

GRACE EPISCOPAL CHURCH  
306 NW 3rd  
Madison, South Dakota 57042

The Very Rev. Karen E. Hall, Vicar      Church: 256-2325    Home: 256-9440

January 6, 1989

To:    Members of the Bishop's Committee

From: Mo. Karen *Karen*

RE:    Diocesan Letter of Agreement

Enclosed is a Position Description and Expectations for the Vicar of the Wider Area Ministries, and a Diocesan Letter of Mutual Agreement. Please review this document. Merrill, as Senior Warden, is prepared to sign in approval this document. If you have any concerns, or wish to discuss this further, please let either Merrill or me know by January 11. The Position Description is the same as last year's, and the Diocesan Letter of Agreement is in force only through May 31, 1989.

If we do not receive any objections to this document by January 11, I will instruct Merrill to endorse this document and will then forward it to the Diocesan office.

Thank you for your consideration.

THE DIOCESE OF SOUTH DAKOTA

APPENDIX A

Position Description and Expectations

Vicar of Grace Church, Madison;  
St. Mary's-Our Blessed Redeemer, Flandreau;  
St. Stephen's, DeSmet

OBJECTIVES

To lead the Wider Area Ministry churches so that the parishioners in each of these churches may continue to know Christ and make him known. The Vicar of the Wider Area Ministry churches is to pastor and nurture these churches in such a way that each church feels whole rather than fragmented, utilizing the time agreed upon elsewhere in this covenant.

DIMENSIONS

Churches served: Grace Episcopal Church, Madison  
St. Mary's-Our Blessed Redeemer, Flandreau  
St. Stephen's, DeSmet

Sunday Services: St. Mary's-Our Blessed Redeemer every Sunday at 9am  
Grace Church, every Sunday at 11am  
St. Stephen's, 2nd and 4th Sundays at 2pm

This schedule is subject to revision for the following reasons:

1. Bishop's Visitations
2. Cancellation of services due to weather conditions
3. Illness
4. Diocesan responsibilities

Ministerial Association rotation for Nursing home services in Madison and Flandreau

Regular services at the Flandreau Indian School, generally on the third Sunday of the month at 4pm.

Diocesan responsibilities:

1. Dean of the Eastern Deanery
2. Chair: Commission on Christian Social Concerns
3. Member: Commission on Chemical Dependency and Abuse

Weekly Schedule:

1. Monday: Day Off
2. Tuesday: DeSmet/Madison
3. Wednesday: Flandreau
4. Thursday and Friday: Madison
5. Saturday: Madison: Sermon Prep, study days, etc.

## NATURE AND SCOPE

The Vicar of the Wider Area Ministries is pastor, priest and teacher. She is responsible directly to the Bishop, but accountable to the Bishop's Wardens and Bishop's Committees of all three churches. The Bishop's Committees are responsible for all administrative, physical and financial matters pertaining to the life of the churches in concert with the ministry of the Vicar. Volunteer lay leaders, including the Bishop's Committees, will assist by helping with church school, social and community programs and worship, as required and set forth in the Book of Common Prayer and Canons of the Church. The Vicar will provide leadership in the areas of worship, Christian formation, stewardship and evangelism, pastoral care and outreach.

## ACCOUNTABILITIES

Of the Very Rev. Karen E. Hall

1. Lead worship, preach the Gospel and administer the sacraments so that the congregations are given opportunity for spiritual renewal and meaningful response to Christ.
2. Provide for pastoral care of the parishioners so that individual and family joys, anxieties, stresses and crises are met with Christian concern.
3. Guide members of the Bishop's Committees, lay readers and the congregation in maintaining current mission goals and objectives and to make recommendations for the future. This will include a concerted effort in evangelism and church growth, Christian education, and youth programs.
4. Motivate and challenge the congregations to continue to recognize the needs of others so that their members respond with their time, abilities and money, within and beyond the mission churches.
5. Participate in community, deanery and diocesan activities so that the mission of the congregations beyond themselves is furthered. Report to the Bishop's Committees on Diocesan activities.

## ACCOUNTABILITIES

Of the Bishop's Committees of the WAM Churches

1. Pray for, support and uphold Mo. Hall in her ministry.
2. Support the ministry of the church by regular attendance at Sunday services and through regular stewardship of time and money for the forward progress of the ministry.

3. Assist the Vicar in guiding the congregations in the areas of Christian education, evangelism, stewardship, worship, pastoral care and outreach, and any other areas of ministry that are needed.
4. Notify the Vicar in a timely manner when pastoral duties are needed, e.g. illness, death, crisis.
5. Maintain effective communication with the Vicar.

# The Diocese of South Dakota



The Right Reverend  
Craig B. Anderson, Ph.D., Bishop

## LETTER OF MUTUAL UNDERSTANDING AND EXPECTATIONS FOR MISSION CLERGY

This LETTER OF MUTUAL UNDERSTANDING AND EXPECTATIONS is between the Right Reverend Craig B. Anderson, Bishop of the Diocese of South Dakota, and the Reverend Karen E. Hall, called to serve as Vicar of the Eastern Deanery Wider Area Ministry, consisting of the following congregations: Grace Church, Madison; St. Mary's and Our Blessed Redeemer, Flandreau; and St. Stephen's, DeSmet, and the Bishop's Committees of said congregations in order to support our ministry together, beginning January 1, 1989 until May 31, 1989.

