



Apartment Life Offer Letter

Date: {date}

Name: {custom_offsite_or_gap_coordinators_name_(i.e._john_smith)}

Re: Offer Letter for Offsite Coordinator

Dear {candidate_name},

We are pleased to offer you employment with Apartment Life as an Offsite Coordinator, a {employment_status}-time position. The terms and conditions of Apartment Life's offer of employment to you are outlined in this Offer Letter as well as in the attached (1) Coordinator Handbook and (2) Apartment Life Policy Manual – Employees.

In the role of Offsite Coordinator, you are expected to render ministry services that are consistent with the duties and responsibilities of such a position, as more fully described in the attached materials. Please note further particularly as follows.

1. Apartment Life will pay you {salary_amount} per hour which will be subject to deductions for taxes and other withholdings as required by law. Wages are payable bi-weekly, every other Friday, and subject to periodic increases based on job performance and revenues.

2. The employee shall work no more than {custom_max_hours_per_week_offsite} hours per week. In the event the employee desires to work more than the maximum number of hours, the employee *must receive express written permission prior to performing any such work*.

3. This is a non-exempt position, and therefore subject to overtime pay requirements. Please note, however, that you are not expected to work any overtime and therefore should work 40 hours per week at most, subject to advance supervisor approval.

4. The Apartment Life Policy Manual – Program Employees addresses paid time off including vacation, sick/personal leave, and holidays. As set forth in such Manual and related materials, you may be eligible for health and other insurance benefits.

5. Your employment with Apartment Life is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice.

6. All terms of employment are subject to change, based on employee performance, Apartment Life's financial circumstances, and other factors within Apartment Life's discretion.

7. In all respects, we expect to treat you professionally and respectfully consistent with Biblical standards, and we expect likewise from you.

Signing this document indicates your acceptance of this employment offer along with your agreement to comply with applicable job requirements as set forth in the attached Coordinator Handbook and Apartment Life Policy Manual – Program Employees. *Accordingly, please read these materials carefully.*

We are confident that we have made an excellent choice in hiring you for this position, and we look forward to a very positive ministry working relationship together.

Sincerely,

For Apartment Life

AGREED:

{candidate_signature}
Employee

{today_date}
Date

SAMPLE

APARTMENT LIFE

OFFSITE COORDINATOR HANDBOOK

August 2023

Section 1. INTRODUCTORY GUIDANCE

1.1 Welcome

Welcome to the Apartment Life team! This Coordinator Handbook is provided to you as a supplement to your offer letter and the Apartment Life Policy Manual – Program Employee, particularly to address ministry expectations, training aspects, and other operational matters for optimal ministry success and clear understandings.

1.2 Applicability of Coordinator Handbook to Ministry Service

The provisions of this Coordinator Handbook shall be legally binding as part of your ministry service to Apartment Life. Please note, however, that the contents of this Coordinator Handbook are subject to change at any time to meet changing operational needs at Apartment Life's discretion, with or without prior notice. Printed revisions to the Handbook will be distributed in conjunction with approved changes, additions, or deletions to existing policies or practices. After reading the Handbook, if you have any questions or require additional information, please contact a supervisor with Apartment Life.

1.3 Missional Aspects

Each Coordinator accepts the significant commitment to serve the cause of Christ through Apartment Life service. This spiritual purpose is achieved through relationships that develop as each Coordinator provides an excellent Apartment Life program to the apartment community residents and meets the expectations of each apartment community client. It is Apartment Life's prayer that each Coordinator will not only have a fruitful ministry but will also fall more in love with Jesus and become equipped for a lifetime of effective missional living for Him.

1.4 Employees and Volunteers

Coordinators fit into one of two categories: (1) offsite employees and (2) onsite volunteers. Each Coordinator is expected to help promote Apartment Life's mission to radically transform lives in apartment communities by making Christ known. As described more fully below, significant additional ministry training opportunities are part of each coordinator's engagement with Apartment Life.

