

Letter of Agreement

(Congregations of The Lutheran Church—Missouri Synod may only use this letter of agreement for Teachers who are NOT on the Church Worker Roster of the Synod)

In the name of the Father, the Son and the Holy Spirit. Amen.

_____ is a ministry of _____. As such, its purpose (From Mission Statement of congregation) is to teach students in the Christian faith and assist parents in this endeavor.

By the authority with which God has vested His church on earth, _____ of _____, Missouri, offers this letter of agreement to _____ as a teacher in its school for the term beginning _____ and ending _____. Notwithstanding any other provision of this offer, this teacher is an “at will” employee, i.e., either party may terminate this employer-employee relationship at any time.

By signing this letter of agreement, the teacher obligates _____ (himself or herself) to perform faithfully the services specified in the accompanying document, which is to be considered a part of this letter of agreement. These services are to be performed according to the Word of God and the confessional standards of The Lutheran Church—Missouri Synod as drawn from Scripture and found in the Book of Concord, in Martin Luther’s Small Catechism.

The teacher also expresses the determination to strive toward ever-increasing competence in Christian teaching, to maintain Christian discipline in love, to work in Christian harmony with principal, fellow teachers, pastor and board of education, and to set a Christian example.

By signing this letter of agreement, the congregation through its officers pledges this teacher its prayerful cooperation and support, its respect for the office, and its intention to deal with this teacher in Christian love.

We pray God will bless this professional educator’s service in our church and school to the glory of God’s holy name, the building of His church, the temporal and eternal welfare of many people, and the teacher’s own great joy and blessing.

This letter of agreement becomes effective for the designated term when signed by both parties (See Supplement to Teacher’s Letter of Agreement for further details).

Signed this day of _____, A.D. _____ on behalf of _____ of _____, Missouri, by:

Signature of teacher: _____ Date: _____

Supplement to Teacher's Letter of Agreement

(To be attached to the document titled "Teacher's Letter of Agreement" issued by congregations of The Lutheran Church—Missouri Synod only to those Teachers who are NOT on the Church Worker Roster of the Synod)

Name of Teacher: _____

Address: _____

Congregation: _____

Located at: _____

This teaching appointment is for grade(s): _____

Extra-curricular Responsibilities:

Compensation:

Base Salary....._____

Education/Experience Multiplier:_____

Salary:_____

Paid over number of months:_____

Health Insurance:_____

Congregation's Share:_____

Worker's Share:_____

Disability and Retirement:_____

Total of Salary and Benefits:_____

It is agreed that:

1. Faculty members will share in non-stipend assignments. Paid stipend assignments will be made in consultation with the teacher.
2. Teachers will meet and provide documentation for requirements and qualifications.
3. While this is an “at will” agreement, the school requests that a minimum of 30 days’ notice be given in writing in the event the teacher wishes to resign during the school year.
4. The congregation/school may terminate this agreement according to provisions outlined in the Employment Policy.

Because the church/school is exempt from paying into the unemployment benefits system, its employees are not eligible to claim unemployment insurance benefits if they are laid off, terminated, or their letter of agreement is not renewed for any reason.

Signed this day of ____, A.D. _____ on behalf of _____ of _____,
Missouri, by:

Signature of teacher: _____ *Date:* _____