

# SAMPLE OFFER OF EMPLOYMENT FOR A PASTOR

TO BE PLACED ON CHURCH LETTERHEAD

Dear Pastor \_\_\_\_\_,

\_\_\_\_\_ (Name of Church) Congregational Christian Church is pleased to confirm this offer of employment for the Position of Senior Pastor starting \_\_\_\_\_ (Date). This offer of employment is conditional upon receiving approved credentials from the Congregational Christian Church of Canada prior to commencement of your starting date. The offer of employment includes the following terms and conditions:

**Job Description:** The current job description is enclosed. It is understood that this job description will be reviewed with yourself and the church board at both a 6 month and 12 month interval in the event that it needs to be further refined.

**Salary:** The starting salary is \$ \_\_\_\_\_ per year including benefits as outlined below. This amount is based on the salary grid of the Congregational Christian Church of Canada's Compensation Guide and takes into account factors such as your education, experience, etc. All CRA approved clergy allowance benefits (such as housing allowance) will be factored in your compensation.

## **Benefits:**

**Expense Allowance:** A monthly expense/book allowance of \$ \_\_\_\_\_, based on receipts submitted.

**Medical/Dental and Life Insurance:** Benefits shall be as provided by the Group Plan of the Congregational Christian Churches of Canada provided under the Canadian Council of Christian Charities or another agreed upon group plan.

**Pension:** A \_\_\_\_\_% of your base salary figure will be contributed to a pension plan.

**Moving Costs:** A onetime moving allowance of \$ \_\_\_\_\_ will be provided for your move.

## **Vacation:**

- You will be entitled to 21 days of vacation per calendar year.
- You will be expected to work with the local church board to coordinate suitable vacation dates and to ensure that pastoral services are provided in your absence.
- Vacation days may not be carried over from one year to the next without prior approval from the local church board.
- All Statutory holidays in Canada and the Province of \_\_\_\_\_ are in addition to vacation days.

## **Sick Days:**

- You will be entitled to 18 paid sick days per year.
- Should additional sick days be required this must be discussed with the local church board.
- Sick days may not be carried over from year to year.

**Professional Development:**

- An annual professional development budget of \$\_\_\_\_\_ is allotted including \_\_\_\_\_ working days for professional development. Requests for additional days must be discussed with the local church board.
- Professional development plans must be coordinated with the local church in advance.

**Outside Work or Ministry Engagement:**

- Participation in outside work or engagement in other ministry opportunities (guest speaking, camps, etc.) shall be discussed in advance and approved by the local church board on a per case basis.
- Outside ministry engagements must include appropriate plans to ensure effective ministry is provided for the church in your absence.

**Transportation:**

- Mileage that qualifies as church business will be reimbursed at a rate of \_\_\_\_\_ per kilometer.
- A detailed mileage log should be kept and submitted monthly.

**Mediation in Case of Grievance or Dispute:**

- In case of grievance or dispute the following processes will apply:
- Any applicable provisions of the \_\_\_\_\_ (province) Employment Standards Act
- Any applicable provisions from the by-laws of the Congregational Christian Churches of Canada and local church Bylaws.
- Outside Mediation or resolution by an agreed upon third party Christian professional mediation service.
- Remedy through the courts will be considered a last resort.

**Termination:**

- As per the terms outlined in the \_\_\_\_\_ (Province) Employment Standards Act and the local Church's Bylaws.
- As per the termination agreement signed at the commencement of employment. (**See a sample of a Church Covenant and Termination Clause at the CCCC website under Resources/Church Boards.**)

Sincerely on behalf of \_\_\_\_\_ (Church name),

Signed \_\_\_\_\_ Board Chair (Print Name: \_\_\_\_\_)

I \_\_\_\_\_ (pastor's full name) accept this offer of employment and the terms and conditions stated. I am in agreement with the church's Statement of Faith, Vision, Constitution and Bylaws, and the By-Laws and Policies of the Congregational Christian Churches of Canada.

Signature: \_\_\_\_\_ Date \_\_\_\_\_.