

Letter of Agreement – Director of Music (Half- Time)

Letter of Agreement between

St. Timothy's Episcopal Church, Danville, California and Darita Seth

Mission and Ministry

- The work of the Music Director includes parish activities involving music including, but not limited to leading Sunday musical worship, choir rehearsal, and musical worship for Holy Days. All specific criteria are outline in the job description.
- Lead choir and musical worship during the summer and other special parish events involving music (e.g. concert series). Work will involve a 20 hour work week especially in regard to long range worship planning and new initiatives throughout the program year as well as summer.
- Choir will continue as a summer choir during the summer (no weekday rehearsal).
- Attend weekly staff meeting, plan and review music for regular worship.
- Consult with Rector on music while collaborating seasonally with choir advisors with an emphasis on upcoming liturgical season planning.
- The parish goals, as reflected in the parish mission statement, shall be reviewed and revised (as required).
- There shall be periodic reviews in order to:
 - Provide mid-year updates - Establish goals for the work of the parish.
 - Clarify expectations of all parties.
 - Isolate areas that have not received adequate attention and may affect the ministry of the parish.
 - Annual Performance Reviews with the Rector

Times of Work and Leave

The Music Director will have the following periods of leave at full compensation.

- 9 paid leave days including national holidays, to be taken so as not to interfere with worship on Sunday or major church occasions: New Year's Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving; Day after Thanksgiving, Christmas. Music is expected on but not limited to Christmas Eve and Day; however another day may be taken off to compensate for this requirement.
- 10 days (40 hours total) of annual vacation to include up to three (3) Sundays. One continuing Ed Sunday may be available. Vacation days granted during any calendar year should be taken in that same calendar year.
- Will make a written request for time off six weeks in advance, to be approved by the Rector.
- Four working days (16 hours) of continuing education each calendar year, one day of which may be a Sunday. If continuing education does not include a Sunday, this may not be used to create a fourth Sunday of vacation.

Insurance

Workers' Compensation, Social Security and leaves for pregnancy and work-related disabilities are the only benefits provided employees who work fewer than thirty (30) hours per week. St. Timothy's will

not provide compensation for health care but will allow the employee to purchase insurance through the church's insurance program at his cost.

Disability

In the event of long term illness, injury or disability (unrelated to workplace injury, salary will not be continued through St. Timothy's

Sick leave

Paid sick leave is accumulated at the rate of 1.66 hours per month for a total of 20 hours per year.

Media and Communication

- Will give roughly six weeks' notice along with print ready text to advertising for community-wide as well as church events.
- Primary goal will be to plan a year's worth of community events, while allowing for flexibility when great opportunities come up.

Use of Buildings

Except for the use of the church and its buildings for the duties and ministries of the Music Director, he shall refer any requests to use the facilities for church programs or for programs involving individuals or groups from outside the parish, to the Wardens following guidelines approved by the vestry.

Revision

This letter is to be revised by mutual agreement and in writing annually. Compensation and expense revisions will be mutually agreed upon in a separate process with wardens and vestry.

Interpretation

In the event of conflict over the terms of interpretation of this letter or work performance, the Rector along with the vestry will be brought into these discussions if warranted and required.

Restricted Fund – "Music Program"

This fund is only accessible via a well-documented proposal to the Vestry. 70160 "Music Program" is not for staff compensation, regular expenses, or anything not having formal and enthusiastic approval by the Vestry. In addition 70161/70165 are income and expense line items in support of the "Music Program" /70260 line item. Financial expenditures and oversight remains solely at the discretion of the vestry.

Other Agreements

- This letter of agreement shall be made part of the minutes of the next vestry meeting.
- The Music Director shall participate in all diocesan or nationally required training, including anti-racism and anti-sexual misconduct training.
- The parish staff works at the discretion of and under the supervision of the Rector.
- A required background check will be completed to the satisfaction of Diocesan requirements

Financial Addendum, May 10th, 2018

Compensation

The Music Director's 2018 compensation package is \$37,440, which will be reviewed and may be adjusted each year.

Supplementary Compensation

The Music Director may charge fees for musically accompanying the rites of the church. This is applicable for members as well as non-members of the parish (2018 rate).

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| Baptisms | \$150 | | Marriages | \$350 | | Funerals | \$250 |
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Budget in 2018

There are six line items in 2018. There will be eight items in 2019 that will require ongoing oversight of the Music Director to remain within budgetary restraints. In collaboration with the vestry, the Rector has the authority to make budgetary changes in order to remain within budget throughout the year. Current (2018):

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| 62501 | Musicians | \$13,000 | (will be split into Paid Musicians and Supply Musicians in 2019) |
| 62601 | Continuing Education | \$500 | (62601 line item is for all staff, Music Director is only 500) |
| 63205 | Music Expenses | \$3,000 | (will be split into Professional Expense and Music Hospitality in 2019) |
| 63206 | Music equipment repair and maintenance | \$600 | |
| 70130 | Concert Series | currently \$840 deficit | |

(70131 and 70135 are the income and expense line items in support of 70130 "concert series")

In 2019, 62501, "Musicians," will be split into "Paid musicians" and "Supply musicians." This change will not imply an increase in overall budget. This split is a budget tool to distinguish regularly paid musicians from supply musicians. A Supply musician periodically leads worship during the Music Director's absence on Sundays. In 2019, 63205 "Music Expenses" will be split into two line items (see explanation below). 63205 will split into "Professional Expenses" and "Music Hospitality" (see clarification below).

Expenses

- The church will provide for the normal expenses of the church office operations such as telephone, postage, office equipment, supplies, secretarial services, etc to be included within "Professional Expense" (line item to be established in 2019).
- In addition to regular church office operations. "Professional Expense" include reimbursement of documented expenses according to a vestry approved plan. Professional expenses may include books, professional journals, purchase of copyrighted music and professional memberships based on documented need for effective music ministry.
- Any parties or social events will be budgeted in a separate line item to be established in 2019 called "music hospitality" and will be budgeted according to projected needs and includes food and social ministry within the music department
- A continuing education expense allowance is inclusive of registration, travel, hotel and meals, for the purpose of attending conferences or meetings for the purpose of continuing education.
- These funds do not carry over from year to year.

This will be reviewed confidentially without other clergy present at the May 16th Vestry meeting.

Signature page of the Letter of Agreement

Director of Music (Half- Time)

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St. Timothy's Episcopal Church, Danville, California

and

Darita Seth

Acceptance of this Letter of Agreement

Music Director

Date

Rector

Date

Senior Warden

Date