



REQUEST FOR APPROVAL TO HIRE STAFF

The *Manual* in ¶169-169.8, 139.9, 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. This must be done annually. **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: _____ Any criminal convictions? _____

Name of Spouse (if applicable): _____

Background Check Completed: _____ Any criminal convictions? _____

Position Title: _____

Total Annual Salary/Benefits: _____

Anticipated Start Date: _____

Full Time: Part Time: Hours Per Week: _____

Pastor's Signature: _____ Date: _____

DS Signature: _____ Date: _____

Email completed form to the District Office: office@upstatedistrict.org

**** We recommend all churches utilize Ministry Safe to train all staff and volunteers. ****