[Insert Date]

[Insert name and address of successful applicant]

Dear [insert name of successful applicant],

**letter of appointment**

[Insert name of church] “CHURCH” are pleased to offer you employment in the position of [insert position] on the following terms and conditions.

1. Subject to satisfactory completion of the probationary period you will be employed as a [insert position] and will report to the [insert supervisor’s position e.g. Board of Elders/Senior Minister etc.] or other person nominated by the employee time to time.
2. Your duties are listed in the role description attached.[You will need to have a Role Description]

Your position may be changed at the discretion of the Church or you may be required to perform other duties as are assigned to you from time to time by the Church. If your duties, role or position change, the terms and conditions outlined in this letter will continue to apply to your employment, unless otherwise agreed.

1. You will be a [Insert full time/ part time] employee expected to work [Insert number] FTE with half an hour available for a lunch break. You will not be expected to work during public holidays unless otherwise directed by the Church. You will be expected to work on Sundays but can negotiate another day off.
2. You will be entitled to a salary based on the COCWA recommended Ministry Salary Guidelines (MSG) of $[insert number] gross per annum. [Please note: COCWA has recommended salary MSG which you, as a church are not obligated to offer but is offered to the churches as a benchmark set of salary scales commensurate with ministry roles.] Your salary will be paid on a fortnightly basis into a bank account nominated by you. The Church will, in addition to the salary, make superannuation contributions in accordance with the Church’s obligations under the Superannuation Guarantee (Administration) Act 1992 and any regulations made pursuant thereto.

1. You will be entitled to annual, long service and parental leave in accordance with applicable legislation.
2. You will be entitled to study leave as approved by the Board of elders from time to time.

7. (a) You will be entitled to 10 days' paid personal/carer's leave per year of service if you:

1. cannot attend work due to illness; or
2. need to care or support an immediate family member or other member of your household due to their illness or unexpected emergency.
3. Untaken paid personal/carer's leave accumulates from year to year but will not be paid out on termination.
4. In addition, you will be granted two days' unpaid carer's leave if you have exhausted paid personal/carer's leave and you provide proof in accordance with clause 7(e).
5. You are entitled to two days' paid compassionate leave in the event of the death or a serious life-threatening illness or injury of an immediate family member or member of your household. Untaken compassionate leave does not accumulate from year to year and will not be paid out if your employment ends.
6. You may be required to provide a medical certificate or, if it is not reasonably practicable to do so, a statutory declaration for any absence from work for personal/carer's or compassionate leave.
7. You must comply with all the Churches policies and directions from time to time, including without limitation those in relation to confidentiality, occupational health and safety, harassment, discrimination, smoking, drugs and alcohol consumption.
8. Any intellectual property created or discovered during the hours you work or created on the Churches premises or using the Churches resources, or in the course of your employment must be disclosed to the Church and will belong to and be the absolute property of the Church.
9. You agree that you will not at any time either during the continuance of your employment or after the termination of employment for any reason divulge any of the confidential information, affairs or secrets of the Church to any other person or persons without the previous consent in writing of the Church. You will not use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss or be calculated to injure or cause loss to the Church.
10. Upon termination you must deliver up to the Church all Confidential Information that may be in your custody, possession or control and all copies thereof and you may not keep or retain any copies whatsoever
11. You are entitled to reimbursement of such expenses as are reasonably and necessarily incurred by you in performing your duties under this agreement.

10.(a) Subject to subparagraph (b) below, during the employment either party may terminate the employment by giving the other party at any time three (3) months written notice of termination. The Church may make a payment in lieu of notice.

1. The Church may terminate the employment, by giving notice to you effective immediately and without payment of any salary other than the salary accrued to the date of the termination, where at any time you:
2. have committed any act of wilful or serious misconduct;
3. are in breach of any of the terms and conditions of the employment; or
4. are continually or significantly neglectful of your duties under the employment.

Yours faithfully

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[Insert Senior Minister/Chairperson of Board of Elders]

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I, [insert name of employee], acknowledge that I accept [insert name of church] offer and conditions of [insert part time/full time] employment as contained in this letter of appointment.

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| Signed |  | Dated: |