

## Sample Letter of Agreement – Diocesan Jubilee Officer

(BISHOP) hereby appoints (NAME) to serve as Diocesan Jubilee Officer for the Diocese of xxxxxxxx, subject to the terms set forth in this Letter of Agreement.

Jubilee Ministries was created by mandate of the 1982 General Convention of the Episcopal Church to be “a ministry of joint discipleship in Christ with poor and oppressed people, wherever they are found, to meet basic human needs and to build a just society.” In order to facilitate this ministry, each diocese will appoint a Jubilee Officer who will “become informed on all facets of Jubilee Ministry, serve as a liaison to the Jubilee Ministry Commission, be available as a resource to bishops and congregations and otherwise bring support to further Jubilee Ministries.”

The Diocesan Jubilee Officer agrees to perform the following duties:

- A. **The Jubilee Officer will become informed on all facets of Jubilee Ministry.** This may involve attending training seminars sponsored by the national church, and definitely means becoming knowledgeable about the Biblical foundations and history of Jubilee Ministry.
- B. **The Jubilee Officer will serve as a liaison between local ministries and the national Jubilee Office.** This will involve identifying existing “Jubilee-type ministries” within the diocese, and shepherding them through the application and recognition process. Once Jubilee Ministries have been officially recognized, the Jubilee Officer will maintain regular contact with these ministries, including yearly reaffirmation site visits, and will see to it current contact information for each ministry is listed on the national Jubilee Ministries website. The Jubilee Officer may also convene regularly scheduled meetings of representatives of diocesan Jubilee Ministries for the purposes of networking, training and sharing.
- C. **The Jubilee Officer will be available as a resource to the bishop and to congregations.** This includes providing congregations with brochures, booklets and other Jubilee-related information, and making him/herself available to lead classes and forums on Jubilee Ministry at parishes, speaking at diocesan gatherings, organizing a table or booth promoting Jubilee Ministries at Diocesan Convention, and providing regular contributions to diocesan publications. In addition, the Jubilee Officer will make yearly written reports to the bishop outlining the activities of diocesan Jubilee ministries, and will see to it the bishop is informed of changes, difficulties or accomplishments at individual ministries. In addition to this written report, the Jubilee Officer will meet at least yearly with the bishop to discuss goals and strategies for the coming year.
- D. **The Jubilee Officer will provide further support to Jubilee Ministry as called upon.** This may include encouraging centers to become members of the Episcopal Public Policy Network, serving on national Jubilee-related committees, or conducting site visits in other dioceses when asked

The bishop and diocese agree to support the Jubilee Officer in the following ways:

- A. The diocese will be responsible for payment of the Jubilee Officer's travel and training expenses, in an amount not to exceed \$xxxx per year. In addition, the diocese will provide a year budget of \$xxxx to cover printing, communications, organizational and other administrative expenses.
- B. The bishop will present certificates of recognition to new Jubilee Ministries whenever possible, and will encourage eligible ministries throughout the diocese to consider seeking Jubilee status.
- C. The bishop will provide time at Diocesan Convention for the Jubilee Officer to give an account to delegates of the previous year's activities, and will encourage booth and/or table space to be made available for Jubilee Ministries exhibits.
- D. The diocese will promote the activities of Jubilee Ministries through stories in diocesan publications.
- E. The bishop will meet with the Jubilee Officer at least yearly – and other times as requested – to become apprised on developments within diocesan Jubilee Ministries, and will read and acknowledge receipt of the Jubilee Officer's yearly written report.

Other provisions:

- A. This agreement will be effective for three years from the date accepted and may be renewed at the end of that time. This agreement may be terminated at any time by the Jubilee officer with the advice and consent of the Bishop; or by the Bishop.
- B. This agreement may be amended at any time should the Jubilee Officer's ministry change and working arrangements be altered. Such changes may be initiated by the deacon or by the Bishop, so long as both shall agree to such changes in writing.

\_\_\_\_\_ Diocesan Jubilee Officer

\_\_\_\_\_ Bishop

\_\_\_\_\_ Date

