

# PASTORAL ASSOCIATE AGREEMENT

*Religious Sister*

**Diocese of Ogdensburg**

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by  
and between the Pastoral Associate Sister \_\_\_\_\_,  
(first name) (family name)  
acting as agent for \_\_\_\_\_ and  
Religious Community  
\_\_\_\_\_  
(parish name) (village/city)

provides as follows: The Pastoral Associate agrees to work according to the terms of the job description in the parish designated above from July 1, 20\_\_\_\_ - June 30, 20\_\_\_\_ or for such a portion thereof as may remain after the beginning date of service, subject to the following:

## **CONDITIONS**

1. The Pastoral Associate will follow all of the regulations and directions of the Bishop for the Diocese of Ogdensburg.
2. The Pastoral Associate will fulfill the duties of the job description.
3. The Pastoral Associate will fulfill or benefit from any special conditions of employment attached and initialed.
4. The Pastoral Associate will be afforded and utilize the continuing educational opportunities available from the Diocese of Ogdensburg and other sources, where possible.

## **SALARY AND BENEFITS**

1. A Stipend of \$\_\_\_\_\_ and (\$\_\_\_\_\_ monthly)
2. Retirement allowance of \$\_\_\_\_\_

3. The parish agrees to provide religious with housing in the convent owned and maintained by the parish. In the case where the parish does not own a convent, the parish shall pay for the contract year the amount of \$\_\_\_\_\_ paid in two installments, to the religious community responsible for housing of the religious. A Religious is responsible for her own board.
4. An automobile and the expenses for its use will be provided for all professional obligations connected with the Pastoral Associate's position in the parish. Sister may use the car for community and personal travel at her own expense for gas.
5. Medical insurance including Major Medical
6.
  - A. Sickness of one month with pay
  - B. Vacation of three weeks
  - C. Personal days of one working week
  - D. Retreat days of one week
  - E. Extra time to be negotiated for community commitments

***RENEWAL***

Renewal of this agreement with necessary revisions will take place by \_\_\_\_\_ with the consent of all the above named parties.

\_\_\_\_\_  
date

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
date

\_\_\_\_\_  
Pastoral Associate  
Agent for \_\_\_\_\_  
Religious Community