**Offer of Employment Letter Template**

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: **Offer of Employment**

We are pleased to confirm this offer of employment as Lead Pastor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church beginning Month, Day, 20XX. The Board of Elders considers the first # months in this position as probationary as we seek to determine with you if there is a good fit for you in this ministry position.

The general expectations for this position are outlined in the enclosed job description, which was discussed with you during the candidating process. This description may be modified from time to time as part of our review process.

As outlined in the Local Church Constitutionin the *Manual of the Christian and Missionary Alliance in Canada*, you will be accountable to both the Board of Elders and the District Superintendent.

Your starting salary in this position will be $XX,XXX/year. The required statutory deductions will be deducted from your cheques. These will include Employment Insurance and the Canada Pension Plan.

The church will pay for the following benefits on your behalf, when you are eligible for them (listing includes *possible* benefits, so select appropriate ones):

* Match your 5% contribution to the Alliance Retiral Fund (required)
* Long term disability
* RWAM District Employee Benefits plan premiums
* Coverage of cell phone plan for pastoral use
* Time and budget for professional development or study
* Expenses to attend District Staff Retreat, District Conference, and General Assembly, provided the church budget plans for these and projected income supports it
* Sabbatical provision
* 2-3 weeks paid leave for the purpose of visiting an Alliance mission field within the first 5 years of ministry

In addition, you will be entitled to # weeks of annual vacation, the dates of which will need to be approved by the Board of Elders in advance. Vacation entitlement may not be carried forward more than one year after it is earned.

Relocation costs from a previous place of ministry and/or residence may be provided.

Either party may initiate a termination of this employment relationship and the Board of Elders respectfully requests a minimum of # weeks’/days’ notice. The Board of Elders will fulfill all requirements under the BC Employment Standards Act, however we expect that both you and the Board of Elders will bring closure to your ministry in such a way as to honour the name of Christ and sustain the health of the church. To that end, we will discuss a succession plan early in your employment so both you and the church can deal with this in a forthright and God-honouring way.

[Insert any final comments about your hopes for a good working relationship, etc.]

Sincerely,

Name, Chair

Church Name

c.c. Name, District Superintendent or Name, Assistant District Superintendent