OFFER TEMPLATE

INSERT DATE

Dear xxx:

We are excited to offer you employment as xxx Pastor with your church. This is a full time, salaried position starting September 1, 2017. You will be paid at an annual rate of $xx,xxx subject to annual review. Benefits will be provided according to the church’s group plan. Hours of work are as assigned by your supervisor, xxx, and subject to ongoing review and adjustment.

All employees are first representatives of the church and ministers of the gospel. Agreement with our core values, membership requirements (even if not a member), lifestyle expectations and ministry covenant along with regular involvement in, financial support of and attendance at our church are ongoing conditions of employment. All employees should be prepared to care and pray for members of the church and community in the course of their duties.

Employees may be terminated for breach of the Employee Lifestyle and Morals Code of Conduct and/or if they cease to support and attend our church. Please review the Employee Lifestyle and Morals Code of Conduct document carefully.

If your weekly working hours exceed statutory limits, you are agreeing to take time off in lieu of overtime pay, to be taken a time amenable to both the employee and the employer in accordance with YOUR PRONVINCIAL LAW NEEDS TO BE REVIEWED law.

New employees have a three month probation period, where either party may end the agreement without cause. Your probation period will end on INSERT DATE.

Please sign below to acknowledge receipt and acceptance of this employment offer and conditions.

If you have any questions, please feel free to contact myself.

Sincerely,

SIGNED BY APPROPRIATE PERSON

**Acceptance: I have reviewed this employment offer along with the Employee Lifestyle and Morals Code of Conduct and agree to the terms of employment.**

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xxx Date**