1.5 Individuals and Couples

Some coordinators are single and will serve as solo coordinators; others are married and will serve in couples' teams. Each coordinator's offer letter will address such matters further, including related compensation considerations for employees.

Section 2. MINISTRY PROGRAM SERVICES

2.1 Coordinator Responsibilities

2.1.1 People Impact Goals

Each Coordinator is expected to intentionally develop relationships with apartment community residents, with the intent to make Christ known. Each Coordinator should do this in the context of "relational evangelism", while treating the staff and residents with dignity and respect. Specifically, the Coordinator is expected to:

- Build a support team to partner with the Coordinator during this Agreement in order to pray, volunteer, and provide support; and
- Meet the monthly people impact goals (spiritual relationships, church connections, and gospel presentations) set by the Coordinator's divisional leader.

In connection with these goals, the People Impact terms have the following meanings:

- A "spiritual connection" is established in the context of personal contact in which the spiritual position of an individual, whether negative, positive or neutral, is made known or implied. These connections are intentional and may be initiated by the use of conversation.
- A "church connection" is accomplished when a resident or staff member attends a Bible-believing Christian church, such as the Coordinator's home church or another local church, as a direct result of the deliberate actions of the Coordinator.
- A "gospel presentation" is defined as a personal dialogue between a believer and an unbeliever where the believer clearly states from a biblical perspective how the unbeliever can come to a saving knowledge of Jesus Christ.

2.1.2 Apartment Community Building Services

Consistent with each Coordinator's ministry commitment, each Coordinator is expected to provide an excellent program to the assigned apartment community. Specifically, the Coordinator is expected to:

- Adhere to Apartment Life's Statement of Faith and Commitment to Biblical Living as set forth in Apartment Life's Policy Manual;
- Complete all initial and on-going training by the required deadlines;
- Create a monthly event calendar and submit the event calendar, prior to the beginning of the month, to the apartment community manager for approval;
- Ensure the monthly activities are planned within the community's approved budget;
- Set aside at least one time per month to meet with the community manager during normal business hours;
- Adhere to any community-specific resident rules and marketing policies;
- Attend the Apartment Life meetings, missing no more than two meetings per calendar year, as designated by a Coordinator's assigned program director;
- Perform designated community-selected service elements; and

- Carry out other community building services as directed by Apartment Life.

Additionally, each Coordinator is expected to address “community-selected service elements” that may include any of the following:

- Assist the apartment community with its online reputation, including marketing materials (flyers and sharable social media content), reporting, and a proactive review strategy to promote additional positive reviews;
- Promote resident and staff care through providing a caring touch to residents and staff with the help of a network of community partners;
- Plan and carry out events, including any activity that is planned for the community that either brings the residents to a common meeting place (such as the clubhouse or a restaurant) or provides hand-outs such as drinks and snacks to the residents as they pass a stationary location (such as the security gates) for the purpose of connecting residents and cultivating friendships;
- Plan and carry out any activity that is coordinated for the community that either brings the residents to a common meeting or provides hand-outs as identified directly above for the purpose of educating, resourcing, or training for practical needs or holistic life skills (such as meal baskets delivery, youth programming at a community center, resume building workshops, weekly fitness classes, hobbies/skills training), and with the Coordinator planning/coordinating these activities but not necessarily present at all of them; and
- Assist with any applicable tax credit compliance for the apartment community owner.

2.1.3 Monthly Event Budget

The apartment community management will establish a monthly event budget for the Coordinator to execute community building services. A minimum budget per unit per month or per event may be suggested to the community to maximize results but with no guarantees. The Coordinator may use these funds only in accordance to this agreement and only for Apartment Life activities approved by the community. Additional budgeting considerations may be addressed by separate written guidance, and related requirements are as follows.