It is our understanding that Mother Hall will lead the congregations, as pastor, teacher, and preacher, sharing in the councils of the congregations, the Diocese of South Dakota, and of the Episcopal Church. By our words and actions, we intend to support each other, to be guided and informed by Holy Scripture, the Book of Common Prayer, and the Constitutions and Canons of the General Convention and the Diocese of South Dakota. Together, we intend to proclaim the Gospel, love and serve God's people, nourishing, strengthening, and equipping them to minister to one another and the world, all to the glory of God and the furtherance of His Kingdom.

It is also understood that the Bishop expects all clergy of the Diocese to maintain a daily spiritual discipline of prayer, to include some form of the daily office, as well as ongoing spiritual formation. It is expected that clergy will continue in their studies to deepen their understanding of God's Holy Word, theology, and other subjects related to this continuing spiritual and ministerial development.

In addition, the Bishop expects all clergy to tithe. The Bishop also expects all clergy, as sacramental persons, to be symbols to the community in their conduct and manner of living, in accordance with the vows taken at ordination.

Additionally, all clergy are expected to celebrate the Sacrament of Holy Eucharist each Sunday and the Sacrament of Holy Baptism as needed or as outlined in the rubrics of The Book of Common Prayer.

Mother Hall's ministry is further described in the annexed Appendix A, and is made a part of this letter.

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It is also agreed that Mother Hall will continue her ministry as Dean of the Eastern Deanery.

#### **REVIEW**

It is expected there will be a Review of this ministry no later than May 1, 1989 by Mother Hall, representatives of the congregations, and a member of the Bishop's staff. This Review will be in a form specified by the Bishop or his representative.

#### **TIMES OF WORK AND LEAVE**

It is understood that Mother Hall will, in consultation with the Bishop, or his representative, undertake such ministries as are appropriate within the local community, Eastern Deanery, and the Diocese as a part of her responsibilities.

It is expected that Mother Hall shall work such time as necessary to effectively accomplish her ministry, but shall take at least one (1) full day per week away from parochial duties. It is understood that this day shall be an uninterrupted 24 hour period of time. It is understood that compensatory time off is allowed. Compensatory time off should be taken as ministry permits, and should be no more than two (2) days at a time. Further, it is expected that Mother Hall's day off will be made known to the congregations she serves and should be respected by all parties.

It is understood that Mother Hall will have the following periods of leave at full pay: national holidays (to be taken so as not to interfere with worship on major religious holidays) and tribal festivals or pow-wows as appropriate and within reason. Leave is accrued at the rate of 2.5 days per month, to be used prior to May 31, 1989.

#### **COMPENSATION**

It is understood that Mother Hall's compensation will be as set forth in the annexed Appendix B. Factors governing compensation are set forth in the annexed Appendix C. Travel expenses incurred outside the mission field, on approved Diocesan business, will be re-imbursed by the Diocese at current rates and in accordance with Diocesan Council policies. It is understood that all cash payments will be made in FIVE (5) monthly payments, on or before the 26th of each month.

It is understood that pension and life/health insurance premiums will be paid by the Diocese during the term of this Letter, the amounts of such payments being set forth in the annexed Appendix B.

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It is understood that those administrative office expenses incurred in the course of this ministry will be paid by the congregations.

It is expected that Mother Hall will maintain a Discretionary Fund for her use, and that such funds will be kept and used in accordance with the Canons of the General Convention of the Episcopal Church, the Canons and policies of the Diocese of South Dakota, and Internal Revenue Service guidelines. It is expected that records will be kept for Diocesan audits. Further, it is expected that outside funds will be reported to the Diocesan Office and that a record of all receipts and expenses be kept and are subject to Diocesan audit.

It is understood that if assistance is needed in preparing income tax forms Mother Hall may contact the Diocesan Finance Officer for assistance in this and other financial matters.

**ADDITIONAL UNDERSTANDINGS**

It is understood that if at any time Mother Hall or the Eastern Deanery WAM is unable to fulfill the understanding and expectations, in part or in whole, as set forth in this Letter, that Mother Hall should contact the Diocesan Office as soon as possible. It is understood that the Bishop will designate someone to assist in resolving conflicts resulting from either party being able to fulfill the understandings and expectations as set forth in this Letter.

This Ministry Declaration may be modified at any time with the written concurrence of the participants. Any modification shall not become effective until the acceptance of the Bishop is endorsed thereon.

Dated this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

By \_\_\_\_\_, Senior Warden, Grace Church,  
Madison, SD

\_\_\_\_\_, Senior Warden, St. Mary's and OBR,  
Flandreau, SD

\_\_\_\_\_, Senior Warden, St. Stephen's  
DeSmet, SD

\_\_\_\_\_, The Reverend Karen E. Hall,  
Vicar

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**ACCEPTANCE**

The undersigned, as Bishop of the Diocese of South Dakota, having examined the foregoing Letter of Agreement, does, pursuant to and in accordance with the Canons of the General Convention and the Diocese of South Dakota accept the same and concur in the appointment of the Reverend Karen E. Hall as Vicar of Eastern Deanery Wider Area Ministry in accordance with the declarations as hereinbefore set forth.

Dated this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
The Right Reverend Craig B. Anderson