

VICARAGE AGREEMENT

Prepared in cooperation
with the seminaries of
Lutheran Church-Canada

Name of congregation

City/Province

for

Name of Student

This agreement shall be completed in force and binding when all signatures have been affixed.

1. Congregation

Witness our hands as evidence that this agreement has the approval of

_____ of _____
Name of Congregation City Province

_____ Pastor
Date

_____ Secretary of Congregation
Date

2. District President

Witness my hand as evidence that this vicarage agreement has the approval of the president of the

_____ District of Lutheran Church-Canada.

_____ District President
Date

3. Seminary Official

Witness my hand that _____ of _____
_____ Seminary, a duly certified theological
student, is hereby, at the direction of the Board of Assignments, placed to serve in the capacity described in this agreement.

_____ Director of Vicarage
Date

4. Student

Witness my hand as evidence that I, _____, do hereby accept this
assignment aware of the great responsibility and trust which it expresses. It shall be my prayer that God may bless me with
a willing spirit, a large measure of faith, and strength to fulfill my duties as a ministerial vicar.

_____ Student
Date

INSTRUCTIONS TO CONGREGATIONS APPLYING FOR A VICAR

1. The two VICARAGE AGREEMENT forms to be filled out with original signatures. All information requested by the enclosed VICARAGE APPLICATION FORM IS TO BE FILLED OUT IN DETAIL. The original completed vicarage application and vicarage agreement forms are to be returned to the office of the district president. If you would like to retain a copy, please photocopy the form before returning it.
2. The minimum vicarage term is twelve months, with most vicarages beginning between Aug. 1 and Sept. 1. Generally, students are not assigned to vacant parishes.
3. Financial guidelines: Part IV of the application form should be filled out accurately in all parts. The most recent guidelines adopted by the Council of Presidents are as follows:
 - a) **Salary:** \$19,475.00 per year (single or married.) This includes the vicarage fee of \$1,665.00. **Housing/Utilities:** Allowance or specific housing and utilities should be provided without cost to the vicar. Housing should be commensurate with the community's standard of living. If you are providing a housing allowance, please give amounts for both single and married vicar, unless you cannot accept a married vicar. If you have specific housing (such as a parsonage or other dwelling), please specify briefly what it is – size, number of bedrooms, limits of family, furnishings included, etc. If you have any limitations on size of family or if you are somewhat flexible in salary and housing, please indicate this also.
 - b) **Moving/relocation:** Round-trip travel from and to the seminary should be provided without cost to the vicar. Travel generally includes mileage, food and overnight lodging as required by the distance. Moving allowance should be sufficient for self-moving (rental trailer or truck) of necessary belongings. If fully furnished housing is provided, travel expenses and shipping/transportation of necessary items should still be covered.
 - c) **On-the-job transportation expense:** Please state amount and method of provision for covering indicated expenses.
 - d) **Paid vacation time:** Usual amount is two weeks.
 - e) **Health Insurance:** If vicar and family are not eligible for provincial health plan, congregation is to pay for health insurance.
 - f) **Vicarage fee:** The vicarage fee is to be paid to the seminary by the vicar.

The congregation must remit the employer's share of CPP and EI and must withhold and remit income taxes for the vicar and the vicar's share of CPP and EI.

By making adequate financial provision for the vicar, the congregation is assisting LCC in the synodical program of ministerial training

VICARAGE APPLICATION



IN THE NAME OF THE FATHER, SON AND HOLY SPIRIT

I GENERAL INFORMATION

District _____

This agreement is between _____ of _____
name of congregation city/province

and _____ Seminary, for a student to serve as ministerial vicar for a term
beginning _____ and ending _____ to be assigned as a part of spring placement.
month/day/year month/day/year

Pastor who will be directly responsible for student's supervision: _____

Is the student vicaring in the same congregation in which the supervision pastor serves? _____

If not, how far away is the supervision pastor's congregation? _____ km

Church phone _____ Supervisor's phone _____

II INFORMATION ON THE CONGREGATION

Size of community(ies): _____

Briefly describe the community(ies):

Number of communicant members: _____

Average weekly attendance: _____

Briefly describe the congregation(s):

Does the church operate a Lutheran school: ____ If no, is there ready access to a Lutheran school? ____

If yes, which grades? _____ Size of school? _____

Will the vicar need to pay tuition for his children if he wishes to use the school? _____

Unique or special ministries (select all that apply)

- | | | | |
|----------------------------------|---|--|--|
| <input type="checkbox"/> Campus | <input type="checkbox"/> Institutional | <input type="checkbox"/> Camp | <input type="checkbox"/> Foreign lang. |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Music | <input type="checkbox"/> Prison | (which) _____ |
| <input type="checkbox"/> Mission | <input type="checkbox"/> Developmentally Challenged | <input type="checkbox"/> Ethnic Ministry | <input type="checkbox"/> Other _____ |
| | | <input type="checkbox"/> Inner City | |

Size of Community(ies) _____

Describe community _____

Number of Members _____

Describe congregation _____

School? _____ If no, access? _____ If yes, grades? _____ Size? _____ Vicar pays tuition? _____

Special Ministries

- Campus
- Deaf
- Mission
- Institutional
- Music
- Developmentally Challenged
- Camp
- Prison
- Ethnic Ministry
- Inner City
- Foreign language (which) _____
- Other _____

A. Salary Single _____ Married _____
Housing and Utility Allowance Single: _____ Married: _____ OR Arrangement as follows

Bedrooms _____ Pets? _____

Utilities _____

Furnishings Major appliances only Furnished _____

Phone provisions Service provided except personal long distance

Other _____

Additional Information

B. Cost of moving/relocation _____

C. Transportation Allowance Monthly Allowance of: _____ OR _____ cents/km

D. Paid vacation time _____

E. Health Insurance Coverage _____

F. Additional Information:

District President's Comments

DP Ranking: _____ out of _____

Has the congregation submitted an alternative application for a delayed vicar? _____ Candidate? _____

For District Use Only