- The Coordinator is not permitted to use personal funds for the performance of the services contemplated by this Agreement. The Coordinator will cancel services to be rendered during any particular month with permission from an Apartment Life Program Director, without recourse, if the apartment community management does not provide adequate funds.
- If, at the end of the Coordinator’s service, receipts equal less than the fund distributed, the Coordinator may be required to refund any unaccounted funds to Apartment Life.
- If, at the end of Coordinator service, the Coordinator has spent more than the allocated funds, with supporting receipts, Apartment Life is not responsible for reimbursing the excess expenditures or working with the community to ensure the amount is reimbursed unless the community provided written approval to spend more than the approved event budget.

2.1.4 Reporting and Administration

Each Coordinator is expected to maintain electronic records of services provided under this Agreement:

- Record program and people impact activities within 24 hours;
- Close reports on or the 1st day of the month for the previous month so that Apartment Life can produce a Program Summary and People Impact Summary for clients, church partners, and donors;
- Maintain community files. Examples include but are not limited to completed resident survey forms and permission slips.

2.1.5 Non-Discrimination

Coordinators serve residents of all faiths and religious backgrounds without discrimination. The Apartment Life program is offered to all, regardless of faith or religion, lack of faith or religion, race, national origin, color, sex, familial status, disability, or any other legally protected category or classification.

2.1.6 Other Activities

Occasionally a Coordinator may be interested in or otherwise asked to engage in activities that may conflict with Apartment Life's Statement of Faith, Commitment to Biblical Values, or other standards as communicated periodically (collectively "Standards"). The Coordinator should refrain from any participation, endorsement, sign usage, or other actions that may conflict with such Standards. The Coordinator should seek further guidance and direction from an Apartment Life supervisor in case of any doubt or need for clarification. The Social Media policy contained in the Apartment Life Program Manual applies to such considerations as well, such as for use of social media in connection with activities that may conflict with Apartment Life's Standards.

2.1.7 Auto Insurance

Since shopping for events (and transportation to/from a store to perform the shopping) is a required part of the program responsibilities, the Coordinator is personally responsible for having a valid driver's license and current insurance for personal automobile during participation in the Apartment Life program. If the Coordinator does not have a personal vehicle and uses public transportation exclusively, a signed document attesting to their situation can be provided.

2.1.8 Hours

Each Coordinator is required to keep records of hours by completing a weekly timesheet. If any Coordinator violates this paragraph, Apartment Life may immediately terminate the Coordinator's service.

2.1.9 Confidentiality

As described more fully in the Apartment Life Policy Manual, each Coordinator must treat as confidential and may not disclose or otherwise make available specific data, documents, or other information received from Apartment Life or an apartment community manager.

Coordinators who improperly use or disclose Apartment Life's confidential business information may be subject to disciplinary action, up to and including termination and legal action, even if they do not actually benefit from the disclosed information. Coordinators are encouraged to bring any concerns or suggestions to the attention of any supervisor.

2.2 Apartment Life Services

Apartment Life will provide the following services to each Coordinator:

- Initial and on-going training and resources;
- Prayer support and encouragement;
- Coordination and oversight of the program between the Coordinator and the property's manager;
- Event ideas and marketing resources to assist with Apartment Life responsibilities; and
- Resources to raise financial support.

Apartment Life has many resources available and thus encourages each Coordinator to take full advantage of the training and resources to meet the expectations of this Agreement.

2.3 Insurance; Alcohol

At Apartment Life's expense, Apartment Life will provide and maintain general liability and other appropriate insurance coverage as warranted for ministry program activities carried out by each Coordinator.

Please note that Apartment Life's insurance guidelines allow each Coordinator to purchase alcoholic beverages for community activities/events at the request of the apartment community with event funds. Coordinators may mix and set out the alcoholic beverages for residents; *however they may not serve alcoholic beverages (i.e. hand alcoholic beverages to residents) or consume alcoholic beverages at community activities/events.* In addition, no Coordinator is authorized or insured to perform business functions such as office work, leasing, or maintenance. This includes but is not limited to showing apartments to potential and/or current residents even with the approval or upon the request of the community's manager.

