



## LETTER OF AGREEMENT

Date

To: Person being hired,

It is our great pleasure to confirm our offer to engage your services as Job Title at Unity of Bellevue (UOB) beginning Date.

**Term:** The term of our agreement is from Month dd, yyyy to Month dd, yyyy.

**Compensation:** The monthly compensation is \$xxx for type of services. Payout timing will be per mutual agreement.

**Relationship:** You are being hired as an **Independent Contractor**, per IRS guidelines, to provide overall direction for specialized services as outlined herein under Description of Service. As an Independent Contractor providing a specialized service you are expected to perform services without daily direction from UOB staff. You will be responsible for all taxes. UOB will not withhold federal income taxes from your compensation and will not pay social security tax, Medicare tax, or unemployment tax on compensation paid to you. No health insurance coverage is included with this agreement.

**Description of Service:** You will have overall responsibility for describe the service qualified as follows:

- This description should include a clear, but brief, expectation of the service deliverable but not how it's achieved. This is the area where you include language that helps to justify this specialized role as a 1099 position rather than W2 keeping in mind that a 1099 employee has the legal right to control the details of how the services they provide are performed so this description cannot provide details of how it will be done.

We are committed to your success and will support you in whatever feasible ways would ensure the best experience for all concerned. Either party may terminate this agreement with xx days notice.

To confirm your acceptance of this agreement, please sign below, return it to us, and keep a duplicate letter for your files.

In Unity and faith,

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Minister name, Sr. Minister

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Date

My signature below indicates that I acknowledge and agree to the terms described above.

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Person being hired

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Date