

Sample call letter

October 14, 2009

Mr. Otto P. Cannelloni
777 Canada Dr
Ontario, MI
USA 49002

Dear Otto,

Greetings in our Lord! The congregation of Covenant Orthodox Presbyterian Church, being, on sufficient grounds, well satisfied with the ministerial qualifications of you, Otto P. Cannelloni, and having good hopes that our ministrations in the gospel will be profitable to our spiritual interests, do earnestly call and desire you to undertake the pastoral office in said congregation; promising you in the discharge of your duty all proper support, encouragement, and obedience in the Lord. And that you may be free from worldly care and employment, we promise and oblige ourselves to pay you the sum of \$50,000.00 (\$25,000 salary and \$12,000 housing) in regular bi-monthly payments, \$3,000 retirement pension, up to \$6,500 Medical Insurance, up to \$2,500 for mileage, and \$1,000 for books/development, with four weeks vacation each year and one week of paid study leave, during the time of your being and continuing the regular pastor of this church. We will also pay a one time moving expense up to \$3,000.

Total salary package \$50,000.00

Breakdown:

Salary:	\$25,000.
Retirement Pension:	\$ 3,000.
Housing Allowance:	\$12,000.
Medical/Life ins	\$ 6,500.
Mileage:	\$ 2,500.
Books/Development:	\$ 1000.
Total:	\$50,000.

In Christian love,

Peter T. Vanjerson, Clerk of Session