

# 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

\_\_\_\_\_  
Name of Congregation of \_\_\_\_\_ City \_\_\_\_\_ Province

\_\_\_\_\_  
Date Pastor \_\_\_\_\_

\_\_\_\_\_  
Date Secretary of Congregation \_\_\_\_\_

**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.

\_\_\_\_\_  
Date District President \_\_\_\_\_

**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.

\_\_\_\_\_  
Date Director of Vicarage \_\_\_\_\_

**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.

\_\_\_\_\_  
Date Student \_\_\_\_\_

## 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:** \_\_\_\_\_. This includes the vicarage fee of \$1,665  
**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

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### 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 language |
| <input type="checkbox"/> Deaf    | <input type="checkbox"/> Music                         | <input type="checkbox"/> Prison          | which) _____                              |
| <input type="checkbox"/> Mission | <input type="checkbox"/> Developmentally<br>Challenged | <input type="checkbox"/> Ethnic Ministry | <input type="checkbox"/> Other _____      |
|                                  |  | <input type="checkbox"/> Inner City      |   |

