



January 27, 2023

Emily Jane Jacobson
1912 Mars Avenue
Racine, WI 53404

Dear Emily,

Lutheran Church of the Resurrection, located in Racine, WI, is pleased to offer you the position of Temporary Youth Coordinator (part-time). Your responsibilities for this temporary position are outlined in the attached job description. This offer is contingent on a satisfactory background investigation by Church Mutual.

Your start date will be Wednesday, February 1, 2023. The compensation for this position is \$21/hour and will be paid bi-weekly. The position has an expectation of a maximum of 20 hours per week. However, we understand that some weeks may be more and some less. We expect you to manage your hours to be an average of 20 per week over a 6 month period. You must record and turn in your hours to the church finance secretary, Cheryl Cieczka, for each pay period. For overnights with the children, an agreement of pay for each trip is to be reviewed and agreed on with the church council executive committee at least one month prior to each overnight trip. You will also be reimbursed mileage (per federal guidelines) for trip that have been pre-approved and you are required to attend.

As this is a temporary hourly position, there will be no paid vacation time. Also, due to the engagement with our children, we request a 30 day notice should you wish to leave this position. We, in turn, would give the same 30 day notice, should we wish to end this employment.

This position reports to Tony Baumgardt currently, but may change in the future.

Please review all of the information included and sign, date and return to me to indicate your acceptance of this offer for employment.

Sincerely,

Tony Baumgardt
President, Lutheran Church of the Resurrection

(Emily Jane Jacobson)

(Date)