

LETTER OF AGREEMENT

Between St. Aidan's Rector and The Rev. Dr. Kay K. Cook

The Rev. Dr. Kay K. Cook has been chosen to serve as Priest Associate at St. Aidan's Episcopal Church. The Priest Associate serves at the pleasure of and under the direction of the Rector. This agreement begins on August 1, 2009.

This agreement may be renewed annually by mutual agreement. This agreement may be terminated with 30 days notice by either party.

SECTION A: OVERVIEW OF THE MINISTRY

The Priest Associate's ministry will include these areas of primary responsibility at St. Aidan's:

- Pastoral Care, in particular visitation with homebound persons or persons in nursing facilities and rest homes, and development/redevelopment of a ministry of healing. Such ministry may include: healing services, teaching on healing ministry and formation of lay persons in the ministry of healing.
 - Providing leadership so that Pastoral Care and Christian care is broadly shared among the people of St. Aidan's and is an exhibited value of the community of St. Aidan's
 - Provide leadership for the development of a Ministry of Healing, including healing services.
- Spiritual Formation, in particular the organization and coordination of all parish programs that "build the body of Christ" by study, contemplation, prayer, and discernment. This includes but is not limited to:
 - Sunday morning formation opportunities
 - Seasonal opportunities such as Advent and Lent
 - Weekday spiritual formation opportunities
 - Occasional guest teachers.
 - Oversight of some appropriate areas of the Parish Budget.

The Priest Associate will also participate in the liturgical life of the Church including preaching and celebrating the Holy Eucharist, and may include funerals or baptisms at the Rector's discretion and direction.

SECTION B: COMPENSATION, BENEFITS, and EXPENSES

1. The Priest Associate will receive \$14,000 annually.
2. St. Aidan's shall pay for all administrative costs, including Background Check, Annual Clergy Conference, and Diocesan Convention (as appropriate)
3. Ministry expenses, up to \$1000 annually, will be reimbursed including: mileage and incidental expenses.
4. St. Aidan's will provide \$800 annually for Continuing Education for the Priest Associate.
5. St. Aidan's will provide space for the Priest Associate to meet with people and have a desk and phone to use.
6. There are no other benefits associated with this position.

SECTION C: TIME OF WORK AND LEAVE

1. The Associate Priest will work part-time, including Sunday morning worship. These hours may be renegotiated at any time by the agreement of the Rector and Priest Associate.
2. She will be present for Staff Meetings and other meetings as negotiated with the Rector, including Liturgy Planning.
3. Times away, especially Sundays, to be negotiated with the Rector.

SECTION D: MINISTRY REVIEW

There shall be an annual discussion and mutual review of the total ministry of the congregation, and ongoing informal reviews in order to:

- Provide the Clergy, Wardens, and Vestry opportunity to access how well they are fulfilling their responsibilities to each other and to the ministries they share;
- Establish goals for the congregation's life and work for the coming year;

- Clarify expectations of all parties within the congregation;
- Isolate areas of conflict or disappointment that may be adversely affecting mutual ministry.

The Associate Priest will participate in this mutual review.

7/23/2009
(Date)

Wright E. Schwedert
(Rector)

(Date)

(Senior Warden)

7/27/2009
(Date)

Kurt K. Cook
(Priest Associate)

(Date)

(Canon to the Ordinary)

(Date)

(Bishop)