**4 July 2017**

**Address**

Dear **X**,

I am pleased to offer you a **X** position with the Parish of **X**.

The relevant terms and conditions of your employment are set out below.

**Position Title:
X**

**Reporting Relationship:**

The position reports to **X**

**Terms of Employment:**This is a contract position commencing **DATE** and concluding **DATE**. You are engaged by the hour with no expectation of ongoing work however at the end of the employment period there will be a review with a possibility of an extension of the initial contract period.

This is an award free position. The terms and conditions of your employment will be governed by the National Employment Standards (NES)unless specified otherwise in this Contract.

**Roles and Responsibilities:**

**X**

**Hours of Work:**

As a casual employee, you will be paid per hour. You will be engaged to work for an average of up to **X** hours per week on a fortnightly basis. Your hourly rate of pay will include a casual loading which will compensate you for the non-payment of annual leave, personal leave, notice of termination, redundancy and other entitlements normally afforded to permanent or full-time employees

Your hours of work will be negotiated with your manager.

**Location of Work**

This position is based in **X**. You may be requested to work from other locations within the metropolitan area from time to time.

**Remuneration:**

The position will pay a wage rate of $**X** per hour plus superannuation.

Superannuation will be paid in accordance with the appropriate rate as specified in the Superannuation Administration Act 1992. You may nominate a Superannuation Complying Fund of your choice for the payment of the employer contribution. In the event that you don’t nominate a fund the employer contribution will be paid to the Diocese’ default superannuation fund.

**Special Conditions:**

* to be an active member of the Anglican Church, or to be empathetic to the values of the Anglican Church
* to comply with the conditions of any ethical and behavioural standards of conduct required by the Diocese.

The terms and conditions of your employment are also governed by the policies, procedures and rules of the Diocese that do not form part of this contract of employment and may be amended from time to time.

I would appreciate you signing the statement below in the specified section and initialling each page and returning to me as soon as possible.

Yours sincerely,

**X Name**

**X Position**

**Acceptance:**

I agree to abide by the terms and conditions of employment with the Anglican Diocese of Adelaide as specified in this letter of offer and the accompanying Confidentiality Agreement.

Signed: ................................................................................... Date: ...........................................

Name: ...................................................................................

Address: ...................................................................................

 ...................................................................................