

GRACE LUTHERAN CHURCH  
Saint Paul, Minnesota

Number: 6.1.1  
Effective Date: 1-2011

GRACE LUTHERAN CHURCH  
1730 Old Hudson Road  
St. Paul, MN 55106

<DATE>

<Applicant Name and Address>

Dear <Applicant>,

On behalf of the Church Council I am very pleased to offer you the full-time position of Administrative Assistant at Grace Lutheran Church. The terms of this offer of employment are as follows:

1. The starting salary for this position will be <\$ salary> on an annualized basis. One twenty fourth of the annualized salary amount (\$ xxxx) less deductions for social security, Medicare and income taxes, will be paid twice monthly on the working day closest to the 15th and last day of each month.
2. In addition to the annualized salary stated above, Grace Lutheran Church will pay its required social security and Medicare taxes, contribute an amount equal to 6% of your gross pay each pay period to your pension plan with the ELCA, and an amount equal to 13.3% of your gross pay each pay period to cover the entire cost of your employee only medical insurance. You may, if you choose, make an additional tax deferred contribution to the pension plan as a voluntary deduction from your gross pay.
3. Paid leave benefits are as stated in the Paid Leave Benefits/or Church Administrative Assistant attachment to the current Job Description, and Church Policy Manual documents 2.00 and 2.30.
4. Your starting date of employment will be <date>.
5. Your regular working hours will be as stated in the current Job Description.
  - a. Reimbursement for use of personal vehicle for church business travel purposes excluding commuting, when previously approved by the Pastor in charge of administration or the Business Management Committee Chairperson, will be at the existing Federal standard business mileage rate per mile.
6. This Administrative Assistant position is classified as "Exempt."
  - a. Duties and responsibilities to be performed are detailed in the enclosed copy of the Administrative Assistant Job Description.

If the terms of this job offer are acceptable, please acknowledge your written acceptance by signing one copy of this letter in the space provided below and return it to me at Grace Lutheran Church.

We are pleased you will be joining the ministry that Grace Lutheran Church provides and expect your employment with us will be a mutually rewarding experience. If you have any questions prior to accepting this offer of employment, please contact <name and phone number>

Sincerely,

Sue Atneosen  
Church Council President

I hereby accept this offer of employment as outlined.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)