

TO BE PRINTED ON CHURCH LETTERHEAD

The following is an example of what might be contained in an offer letter. As each situation is different, the contents of what is expected and offered as compensation will also be different. This is only meant to be a tool for Local Boards to construct the letter.

<date>

<pastor's full name>

<pastor's address>

<pastor's city, state, zip>

Subject: Offer of Employment

Dear Pastor <name>,

This is where you list your expectations of your Senior Pastor.

It is my great pleasure to offer you a position as Senior Pastor at <church> in <city>, <state>. As Senior Pastor you will be responsible for all pastoral duties pertaining to the church congregation including, but not limited to: preaching during Sunday and other mid-week services, management of church staff, guidance and leadership of volunteers and ministry team leaders, visitation and/or coordination of care for the elderly, our widows, the sick, and those in prison. You to act as the Chairman of our Board of Directors and to fulfill the other applicable duties outlined in the FMC Book of Discipline. We will also expect you to maintain and develop good relationships with other like-minded pastors and collaborate when and where possible with other church congregations in our area.

This is where you list the compensation and benefits. Be specific and make sure to include the pension.

As our Senior Pastor you will initially be paid a monthly salary of \$<monthly salary>, payable <whenever paychecks are distributed>. This salary is the sum of base salary and housing allowance, the proportion of which you will need to determine. In addition, you will receive a phone allowance of \$<phone allowance>/mo. The church will pay the premium for the standard life and disability insurance policy offered through the conference, as well as the pension contribution of 13.5% of your salary, both are paid directly to the Conference. Finally, the church will pay your medical insurance premium directly to an insurance company mutually agreed upon by you and the Board of Directors. We can offer health insurance (including dental and vision) totaling \$<health insurance cost>/mo. Your compensation will be reviewed by yourself and the Board of Directors on an annual basis and may be adjusted as determined appropriate by the Board.

Spell out the vacation policy. Do not be vague in this area.

You will receive annual vacation and sick leave benefits as defined by our employment policies. These policies describe the amounts, method of accumulation, and use of vacation and sick leave for full time employees such as yourself. As a long-serving pastor (30+ years) in the Free Methodist denomination you will be granted the maximum amount of vacation time per year allowed in the policy.

Deadlines are essential to planning for the transition.

We hope that you can work out the transition schedule with your current conference superintendency to allow you to start serving our church as Senior Pastor no later than Sunday <start date>. As time is of the essence for us here, please respond to this offer no later than 5PM <time zone> <response deadline>.

I hope the above is agreeable to you and that you will accept this offer of employment as our Senior Pastor. We appreciate you and your family and your willingness to come and serve our church body! Please do not hesitate to contact me in case you have any questions regarding this offer.

Sincerely,

<Local Board Member>

<Church>

By signing below, I accept the position of Senior Pastor as described above

Signature

Date