

Service Agreement for Religious

The following establishes an agreement between (diocesan/parish/school entity) _____

and (religious congregation) _____ to provide the services of

(name) _____ on a full-time part-time basis in the position

of _____ . The term of this agreement shall be for _____ months,

beginning on _____, 20_____ and ending on _____, 20_____.

During the term of this agreement, the member of the religious congregation will perform the services outlined in the attached job/ministry description and this relationship will be subject to the provisions of the employee handbook, which has been adopted for use in the above noted entity. Although the handbook was written primarily for and applies to lay employees, it is required that all those who minister within the above noted entity follow these policies and procedures. The religious assigned by this agreement shall carry out the policy, philosophy, and objectives as established by the pastor/principal and the Bishop of the Diocese of St. Petersburg including employment policies as adopted by the above noted entity except if inconsistent with this agreement; give full and loyal support to the person that is responsible for the supervision of the ministry contemplated by this agreement; support and exemplify in conduct and/or instruction both Catholic doctrine and morality, refraining from any action which would reflect discredit upon the Roman Catholic Church or be detrimental to its religious doctrines and tenets.

In exchange for services rendered, the above noted entity agrees to provide compensation, personal benefits, and professional support according to the guidelines that are prepared annually by Chancellor of the Diocese of St. Petersburg.

In the event that either party wishes not to renew this agreement, notice shall be provided to all parties to this agreement and to the Diocesan Vicar for Religious no less than two (2) months prior to the ending date of this agreement. Should the contract not be renewed within this time frame, the agreement will continue on a month to month basis. Notice of termination or non-renewal shall be given to the Diocesan Vicar for Religious and the Congregational Leadership Representative. The Vicar for Religious will assist in ameliorating any differences between the signatories of this agreement.

Congregational Leadership Representative Signature

Diocesan/Parish/School Representative Signature

Member of Congregation Signature

(Copies of this agreement shall be provided to the entity, congregation, member and the Diocesan Vicar for Religious.)

Attachments: Entity Employment Policies
Job / Ministry Description
Compensation Worksheet

Compensation Worksheet for Religious

Contracting Entity _____

(Address) (City) (State) (Zip)

Member of Congregation _____

Address _____

City _____ State _____ Zip _____

Phone () _____

Remuneration for full-time part-time / Position: _____

Congregation _____

Provincial/Contact _____

Program to be charged _____

Annual Stipend _____ Housing _____

Health Insurance _____ Auto Allowance _____

Retirement _____ Social Security _____

Other _____

Total: _____

Routings and Approvals:

Accounting _____ Date _____

Pastor/Principal _____ Date _____

(Copies of this agreement shall be provided to the entity, congregation, member and the Diocesan Vicar for Religious.)