Sample Offer of Employment Letter

Church Name and Address

Date

Candidate name

Address

Address

Dear [Candidate],

As you know, at our special business meeting on *Date* the membership voted in favor of extending a call to you for the position of Lead Pastor. Therefore, we are pleased to offer you the position of Lead Pastor of *Church Name*. Here is a list of particulars we wish to highlight for this position:

* This is a full-time position.
* Starting date is *Date*.
* Salary for this position is $\_\_\_\_\_\_\_\_\_\_\_\_ per year ($\_\_\_\_\_\_\_ per semi-month pay period).
* Benefits: *(SAMPLE! You will need to adjust the following)*
	+ Vacation is based on the equivalent of four weeks’ vacation per year.
	+ MSP premium – 100%, reimbursed monthly through your expense report.
	+ Group insurance through our National Fellowship plan – 50% of the premium. This ensures that the employee pays for the long-term disability portion so as to render any benefits paid out to the employee as being non-taxable. The church will pay the full premium directly and deduct 50% from your paycheques.
	+ Matching monthly contribution to a retirement savings plan of your choice – 5% of salary. We will deduct 5% from your pay, add our 5% to that and give you a separate cheque or make a direct contribution to your plan for the total.
	+ Annual budget provision for professional development – 2% of salary.
	+ Pay will be deposited directly to your bank account on the 15th and at the end of each month, or on the last business day before those dates if they fall on a weekend or a statutory holiday. A paystub will be emailed to you.

Your role as Lead Pastor will be in accordance with the job description sent to you previously.

We look forward to seeing you join our team, and anticipate enjoying your leadership in our church as we seek to fulfill our mission of extending God’s Kingdom within our community.

Sincerely,

*Name*, Board Chair

Board of Elders

*Church Name*

*City or Town*

I hereby understand and agree to the terms outlined in this letter of offer.

DATED at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2018.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [Candidate name]