

LETTER OF AGREEMENT

Between
the Wardens and Vestry of
All Saints' Episcopal Church in Austin , Texas
and the Reverend Lane Hensley,

Who has been appointed Interim Rector with the understanding that this tenure shall continue until no later than June 30, 2021 or until shortly before the arrival of the new rector, unless earlier dissolved by mutual consent upon thirty days' notice of either party.

Developmental Tasks of the Interim Period

The time between rectors is seen as prime time for renewal, reenergizing the parish in its life and mission. Beyond maintaining effective ministry during this period, the Vestry and Interim Rector shall work together to prepare for healthy transition to the next rectorship. Specific tasks to be addressed include:

- Assessing parish systems and addressing problem areas
- Maintaining healthy relationships with parish and related institutions, i.e. school or other affiliated organizations
- Support the transition process of the Diocese in regard to congregational identity and vision
- Coming to terms with the history of this congregation and its relationship with previous clergy
- Dealing with shifts in leadership roles that naturally evolve in times of transition, allowing new leaders to come to the fore constructively
- Renewing relationships with the Diocese, as necessary, so that each may be a more effective resource and support to each other
- Building commitment to the leadership of the new rector in order to be prepared to move into the future with openness to new possibilities

Vestry Responsibilities

All ministries other than those reserved to ordained leadership (such as administering the sacraments) are mutual ministries of the laity of the parish and the Interim Rector. The Vestry shall lead the congregation to support and cooperate with the Interim Rector in pursuit of parish goals and in the performance of the developmental tasks of the interim period.

The Vestry is the legal agent for the parish in all matters concerning its corporate property and in its relationship with the Interim Rector. The Vestry will see that the Interim Rector is properly supported, personally and organizationally as well as in the Vestry's financial obligations to the Interim Rector.

Interim Rector Responsibilities

The Interim Rector represents and extends the ministry, which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Interim Rector shall lead All Saints' as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. The Interim Rector shall do the following:

- Work with the Vestry and other lay leaders to maintain the regular schedule of worship services and preaching, education, pastoral care and pastoral offices (weddings, funerals, and baptism), reaching

out into the community, calling upon the sick and shut-in, visiting newcomers and ongoing administration of the parish.

- Supervise all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Interim Rector.
- Maintain connections with related entities, such as a parish school, serving in governance roles as required of the Rector by the by-laws,
- Function as chair of the Vestry and support the Vestry in its responsibilities.

The major goal of the Interim Rector's ministry is to prepare the congregation for the coming of the next rector. To this end, the Interim Rector shall:

- Help the congregation deal with its grief and any other unresolved issues arising from the previous rector's departure.
- Deal with internal conflicts and help heal any divisions within the congregation.
- Help the Vestry, lay leaders, and staff make such changes as may be needed to align parish life and administration with generally accepted standards of the Diocese.

The Interim Rector shall communicate regularly with any coach or consultant chosen to lead pre-search work but shall not do the work of a consultant or coach during this period. The Interim Rector will not work with the Search Committee as they solicit and screen candidates but will be kept informed of the general progress of the search by the Search Committee Chair. The Interim Rector shall not be eligible to be a candidate for Rector.

Section A. Times of Work and Leave

The Interim Rector's scheduled workweek is 5 days, which shall include Sunday activities. This is a full-time position. The Interim Rector is expected to preserve at least one continuous twenty-four-hour period each week solely for personal and family use.

(1) The Interim Rector will have the following periods of leave at full compensation:

- (a) National holidays, to be taken so as not to interfere with worship for major occasions.
- (b) Annual vacation, at the rate of one month per year, consisting of twenty-three workdays, which shall include five Sundays.
- (c) Professional development leave, at the rate of two weeks per year.

Section B. Compensation

The Interim Rector's stipend will be [REDACTED] of which the Interim Rector may designate a portion as Housing Allowance. In addition, All Saints' Episcopal Church will pay Social Security reimbursement of [REDACTED] and pension of [REDACTED]. The stipend will be paid in accordance with salary pay dates for all other employees. The Vestry will provide housing at:

1501 West 30th St.
Austin, TX 78703

Section C. Expenses

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

- (1) Travel expenses, at the rate of \$0.545 per mile (or whatever is the current IRS rate), plus out-of-pocket costs of parking fees, tolls, bus fares, etc.
- (2) The normal expenses of the church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc.
- (3) An expense allowance (up to \$2,000.00 annually) for reimbursement of expenses incurred in the course of professional activities on behalf of All Saints' Episcopal Church.
- (4) A \$100 per month payment for cellular phone service.
- (5) An annual professional development allowance of \$2,000.00.

Section D. Discretionary Fund

In accordance with the canons of the General Convention, the alms/discretionary fund, in the absence of a rector, is under the control of the parish almoner. The Senior Warden shall be appointed parish almoner, and, together with the Interim Rector and Junior Warden, shall have access to this fund for the aid of the poor and those in need, and for any other reasonable expense normally attributed to such canonical alms/discretionary fund.

Section E. Supplementary Compensation

The Interim Rector shall not charge or accept fees for performing any rites of the Church (for example, baptisms, marriages, funerals) for members of All Saints' Episcopal Church. The Interim Rector, however, may receive income from other sources, such as:

- Sacramental services on behalf of persons not in any way related to All Saints' Episcopal Church.
- Fees and honoraria for professional services performed on personal time for groups unrelated to All Saints' Episcopal Church, or for sermons, books, or articles published outside the parish.

Section F. Use of Building

The general pattern of building use during the last rectorship shall be maintained, unless there is specific action of the Vestry to the contrary. The Interim Rector shall have the right to grant use of the buildings to individuals or groups from outside the parish, only under guidelines approved by the Vestry.

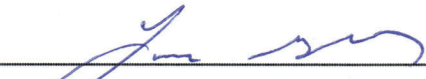
Section G. Check-In

The Senior Warden and Interim are encouraged to check in by phone with the Canon to the Ordinary or the Transition Minister on a quarterly basis for the duration of the interim to update on the progress of the search and to communicate any other matter of interest or concern.

Section H. Other Arrangements

- (1) All moving and travel expenses incurred in making the move from Des Moines to Austin shall be paid by All Saints' Episcopal Church. All Saints' Episcopal Church shall reimburse the Interim Rector for all additional Federal and State Income Taxes that may result from such expense reimbursement.
- (2) The moving date shall be in the week of August 26, 2019. The Interim Rector shall begin duties in the parish no later than September 1, 2019, unless delayed by adverse circumstances.
- (3) Pay and all other benefits shall become effective on September 1, 2019.

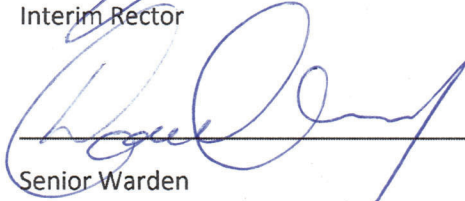
- (4) This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be given to each new Vestry member thereafter.
- (5) If the Interim Rector and Vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Canon to the Ordinary, or another mutually agreed upon third party, the Bishop remaining the final arbiter.



Interim Rector

8/28/19

Date



Senior Warden

8/28/19

Date

Please send this signed Letter of Agreement along with the signed Letter of Call to the Canon to the Ordinary for approval through Kathryn Herman, after which copies will be returned to you. Email to kherman@epicenter.org or mail to Kathryn Herman, The Diocesan Center, 1225 Texas Avenue; Houston, TX 77002-3504.

Reviewed: Canon to the Ordinary

Date