



## 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: \_\_\_\_\_

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: \_\_\_\_\_

*Email completed form to the District Office: [office@upstatedistrict.org](mailto:office@upstatedistrict.org)*