

[Sample Offer Letter]

[Date]

[Your Name]

[Your Church Name]

[Your Address]

[Your City, State Zipcode]

Dear [Recipient's Name]:

Greetings in the name of the Lord! We at [Church Name] are excited to extend to you a formal offer of employment for the exempt position of Minister of Music.

Your current compensation will be paid in bi-weekly installments of [Amount], which is equivalent to [Amount] annually. I have enclosed a Benefit Summary that outlines some of the benefits our church currently offers. As we discussed, you also will receive five days of vacation upon hire. We would like for you to begin your ministry with on [Starting Date]. If this time is not convenient for you, please let me know.

During the course of your employment, you are free to resign from [Church Name] at any time for any reason, and we also have the right to terminate your employment at any time, with or without advance notice and with or without cause. This is described as "Employment at Will". [Church Name] has not made a commitment for any length, duration or permanence of employment.

The entire staff enjoyed meeting with you last week. Please let us know if you wish to accept this offer of employment. We look forward to hearing from you.

In Christ's Service,

[Your Name]