2.4 Oversight of Community Services

All community building services, related community-selected service elements, and related budgeting aspects are subject to Apartment Life's oversight, management, and further direction.

2.5 Volunteer Ministry Training

The following provisions additionally apply to volunteer Coordinators, as important aspects of their ministry training.

2.5.1 Coordinator Development Goals

Apartment Life intentionally places each Coordinator in predominantly unchurched apartment communities for the purpose of relational evangelism, providing invaluable experiential benefit to them. The Coordinator's experience through the Apartment Life ministry helps them to

develop the following skills: (a) organizational skills and planning abilities; (b) personal engagement with people; (c) ability to manage relationships over a long period of time toward evangelistic goals; (d) ministry team development for prayer support; (e) productivity geared toward established missional goals; and (f) capability for organizing events with spiritual impact. Such experiential benefits provide life-long eternal benefits, as Coordinators learn to build personal relationships in helping others come to Christ and to live out their growing faith.

2.5.2 Ministry Training Overview

Developing a Coordinator's missions experience and related ministry skills is of utmost importance to Apartment Life. Toward that end, Apartment Life provides extensive training modules to support each Coordinator's ministry development including missional vision, planning for impactful spiritual connections, personal reflection, missional approach development, and collaboration with other ministry participants. In addition, Apartment Life provides directors, mentors, and peer teams to help provide coaching, additional training, and support for Coordinators' activities and personal development. All ministry training provided by Apartment Life is meant to build life-long skills for missional evangelism.

Section 3. TERMINATION

As reflected in each Coordinator's offer letter and applicable Apartment Life Policy Manual, each Coordinator serves as an at-will ministry worker for Apartment Life. The following sections additionally address termination of a Coordinator's service, whether as employee or volunteer.

3.1 Termination by the Community

There are risks associated with serving an apartment community. With a 30-day notice, the community may choose to end the program by:

- Canceling the Apartment Life program at any point.
- Becoming reasonably unsatisfied with the Coordinator's performance.

In case of either event, Apartment Life shall have no further obligation to keep the Coordinator as an employee or volunteer, but may at its sole discretion locate another viable community for the Coordinator. There is no guarantee, however, that a community will be located.

3.2 Termination for Cause by Apartment Life

If the Coordinator acts in a way that adversely affects the interests of Apartment Life, other Coordinators, clients, apartment residents, or church/ministry partners, the Coordinator may be terminated immediately. This could include, but is not limited to:

- Dishonesty, theft, or misuse / destruction of Apartment Life or the Property's belongings.
- Unauthorized use or disclosure of confidential or proprietary information or falsifying / altering Apartment Life or Property records.
- Fighting with or harassment of another Coordinator, a Property staff member, community resident, or ministry/church partner.
- Serving (i.e. handing alcoholic beverages to residents) or consuming alcoholic beverages at a community activity/event.

Appendix A: Apartment Life Statement of Faith

The Scripture

We believe that the Bible is the authoritative and infallible revelation from God to man.

God

We believe that God eternally exists in three persons—the Father, the Son, and the Holy Spirit—and that these three are one God, having the same nature, attributes and perfection, and worthy of the same worship and obedience.

Man

We believe that man was originally created in the image of God but has fallen through sin, and as a consequence has separated himself from God, being dead in sin. Man is now essentially and unchangeably unholy apart from divine grace.

Jesus Christ

We believe that Jesus Christ was sent by God the Father to manifest God to man and to become the Redeemer of a lost world. Jesus was born of the virgin Mary, lived a sinless life, and voluntarily accepted the Father's will and became the sacrificial Lamb to take away the sins of man through His death on the cross. On the third day after His burial, He rose again and was received into heaven where He now rules over all things and makes intercession for His people.

The Holy Spirit

We believe in the Holy Spirit, who indwells believers at the moment of their conversion and empowers believers to live the Christian life.

