

# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## Sample Compensation Agreement

Dear \_\_\_\_\_,

Thank you for the gifts you bring to this ministry and for the many contributions you make each and every day to the fulfillment of our mission. As an employee of \_\_\_\_\_, we are delighted to offer you an employment contract for (year). Listed below is a summary of your salary and benefits that are being offered in exchange for your services.

### You will receive . . .

- \$\_\_\_\_\_ as your annual salary (divided into 24 equal payments; payable on the 15th & end of the month).
- \$\_\_\_\_\_ as our contribution toward your 403B Retirement Plan (12% of your annual salary).
- \$\_\_\_\_\_ toward a health insurance plan or the reimbursement of medical expenses.
- \$\_\_\_\_\_ toward a dental Insurance plan or for the reimbursement of dental expenses you incur.
- \$\_\_\_\_\_ toward the purchase of life/disability Insurance.
- \$\_\_\_\_\_ toward the reimbursement of cellphone expenses due the use of your cellphone for work.
- \$\_\_\_\_\_ toward the reimbursemenet of internet coverage for the work you do remotely.
- \$\_\_\_\_\_ toward continuing education expenses incurred as part of your Professional Development Plan.
- \$\_\_\_\_\_ toward the reimbursement of travel expense as part of your professional duties.

### In addition to financial compensation, \_\_\_\_\_ will provide you:

- Four weeks paid vacation (must be used in the same calendar year – no rollover vacation time).
- One week of continuing education time to enhance your ministry effectiveness.
- The use of a laptop/personal computer generally updated every 3-5 years).
- A printer and/or scanner if working remotely more than 25% of the time.

**If you are in agreement with this compensation packet, please sign and date below:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative

\_\_\_\_\_  
Date



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