**NOTE:**

**This sample letter is provided to churches as a guide. Churches and ministers are encouraged to clearly document all employee entitlements as negotiated. The list in the letter below is designed to provide an overview of the range of entitlements that MAY be offered to employees. This letter MAY NOT be taken as recommendations of entitlements that all ministers should receive.**

Date

Attention: XXX

Address

Dear XXX

ANNUAL EMPLOYMENT ENTITLEMENT ADVICE

[Insert name of Church] are pleased to advise you that as from the 1 July XXX, your new annual salary will be $XXX.

[Insert name of Church] will, in addition to your salary, make superannuation contributions of 10.0% in accordance with the Superannuation Guarantee (Administration) Act 1992. [Insert name of Church] makes provision for long service leave within the church financial system in accordance with statutory requirements.

In addition to this there will be a budgeted allowance in respect to the following:

**Mobile Phone, IPAD, Laptop etc:**

**You have been supplied with the following equipment. This includes a monthly data plan.**

$XXX per Annum or $XXX per month.

Please note: Any usage over this amount shall be reimbursed by you to [Insert name of Church].

**Coffee/Meeting Allowance**

$XXX per annum or $XXX per month.

**Motor Vehicle/Fuel Allowance**

**Housing**

**Professional Fees**

Your membership of XXXX valued at $XXpa will be paid upon renewal.

**Ongoing Professional Development**

$XXX + 5 annual days study leave. This may be accrued for up to three years. As at 1st July XXXX, you are entitled to xxxxx (accumulated + new allocation for the next 12 months).

**“Sabbath”**

In consideration of your ministry involvement on the weekends, you have elected to take XXXX day off each week.

**On-Mission Together**

Your attendance at the On Mission Together will be paid for by [Insert name of Church].

**Christmas**

The church office will be closed from XXX to XXX. These days may be taken as leave in addition to your annual leave allocation (i.e. these are gifted days that represent acknowledgement for hours worked over and above normal from time to time).

As of the 30 June XXX you have XXX hours accumulated annual leave. Please endeavour to use your annual leave within the year in which it is accumulated.

As of 30th June XXX you have XXX hours of accumulated long service leave. Please note that this leave cannot be taken (pro-rate or as a whole amount) before you have accumulated the equivalent of 7 (seven) years. Any plans for long service leave must be negotiated well in advance.

Thank you for your ongoing work with and for [Insert name of Church]. It is a privilege to serve with you!

XXX

Chairperson