The Church

We believe that all who are united to the risen and ascended Christ are members of His Church regardless of denominational affiliation. Having become members one of another, all are under solemn duty to keep the unity of the Spirit in the bond of peace, rising above doctrinal differences and loving one another with a pure heart.

The Local Church

We believe that the local church is the primary instrument of God in the world today for the purpose of Biblical teaching, corporate worship, encouragement, fellowship, discipleship, evangelism, and missions. Christians should make a commitment to a local church where they can be spiritually fed, connect with other ministries, and practice Biblical stewardship.

The Christian Life

As outlined in Galatians 5:16-26, we believe that Christians are called to walk not after the flesh but after the Spirit, and so living in the power of the Spirit they will not fulfill the desires of the flesh. The flesh with its fallen nature needs to be kept constantly in subjection to Christ, so as not to come forth in our lives and bring dishonor to the Lord.

The Eternal State

We believe that after death, those who have trusted in the Lord Jesus Christ shall be resurrected and be reunited with Christ in heaven. Those who have not believed in Christ will be separated from God forever.

Appendix B: Apartment Life Commitment to Biblical Living

The Mission

The mission of Apartment Life is to radically transform lives in apartment communities by making Christ known.

The Commitment

As Coordinators of Apartment Life and ambassadors of Jesus Christ, it is critical that we each commit to a standard of biblical living in order to glorify God as we pursue our mission of making Him known.

This document outlines expected behaviors as it relates to general standards for biblical conduct, integrity in relationships and disciplines within ministry. This commitment is one that all Coordinators agree to and are held accountable to during the duration of their ministry with Apartment Life.

General Standards for Biblical Conduct

The standards for conduct reflect the clearest parts of scripture that prescribe how we are to live in light of the glory and grace of Jesus Christ. Apartment Life regards them seriously. God's Word speaks with clarity over sin and offers us a picture of what our relationship with God and others should be void of. It speaks to the truth that in our new nature in Christ the following things have been crucified with Him and have no part in our new life in Christ, including common struggles in ministry such as:

- Immorality (1 Cor. 6:18, Gal. 5:19, 1 Thess. 4:3)
- Impurity (Gal. 5:19, Eph. 5:5)
- Idolatry (Ex. 20:4, 1 Cor. 10:14, Gal. 5:20)
- Selfish Ambition (Gal. 5:20, Phil. 2:3)
- Disputes or Dissentions (Ro. 16:17, Gal. 5:20)
- Jealousy (Gal. 5:20, Jas. 3:16)
- Unchecked anger (Prov. 14:29, Gal. 5:20, Col. 3:8, Jas. 1:19)
- Pride (Prov. 16:18, 1 Jn. 2:16)
- Envy (Prov. 14:30, 1 Pet. 2:1)
- Unwholesome Talk (Eph. 4:29, Col. 3:8)
- Greed or a love of money (Ecc. 5:10)
- Gossip (Prov. 11:13, 20:19)

Through Scripture, God also gives us hope and grace that our new life in Christ involves a process of us becoming more like His Son. The fruit of the Spirit is a result of being sanctified and abiding in Him. At Apartment Life, we expect that Coordinators will grow and display evidence of the fruit of the Spirit. This looks like love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Jn 13:34, Gal 5:22-23, Col 3:12, Eph 4:2). The fruit of the Spirit will be a central part of how we live and serve in ministry together. We are committed to live by the Spirit and keep in step with the Spirit.

Integrity in Relationships

Jesus

Coordinators are committed to growing in an abiding relationship with Jesus Christ. Their highest priorities are daily personal worship and obedience as they seek to know Him and become more like Him. Our desire is that you would primarily serve out of the overflow and the vitality of your own

relationship with Jesus. This filling comes through time with the Lord (Jn. 4:13-14, Jn. 10:10, Jn. 15:5, 9-12, Eph. 5:17).

Family

Coordinators recognize the importance of healthy family and interpersonal relationships. Marriage, children, and family are all precious to the Lord and gifts to us from Him (Eph. 5:31-33, Ps. 127:3-5, Rom. 12:10). Coordinators remain committed to being wholly present and growing in their family roles.

