

Terms and Conditions of Employment

The following outlines the terms and conditions of employment at Christ Church Fox Chapel (CCFC).
CCFC reserves the right to change these terms and conditions as necessary, with due notice.

Title	Assistant Youth Minister
Reporting Relationship	Rev. Ben Hughes, Youth Minister
Responsibilities	A copy of your position description is attached.
Compensation	\$5,000/year payable in equal monthly installments for 3 hours of work per week, plus attendance at special events
Status	Part-time, non-exempt
Effective Date & Term of Service	TBD with an initial 1-year commitment.
Payroll Schedule	Your salary will be paid to you on a monthly basis, less required deductions, via direct deposit.
Vacation	You will be entitled to three (3) paid weekends off. Vacation is to be taken at such time as is acceptable to CCFC. Notice must be given to the Office no less than two weeks in advance.
Benefits	N/A
Child Protection	The nature of this position requires working directly with and being in charge of children. You will be required to provide copies of your current clearances required by the State of Pennsylvania. In addition, you will be required to complete the online training program Ministry Safe, which is required by the Anglican Diocese of Pittsburgh.
Probationary Period	The first three (3) months of your employment will constitute a probationary period. During this time, CCFC will evaluate your suitability for employment, and you can evaluate CCFC as well. At any time during this period, you may resign without any recourse from CCFC. Conversely, CCFC may release you if your performance doesn't meet our expectations.

Travel Reimbursement	<p>CCFC will reimburse for use of personal vehicles for job-related travel other than daily commuting to and from work. The rate of reimbursement will be the current IRS mileage reimbursement rate for privately owned vehicles at the time the vehicle is used.</p> <p>Reimbursement will be made on a quarterly basis. Mileage documentation must be kept which can substantiate the reimbursement and submitted to the Finance Manager.</p>
Representation	<p>You hereby represent and warrant to CCFC that you are not party to any written or oral agreement with any third party that would restrict your ability to enter into this Agreement or the Confidentiality and Proprietary Information Agreement or to perform your obligations hereunder and that you will not, by joining CCFC, breach any non-disclosure, proprietary rights, non-competition, non-solicitation or other covenant in favor of any third party.</p>
Changes to Duties and/or Compensation	<p>If your duties or compensation should change during the course of your employment with CCFC, the validity of our agreement will not be affected. In addition, if one or more of the provisions in our agreement are deemed void by law, then the remaining provisions will continue in full force and effect.</p>
Resignation	<p>Should you wish to resign your employment with CCFC, you will be required to provide two weeks written notice to enable us transition your work.</p>
Termination	<p>After the end of your probationary period, CCFC may terminate your employment at any time for cause, in compliance with Pennsylvania at will employment laws.</p>