

**Agreement for Services of Religious**

Agreement between \_\_\_\_\_  
(Parish or Institution)

and \_\_\_\_\_ for the services of

\_\_\_\_\_. The \_\_\_\_\_  
(Name of Religious ) (Parish or Institution)

parish is in need of the services of \_\_\_\_\_  
(Name of Religious )

for the period of the year \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_.

The Religious Congregation agrees to offer the services of this Religious as a Religious

under the vow of poverty for this period in the position of \_\_\_\_\_  
(Job description must be attached)

This position is: \_\_\_ Full-Time \_\_\_ Part-Time

\_\_\_ Other: Please stipulate arrangement. \_\_\_\_\_

The parish or institution will compensate the Religious Congregation for the services of the Religious . During the time period stipulated above this will be \$ \_\_\_\_\_ per month for \_\_\_\_\_ months.

In addition the parish or institution will provide the other benefits as provided for any employee in a comparable position, specifically:

a. Hospital and Medical Insurance (including major medical): Pay \_\_\_\_\_% of the premium for monthly coverage under the terms and conditions of the \_\_\_\_\_  
(Diocese or Congregation) \*\*/ ◆

(To qualify for health insurance employees must work a minimum of 30 hours a week)

b. Dental Insurance: Pay \_\_\_\_\_% of the premium for monthly coverage under the terms and conditions of the \_\_\_\_\_ dental insurance plan.  
(Diocese or Congregation) \*\*/ ◆

(To qualify for cost sharing under our dental insurance program, employees must work a minimum of 30 hours a week)

c. Retirement: Pay 2% of compensation to the retirement plan of the Religious Congregation for non-priests or an amount equal to Priest Pension Plan contribution for priests. Non-priest contributions will be made quarterly; priest contributions will be made annually.

d. Mileage Reimbursement for work-related travel (Note: this does not include the ordinary travel back and forth to work each day.): based on stated parish or institution reimbursement rate.

e. Other: Workman’s Compensation

Working arrangements shall be:

- a. The work week shall be 40 hours (5 days). Except by specific mutual arrangement, the non-working days will be \_\_\_\_\_ and \_\_\_\_\_.
- b. Other non-working days will be: \_\_\_\_\_.
- c. Vacation time will be \_\_\_\_\_ weeks selected by the Religious with the approval of the parish or institution as follows:  
\_\_\_\_\_  
\_\_\_\_\_
- d. Other: \_\_\_\_\_
- e. In the event of illness: provide benefits available to parish or institution employees.

The Religious Congregation agrees that the Religious named above shall perform their duties in this position in accordance with parish or institution policies.

Should the Religious, named above, leave their Religious Congregation or be granted a leave of absence from their congregation, this agreement terminates immediately.

This is an “at will” agreement and can be terminated by either party (Religious , Religious Congregation, parish or institution) at any time.

\_\_\_\_\_  
Date \_\_\_\_\_  
(On behalf of the Parish or Institution)

\_\_\_\_\_  
Date \_\_\_\_\_  
(On behalf of the Religious Congregation Leadership)

\_\_\_\_\_  
Date \_\_\_\_\_  
(Religious )

\*\*If the Religious Congregation wishes the Religious to remain part of a congregational health insurance plan and/or dental plan, the parish or institution pays only as much toward the religious Congregation premium as it would if the Religious was in the Diocesan Plan.