**To**: EMPLOYEE NAME

**From**: PASTOR / PAROCHIAL ADMINISTRATOR NAME

**Cc:** BOOKKEEPER

**Date**:

**Re**: Change in status

Dear NAME,

As you are aware, the Archdiocese of Miami is in the process of making some changes in order to strengthen and equip our entities with the systems necessary to help carry out our mission.

Some of these changes have included the establishment of the Archdiocesan Financial Guidelines, parish finance councils, ADOM Employee Handook and the various programs and services of the Office of Human Resources.

One of the tasks that we are being asked to do is to examine job functions performed at our entities and determine which of those functions should be performed by employees and which could be outsourced to contractors.

To that end we carefully reviewed the work being performed to help us carry out our mission and identified a couple of instances where positions that meet definitions of work performed by employees, were being compensated as if by independent contractors. Although this was acceptable at the time that we first identified a need, at this point the work being performed needs to happen in the context of an employer-employee relationship and not through an independent contractor.

NAME OF PERSON, as a [Musician / Choir Director / Cantor] you have placed your gifts at the service of the Church’s liturgies and other services. I would like to offer you the opportunity to continue with that service, which would require placing you on the parish payroll and issuing a W-2 at the end of the year. We’ve created a job description to reflect those duties and responsibilities and a schedule of the days and times and approximate number of hours per week required of your service. This position is classified as “non-exempt”, which means that you will be paid an hourly wage of $XX and would be eligible for overtime compensation for any hours worked over 40 in a given week. As with all hourly employees, you will need to document your time worked each week on the time sheet used by the parish and submit it to your supervisor for approval. All overtime should be approved in advance by your supervisor.

It is my hope that you would accept this position and continue to help us accomplish our goals and objectives for NAME OF PARISH. Please indicate your acceptance by signing the job description. You would need to complete a W-4 form and any other new-hire paperwork as soon as you accept this offer. Please keep in mind that all employment relationships with NAME OF PARISH are on an at-will basis. Thus, NAME OF PARISH reserves the right to terminate the employment relationship at any time, with or without cause or notice.

For clarity, stipends received by a musician for performance at weddings, funerals or other occasions outside of the job description for the parish employment, are not considered compensation by the parish and not governed by this letter. The musician receives such stipends directly and is personally responsible for reporting the earned income to the IRS.

Thank you for the important work that you do to help the parish of NAME OF PARISH and Archdiocese achieve our mission.

Sincerely,

PASTOR / PAROCHIAL ADMINISTRATOR

NAME OF PARISH