



### Staff Lifecycle Checklist

During recruiting process, these tasks are required:

- \_\_\_ Pre-site questionnaire
- \_\_\_ Site visit
- \_\_\_ Reference checks using 1 Timothy 3:2-11 as guide

Prior to a candidate coming on staff with Lightbearers, these tasks are required:

- \_\_\_ Write job description
- \_\_\_ Determine salary range
- \_\_\_ Write offer letter including scope of responsibilities, salary, and start date
- \_\_\_ Receive signed offer letter

Prior to start date, this task is required:

- \_\_\_ Run and receive background check results
- \_\_\_ Sign staff covenant  
Note: Prior to staff covenant implementation, have candidate sign a copy of our handbook, values and beliefs.
- \_\_\_ Announce to staff
- \_\_\_ Provide support raising packet for staff member (if applicable)
- \_\_\_ Begin monthly support raising reports (if applicable)
- \_\_\_ Order business cards
- \_\_\_ Set up email address

- \_\_\_ Profile on website
- \_\_\_ Write 30/60/90
- \_\_\_ Provide insurance packet

After the candidate joins Lightbearers staff (start date):

- \_\_\_ Pray over new staff
- \_\_\_ Begin salary
- \_\_\_ Complete new hire paperwork (candidate)
  - \_\_\_ Background check form
  - \_\_\_ W-4
  - \_\_\_ I-9
  - \_\_\_ Direct Deposit Authorization
  - \_\_\_ Insurance application, in November of year of hire
  - \_\_\_ IRA application, at 9 months
  - \_\_\_ Personal Vehicle Liability Insurance Card
- \_\_\_ Add to organizational IT—GroupMe, MaxPro, Expensify, group email accounts, etc.
- \_\_\_ Set up cell phone (if applicable)
- \_\_\_ Provide key to office (if applicable)
- \_\_\_ Conduct new hire orientation including,
  - Lightbearers mission and model overview
  - First 90 days document
  - Annual calendar
  - Organizational structure
- \_\_\_ Provide Lightbearers swag
- \_\_\_ Develop monthly and yearly goals based on job description
- \_\_\_ Complete Ministry Safe training

When staff member leaves Lightbearers:

- \_\_\_\_\_ Determine farewell
- \_\_\_\_\_ Notify staff
- \_\_\_\_\_ Obtain keys and credit card
- \_\_\_\_\_ Notify supporters (communication by both staff member and Lightbearers)
- \_\_\_\_\_ Remove access from admin site, Dropbox, Maxpro
- \_\_\_\_\_ Remove bio from website
- \_\_\_\_\_ Remove from cell phone plan
- \_\_\_\_\_ Have email forwarded

HR Files Include:

1. W4
2. I9
3. Insurance opting in or out
4. Handbook signature
5. Background consent
6. Background check
7. Annual evaluations
8. Disciplinary action, if applicable
9. Offer letter
10. Job description
11. Departure letter, if applicable
12. Change of payroll form