<<Date>>

**DELIVERED BY [E-MAIL/ MAIL]
<<Name>>
<<Mailing Address>>**

**<<City, Province, Postal Code>>**

**Dear <<Name>>:**

 **Re**: **Employment Covenant**

This is a covenant between <<name of Pastor>> and the <<name of Church>>. This is an open-ended call to ministry (no set term limits) and will be reviewed annually by the <<church board>>. The <<church board>> will lead the congregation in an evaluation of the pastor’s ministry every <<number>> years.

**Title:** <<Position Title>>

**Location:** <<Church Location>>

**Salary:** <<Amount>> per annum

**Status:** <<Full-time or Part-time>>

**Start Date:** <<Start Date>>

**Reporting to:** <<Name of supervisor, position>>

**Salary:** Your salary is determined by a grid established by the EMC Pastor’s Salary Guide. Salary is deposited to your bank account and is currently paid twice per month.

**Vacation:** You are eligible for <<number>> weeks of vacation per year. This amount will be prorated for the vacation year. If you resign at such a time as you have taken more vacation than you have accrued, the difference will be deducted from your pay. In addition, the pastor will be given <<number>> Sundays per year to preach elsewhere or visit other churches.

**Group Insurance Benefits:** You are eligible to participate in the EMC’s employee benefit program immediately, subject to the eligibility criteria and other terms and conditions of the program.

**Registered Pension Plan:** You are eligible to participate in the EMC Group RRSP as per the pension program requirement. The employee contribution per pay period is 5% which is matched by the church.

**Duties:** Your duties are summarized in the attached Position Description, which may be changed by the church in its discretion, due to organizational needs or for other reasons, and include any other duties assigned to you by your supervisor. You understand and agree that all of our employees must be flexible when it comes to their duties. You agree to serve the church well and faithfully.

**Ministry Integrity:** The church requires all its employees to observe the highest standards of ethics and integrity. You agree to abide by these principles and will indicate your agreement by signing the attached Ethics Covenant.

**Statement of Faith and Church Practices**: You have read and agree to live in accordance with the EMC Statement of Faith and the Statement of Church Practices.

**Ministry Expenses:** The church will pay the pastor mileage (currently <<amount>> per kilometer) for local work-related travel and will reimburse for other work-related expenses. The pastor will submit an expense reimbursement form monthly itemizing travel and other ministry expenses. In addition, the pastor will be reimbursed for travel to EMC events as well as to ministers’ gatherings within the region.

**Professional Development:** The church will provide <<amount>> each year for the pastor to purchase books and magazine subscriptions that resource ministry. As these will be the property of the pastor, this amount will be taxable. This amount may also be used towards courses and seminars (non-taxable). Up to <<number>> working days will be provided annually for such activities.

**Service Beyond the Church:** The church affirms the pastor’s participation in programs of the local community and the EMC. Such involvements will be tested with the church leadership for guidance.

**Sabbatical Study Leave:** To give the pastor a periodic period to rest and pursue studies, in accordance with the EMC sabbatical guidelines, the church agrees to the following sabbatical policy. The pastor will be given three (3) months of sabbatical time for renewal, study, or service after seven (7) years of service. During the sabbatical, the pastor will receive 66% salary. Following a sabbatical, the pastor agrees to provide a minimum of two (2) years of service to the church.

**Termination of Employees with Permanent Contract:** Your employment with the church may be terminated by either party. Should you decide to resign from your employment with the church, you agree to provide a minimum of three (3) months’ prior written notice, which notice may be waived in whole or in part by the church in its discretion, subject to Employment Standards Legislation. You will receive the minimum entitlements, as outlined in Employment Standards Legislation. Where the church is terminating the employment relationship, the notice period referred to above may be working notice or pay in lieu of notice, or a combination thereof. In the event of termination for just cause, the church may terminate your employment without notice or pay in lieu of notice.

To the extent required, the Employer will also provide you with any other minimum entitlements that you then have under Employment Standards Legislation. You agree that upon receipt of your entitlements under this paragraph, no further amounts will be due and payable to you whether under this contract, Employment Standards Legislation, or common law.

**Entire Agreement:** You agree that this letter contains the entire agreement between you and the church with respect to the matters covered in this letter. You are not relying on any verbal or other promises made by the church or any of its representatives.

**Flexibility:** You understand and agree that the church requires flexibility in carrying out its activities. As such, you agree that the church may make reasonable changes to this agreement and to the terms of your employment without affecting the operation of this agreement.

Please carefully review this letter and the attachments, then sign and return one copy of this letter indicating your acceptance and understanding of our employment offer and conditions no later than seven days after the date on this letter. Should you have any questions or concerns, please contact me at <<phone number>>.

On behalf of the congregation at <<name of church>>, we look forward to welcoming you as our pastor.

Sincerely,

<<Name and Position of board chair>>

Enclosures:

* Signed duplicate of this letter for your records
* Pastoral Ethics Covenant
* Position Description for Pastor
* Statement of Faith
* Statement of Church Practices

**EMPLOYMENT OFFER AND CONDITIONS ACCEPTED:**

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<<Name>> Date