Marriage

Married Coordinators are committed to upholding and investing in the most important earthly relationship they have: their marriage (Eph. 5:31-33). Coordinators will protect that relationship by maintaining upright relationships with other Coordinators and clients, and holding to the standards set forth in God's word regarding marriage, which Apartment Life defines as the union between one man and one woman (Gen 2:18-24, Matt 19: 4-6, 1 Cor 7:2). Coordinators commit to the time, energy, and personal sacrifice to love, honor and remain married to their spouse.

Sexual Purity

Both married and single Coordinators are expected to hold to the biblical standards of sexual purity, integrity of the mind, and holiness in all that they see and act on (1 Cor. 6:19-20, 1 Cor 7:2-9).

Unity

Coordinators see themselves as vital members of a unified team in the work of Apartment Life. They seek to maintain healthy and productive relationships with other Coordinators. They commit to using their gifts as they are called within their role at Apartment Life. We serve and change together within our organization, and we value communication and open feedback from one another. We strive to be like-minded, having the same love, being one in spirit and purpose (Phil. 2:2).

Disciplines Within Ministry

Evangelism

In a personal context, Coordinators are committed to sharing the Gospel and making disciples based on their personal calling and spiritual gifts (Matt. 28:19). Within their role and job responsibilities at Apartment Life, Coordinators are committed to a relational approach to ministry and agree not to promote, approve, or engage in activities that are considered "confrontational evangelism," which includes door-to-door witnessing or other evangelism outside the context of a developed relationship.

Church Participation

Each Coordinator should be an active member in good standing of a local, evangelical Christian church holding to the same core Biblical doctrines outlined in the Apartment Life Statement of Faith (Acts 2:42-47, Heb. 10:24-26).

Prayer

We have seen that the greatest fruit in ministry comes as a result of the work of prayer. Coordinators are committed to prayer as the crucial foundation of their ministry and role (Matt. 7:7-8, Jas. 5:16, 1 Pet. 4:7).

Servant Leadership

Coordinators at Apartment Life are committed to both serving and leading. Servant leadership includes understanding that your leadership affects many people. Coordinators commit to seeking

out the best interests of those they serve, speaking truth in love, setting the example, standing firm in faith and in the decisions God has called them to make and guiding their team towards Christ and His ways (Phil. 2:1-4, Eph. 4:15-16, 1 Pet. 1:3-9, 1 Tim. 4:12, 1 Pet. 5:2-3, 5b-6, 1 Jn. 4:7, 1 Cor. 16:13, Josh. 1:9, Eph. 4:1-3, Gal. 6:9-10, Jn. 10:14, Mk. 10:43-45).

Conflict Resolution

Apartment Life regards a direct connection between these standards for biblical living and ministry. Coordinators that struggle with any of the above mentioned standards should understand their role and Apartment Life's role.

Role of the Coordinator

- To establish and maintain authentic communication with their Apartment Life supervisor regarding the struggle and the steps the Coordinator is taking towards addressing the issue.
- To seek accountability within their church.
- To seek biblical counseling depending on the situation.

Role of Apartment Life

- To respond to the Coordinator's authentic communication with mercy, truth, openness, and accountability.
- To help connect the Coordinator to local biblical counseling if the Coordinator's church does not provide such services.
- To continue to cultivate ongoing accountability for the Coordinator during the entire process.
- To inform and update Executive Leadership of the circumstances, actions, efforts, and accountability for the Coordinator.
- To maintain strict confidentiality with all that is communicated and known, except as it applies to what Executive Leadership should know.

Based on the situation, Apartment Life and the Coordinator's supervisor reserve the responsibility and right as leaders to individually review the nature of the situation to determine if that Coordinator should continue on staff and/or in leadership. Should a reprieve or removal of employment or leadership be the determined action, the Coordinator may have the opportunity to be reinstated under review by Executive Leadership.