[Letterhead]

[Date]

[Mr./Ms. Name]

[Address]

[City State Zip]

Re: EMPLOYMENT OFFER

Dear [Mr./Ms. Last Name]:

St. XXX Episcopal Church “church”, “Employer”) is pleased to offer you the position of [Title] commencing on [Start Date]. This position is [exempt/not exempt] from the Fair Labor Standards Act. If you accept this offer, you will receive [an hourly wage of $##.## per hour OR an annual salary of $##,### to be paid semi-monthly], less applicable withholdings.

As a church employee, you will accrue XX hours of vacation and XX hours of sick leave and XX paid holidays each year. Your vacation accrual caps at xx days per year. You are allowed to carry over xx hours of sick leave from one year to the next. Benefits also include membership in the lay pension plan, and the opportunity to participate in our health insurance program in compliance with diocesan and church denominational health plan policies. The foregoing list is intended to be a brief summary of the benefits you will enjoy. Please be advised, however, that the church reserves the right to change the terms of your employment and to reduce or increase your benefits and/or compensation at any time. As a church employee, we do not provide unemployment or short term disability insurance.

If you choose to accept this offer, your employment at the church will be at-will, voluntarily entered into, and will not be for a specific time period. As a result, you will be free to resign at any time, for any reason or no reason, as you deem appropriate. The church will have the same right, and may terminate your employment at any time, with or without cause, reason or advance notice. Only the rector or senior warden may modify the at-will nature of your employment, and any such agreement can only be made in a written employment contract.

This offer is contingent on your passing all applicable pre-employment screening, including a background investigation, and reference check. In addition, you will be required to attend Safeguarding God’s People in the first 60 days of employment.

This letter memorializes the terms of your employment and supersedes all prior offers or representations, whether written or oral.

To indicate your acceptance of the church’s offer, please sign and date this letter on the spaces provided below. If you have any questions, please contact me.

Congratulations, I look forward to working with you!

This letter is effective for a period of 7 days.

Sincerely,

Your priest or senior warden

Accepted and agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Full Name] Date

cc: [Supervisor’s Name], [Title]

 Personnel File

Enc: Job Description