



REQUEST FOR APPROVAL TO HIRE STAFF

The *Manual* in ¶159-159.8, 129.9, and 211.13 outlines the steps for a church to hire a staff (whether paid or unpaid). This form will help you complete those steps. **It is necessary to secure your District Superintendent's signature before recommending employment to the church board.** If the request is approved by the DS, a signed copy of this form will be returned for your files.

Name of Church:

Total Income Church (Year to date):

Church's Operational Expenses are Current (YTD):

Allocations are Current (YTD):

If you answered "no" to either question above, please provide a detailed explanation:

Name of Associate to be Hired:

Background Check Completed:

Email:

Phone:

Name of Spouse (if applicable):

Position Title:

Total Annual Salary/ Benefits:

Anticipated Start Date:

Full Time

Part Time

Hours Per Week

Pastor's Signature:

Date:

DS Signature:

Date: