

Sample Employment Agreement

Name _____ Date _____

The personnel committee of _____ Baptist Church enter into agreement with the person named above for employment by said person according to the following terms:

Position _____
(Job description attached)

Length of agreement _____ To _____

Daily hours _____

Salary _____ per _____
Rate Basis

Benefits

- A. Employer's share of Social Security.
- B. Workman's compensation with a private insurance company. Hospital insurance (is) (is not) available to you on a payroll deduction plan. For information please see _____

Holidays and Vacations _____

Special Stipulations _____

Sick leave and personal leave policies: See staff handbook.

Salary increases: Salary increases will be given at the discretion of the personnel committee. Experience, merit, and seniority will be considered in awarding such salary increases.

Termination of contract: Two week's notice will be given to employees whose services are no longer needed. Employees will be required to give at least two week's notice if they plan to terminate the employment. The church may, at the discretion of the personnel committee, give two weeks pay and make the termination effective immediately.

All terms of this agreement are effective until superseded by a revision of the personnel policy and subsequent notification in writing by the personnel committee.

Agreement extended on behalf of the _____ Baptist Church.

(Signature of the pastor) (Date)

(Signature of supervisor) (Date)

(Signature of chairperson of the personnel committee) (Date)

I accept the above position with the _____ Baptist Church and the stated information regarding salary, work hours, holidays, stipulations, sick leave, and personal leave.

(Signature of employee) (Date)