



**ST. MARY'S
EPISCOPAL
CHURCH**

NURTURING SOULS *and*
SAVING LIVES *since 1892*

The Rev. Peter J. Van Hook
Priest-in-Charge

The Rev. Craig A. Klein
Deacon

Kiffer Card
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DATE

LETTER OF AGREEMENT

between

St. Mary's Episcopal Church

and

N.N.,

regarding the position of

Organist

at St. Mary's Episcopal Church

I. Organist Position defined

- A. In accordance with the Canons of The Episcopal Church and the Episcopal Diocese of Utah, the Organist answers to the Priest-in-Charge of St. Mary's Episcopal Church. The position of Organist is funded by the budget established by the Bishop's Committee of St. Mary's Episcopal Church.
- B. The Organist is responsible for providing appropriate music for the worship of the congregation of St. Mary's Episcopal Church. The specific responsibilities of the position are contained in the document "Core Duties" (job description), which is appended to this Letter of Agreement.
- C. To the extent possible, St. Mary's Church ascribes to the standards of the American Guild of Organists (AGO).

II. Policies and Procedures of the Episcopal Diocese of Utah and St. Mary's Episcopal Church

- A. The Policies and Procedures of the Episcopal Diocese of Utah require that all persons employed in a congregation of this diocese must submit to a background check performed by the Office of the Chancellor. Also, because the position of Organist requires interaction with children the Organist is must complete the on-line course regarding Church Worker Conduct.
- B. No offer of employment may be made until the background check is completed. Completion of the Church /worker Conduct Training and the review of the Policies and Procedures is to be done during the probationary period.

- C. The Organist will be given a copy of the parish Policies and Procedures, and must be familiar with them. A signed statement to this effect will be submitted to the Church Office.

III. Compensation and Benefits

- A. The Organist is an independent contractor working with the staff and congregation of St. Mary's Episcopal Church. For the first three months, a probationary period, the Organist will be compensated at the rate of \$ \$ \$ dollars (\$000.00) per service. Following successful completion of the probationary period the Organist will be compensated at the rate of \$ \$ \$ (\$000.00) per service.
- B. No vacation or sick leave is granted with the position of Organist.
- C. Time away must be approved by the Priest-in-Charge.

IV. Letter of Agreement, Term and Limitations

- A. This Letter of Agreement is not a contract of employment, but simply outlines the commitments of the two parties for the indefinite period of the agreement.
- B. St. Mary's Episcopal Church reserves the right to terminate this Letter of Agreement at any time with or without cause, and if the termination is without cause will provide with not less than thirty (30) days' notice. The Organist may terminate this agreement at any time, but is asked to provide at least thirty (30#) days' notice of such termination.
- C. This Letter of Agreement is subject to the review by the Bishop's Committee of St. Mary's Episcopal Church and by the Chancellor of the Episcopal Diocese of Utah.

The Rev. Peter J. Van Hook, Priest-in-Charge

Date

N.N.

Date

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