephen's Church, De Smet	1,800
St. Mary's Church, Flandreau	1,500
Grace Church, Madison	6,000
United Thank Offering	<u>19,632</u>
TOTAL	\$35,248

EXPENSES:

Salary	\$18,720
Housing	4,680 (equivalent value)
Pension	4,212
Health & Life Insurance	1,636
Travel	3,800
Program Costs & Supplies	<u>2,200</u>
TOTAL	\$35,248

1989

INCOME:

St. Paul's Church, Brookings	\$6,568
St. Stephen's Church, De Smet	2,400
St. Mary's Church, Flandreau	2,000
Grace Church, Madison	10,000
Diocese of South Dakota	<u>15,949</u>
TOTAL	\$36,917

EXPENSES:

Salary	\$19,469
Housing	4,867 (equivalent value)
Pension	4,380
Health & Life Insurance	1,701
Travel	4,000
Program Costs & Supplies	<u>2,500</u>
TOTAL	\$36,917