

NEW STAFF HIRE CHECKLIST

NAME:

POSITION TITLE:

DATE OF START:

- ___ PERSONNEL COMMITTEE APPROVAL (Steve Jones)
- ___ SESSION APPROVAL (Steve Jones)
- ___ SALARY INFORMATION TO Accounting (Lynn Beaumont)
- ___ OFFER LETTER (Lynn Beaumont)
- ___ HIRING PAPERWORK TO Sylvia Lidell, then to Lynn Beaumont: W-4, I-9, background check
- ___ COPY OF IDENTITY—Passport, or driver’s license and Social Security Card (Sylvia Lidell)
- ___ COMMUNICATION
 - ___ Staff/Session (Doug Kelly)
 - ___ Congregation (Doug Kelly and Suzanne Mason)
 - Letter or Briefing Sheet/E-News
 - Introduce in Worship
 - *Briefs*: introduction/interview
 - Picture
- ___ OFFICE PREPARATION
 - ___ Key group: AAA/BBB/A/AA
 - ___ Phone (Suzanne Mason)
 - ___ Set-up voice mail
 - ___ Computer (Suzanne Mason)
 - ___ Set-up Email – (first name-last initial@bethanypc.org) - (Suzanne Mason)
 - ___ Shared server (Suzanne Mason)
 - ___ Connection to printer (Suzanne Mason)
 - ___ Desk, Shelves & File Cabinet (Tim Stelling)
 - ___ Office Cleaning, Painting, Furniture Moving as needed (Tim Stelling)
 - ___ Office Supplies – Make a list of office supplies and give to Sylvia Lidell
- ___ WELCOME PACKET (Suzanne Mason)
 - Employee Handbook, including Statement on Ordained Leadership and Program Staff and Sexual Conduct Policy - read and sign as applicable
 - Benefits Summary & Forms (from Lynn Beaumont)
 - Keys
 - Session and Staff directories
 - Staff forms
- ___ TRAINING
 - ___ Tour of Bethany (Supervisor)
 - ___ Copier/Printer (Sylvia Lidell)
 - ___ Orientation to Shared Server (Dropbox), CCB, Staff Resources (portal), etc. (Suzanne Mason)
- ___ CHANGE ALL STAFF LISTS: bulletin, phone message directory, web page (Suzanne Mason)
- ___ UPDATE CCB (Suzanne Mason, Sylvia Lidell)
- ___ MEET WITH Pastor Doug, Steve Jones
 - Review salary, all benefits, any final documents

updated May 2023