

Instructions to Congregations Applying for a Vicar

1. The Vicarage Agreement form and the Vicarage Application forms are to be filled out with original signatures. All information requested by the 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 Regional Pastor. 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 compensation guidelines adopted by the Board of Directors are as follows:
 - a) **Salary:** “\$28,550 per year, plus housing and mileage. The salary includes the vicarage fee (tuition) to the seminary.” (2024 Compensation Guidelines)
Housing/Utilities: 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:** “Moving expenses for Vicars/DPS Interns are to be paid by the congregation at the beginning and conclusion of vicarage/internship.” (2024 Compensation Guidelines) 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

Region _____

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.

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

_____ Is the student serving in the same congregation in which the supervisory pastor serves? _____

If not, how far away is the supervisory 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"/>	Prison	
<input type="checkbox"/>	Deaf	<input type="checkbox"/>	Music	<input type="checkbox"/>	Ethnic Ministry	
<input type="checkbox"/>	Mission	<input type="checkbox"/>	Inner City	<input type="checkbox"/>	Foreign Language	(which) _____
<input type="checkbox"/>	Other	_____				

III SIGNIFICANT ASPECTS OF THE VICARAGE

Describe the following three significant aspects of this vicarage:

1) The goals you have for the vicarage program in your congregation.

2) The various opportunities for learning and serving which the vicar will receive in your congregation in the areas of preaching, worship (briefly describe your worship practice), visitation, teaching, administration, and any other areas of note.

3) The type and amount of supervision that will be given to the student.

IV AGREEMENT TO CARE FOR THE VICAR

4) We do hereby agree to accord to our vicar such love, honor and encouragement as befits one in his position. We will be ever mindful that he is in our congregation primarily to learn as he serves, and accordingly we will support him with our diligent and faithful prayers.

Following are our plans for providing proper care and support for the vicar:

A. Salary and Housing (see compensation guidelines)

Basic salary per month:

We will provide (select one)

Housing and utility allowance per month:

The following housing arrangements:

Utilities paid? _____ No. of bedrooms _____

Pet allowed? _____

Furnishings: Major Appliances only
 Furnished:
description _____

If housing provided, distance to church? _____

Phone provisions

Service provided except personal long distance calls

Other _____

Please give any additional information about housing that might be helpful to the Placement Committee in making an assignment to the vicar in preparing for vicarage.

B. Cost of Moving/Relocation (see compensation guidelines)

We will make the following provisions for the vicar's relocations between the church and the seminary:

C. On the Job Transportation (select one)

Monthly allowance of: _____ Cents per km: _____

D. Paid vacation time

The vicar will be given the following paid vacation time:

E. Health Insurance Coverage

If the vicar and his family are not eligible for provincial health plans, the congregation will be responsible for up to _____ a month for insurance coverage.

F. Additional Information

