



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