

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
- 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 values and statement of belief
- Announce to staff
- Provide support raising training for staff member (if applicable)
- Begin monthly support raising reports (if applicable)
- Order business cards (if applicable)
- Set up email address
- Profile on website
- Communicate salary amount and start date to payroll

- ___ Determine where staffer will office
- ___ Review 30/60/180
- ___ Provide insurance packet and complete forms at nwahealthinsurance.com/forms

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, Expensify, Kindful, group email accounts, etc.
- ___ Provide key and credit card (if applicable)
- ___ Conduct new hire orientation including:
 - Lightbearers mission and model overview
 - 30/60/180
 - Annual calendar
 - Organizational structure
 - 5-15 and performance reviews

- Provide Lightbearers swag
- 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 organizational IT - GroupMe, Expensify, Kindful, etc.
- Remove bio from website
- Have email forwarded
- Remove from payroll

HR Files Include:

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