

ANNUAL SERVICE AGREEMENT CHILD EVANGELISM FELLOWSHIP®

This Annual Service Agreement is made between Child Evangelism Fellowship® (CEF®) of _____, hereinafter referred to as "committee/board" and the following designated "employee," and is as follows:

EMPLOYEE INFORMATION

Name _____
 Address _____
 Telephone (Home) _____ (Cellular) _____
 Email _____

POSITION/TITLE ASSUMED BY EMPLOYEE

DURATION OF SERVICE AGREED

From _____ To _____

AGREED FINANCIAL ARRANGEMENT

Annual Salary	\$ _____
Contribution to Health Insurance	\$ _____
Contribution to Retirement (required)	\$ _____
Other	\$ _____

The employee agrees to relinquish to the treasurer of the committee/board all gifts for services rendered when representing *Child Evangelism Fellowship*.

In the event back salary is due when service is terminated by either party, *CEF* agrees to pay at least an amount equal to one month's salary but no more than three months' salary. If service is terminated at other than the end of the benefit year, the vacation days credited for that year shall be prorated and any used but unearned days shall be deducted from the final check.

VACATION / PAID HOLIDAYS

The employee is entitled to _____ days paid vacation (minimum of two weeks per year). In order to encourage the employee to take the break he needs, not more than five unused days may be carried over into the following year, except with permission of the committee. Paid holidays will be New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

"SALARY BY FAITH" AGREEMENT

It is understood that all parties to this agreement enter into it by faith, and commit their time, energy and resources to the fulfillment of it. In the event that financial shortages prohibit the payment of salaries, the committee/board and the employee will evaluate the situation and if necessary temporarily reduce the salary, then work together to raise additional funds so that full salary can be paid. Any salary agreement which varies from the amounts listed in this agreement is to be recorded in the minutes of a duly called

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meeting of the committee/board. Every effort will be made to pay all unpaid salaries due as a result of financial shortages but salary liabilities shall not exceed six months' salary.

TERMINATION AGREEMENT

CEF agrees that termination of employment will be only for due cause as outlined in the USA Organizational Manual. If either party chooses to terminate employment, written notice will be provided at least _____ days prior to the termination date. Upon demand, the employee agrees to relinquish all *CEF* property including but not limited to cash, mailing lists, work products and all equipment belonging to *CEF*.

Employee agrees that upon the termination of employment he or she will not compete with *CEF* within the area designated as the area of responsibility for a period of two years, either directly or by providing services, advice or support to any competitive endeavor, without the permission of *CEF Inc.* Employee agrees not to thereafter use the name Child Evangelism, *Child Evangelism Fellowship* or *CEF* or any other form or arrangement of words, initials or trademarks which might be confused with the names and trademarks of Child Evangelism Fellowship Inc. or any of its affiliates.

Any attachments to this agreement must be signed and dated in like manner.

This agreement is to be filed with the minutes of meeting of the committee/board. For local chapters, this agreement is subject to approval by the state director.

Approved on _____
Date

Committee /Board Chairman Date

Committee/Board Secretary Date

Employee Date

I approve the above Annual Service Agreement.

State Director Date

(Retain one file copy and send one copy to the next higher office.)