

“Letter of Agreement”

_____ Church with _____. Position: _____

For “church year” September 1, 20____ -- August 31, 20____

Time: Full-time

Report to: Senior pastor

Job description: (See paper dated _____.)

Salary: _____. Paid twice a month.

Benefits:

Health insurance: _____

Retirement: _____

Car allowance: _____

Mileage for church activities over and above regular obligations paid at government rate monthly if accurate reports are submitted.

Expense account: Reimbursement for authorized church business meals with persons other than staff.

Life insurance?

Continuing education: five days allowed per year if approved in writing by the senior pastor (board in the case of the senior pastor).

Social security: (clarify)

Annual review by (senior pastor; by review team of board in case of senior)

Agreed to and signed by person

Agreed to and signed by chairman