

HIRING NEW STAFF – FORMS and INFORMATION SHEETS

- I. LETTER OF HIRE
- II. CONFIDENTIALITY STATEMENT
- III. ORIENTATION INFORMATION
- IV. ORIENTATION SAMPLE FORM
- V. FEDERAL STATE AND CHURCH FORMS TO BE FILLED OUT

I. SAMPLE LETTER OF HIRE FOR NON-CLERGY STAFF (Copy to Be Kept In
Personnel File)

Employee Name
Employee Address
Richmond, VA (Zip Code)

Dear _____:

It is a pleasure to formally offer you the position of _____ of Three Chopt Presbyterian Church. This is an exempt, (part- time or full-time), 12 months position starting _____. The offered compensation package is as follows:

● **Annual Salary - \$_____**

You will receive a check on the 15th and the last day of the month from which state and federal income taxes, FICA and Medicare Tax will be deducted. Mrs. Jane Wood is the Bookkeeper.

● **_____ weeks paid vacation** - Vacation approval is to be requested in advance from your supervisor, _____. (Vacation promised must be in accord with Church Policy and Procedure Manual, Personnel Ministry team, Section VI, Employee Benefits, 6.6 a and b)

● **Health Insurance Reimbursement Allowance - \$2,500**

This allowance is prorated for ___ months this year with \$_____ being made available to you upon presentation of appropriate receipts and documentation to the Bookkeeper.

● **Allowable reimbursable expenses - \$_____** (This item may not be part of the job offering. It is not a guaranteed item.) Present receipts to the Chairperson of _____ Ministry Team, who will authorize and send them to the Bookkeeper for payment.

Your duties are generally explained in the attached Job Description, which can be changed as deemed necessary. By your signature on this letter and the attached Confidentiality Statement and their return to me, you signify your acceptance of this position as explained above. Welcome to the Staff of TCPC!

Yours in Christ,

Chairperson
Personnel Ministry Team (or Head of Staff)

I accept the position. _____
Name Date

Encl: Job Description

| |
|---|
| Copy To: Applicant Head of Staff Bookkeeper Chair DCE Search Comm. Chair Personnel Comm. Elder Personnel Comm. |
|---|

II. CONFIDENTIALITY STATEMENT

I, _____, understand that in the performance of my duties as an employee of Three Chopt Presbyterian Church I am required to have access to, and be involved in the use of, private and confidential member and staff related data. Further, I will have access to privileged data through administrative discussions in meetings of staff, Ministry Teams and Session. I understand that I am obliged to maintain the confidentiality of these data at all times, both at work and off duty. I understand that a violation of these confidentiality considerations may result in disciplinary action, including termination.

I certify by my signature that I understand the requirement to respect the privacy and confidentiality of data with which I might be involved and will maintain strict compliance with the need to keep it secure and private.

Date _____ Signature _____

(Original to be placed in the employee's permanent personnel file.)

III. LETTER TO MINISTRY TEAM FOR STAFF ORIENTATION

{date}

To: {name}, Ministry Team ABC, Chairperson

From: Personnel Ministry Team

Subject: Orientation of _____

Your Ministry Team needs to develop an orientation schedule for _____. May I suggest it contain the following items as appropriate for the position.

- Use of office and equipment. Passwords as appropriate. Use of Church copier. Use of the office for other purposes (Sunday School?). Security of her work and private papers. Locking of office and key availability.
- Use of the Church Administrative Assistant. Other than reception and telephone messages, her duties do not normally include routine clerical support.
- Introduction to staff and to immediate supervisor.
- Expected hours of work. The Personnel Ministry Team would like all staff to have stated office hours when they will routinely be available at the Church. These should be posted.
- Confidentiality. It is important to stress that staff does not talk about other staff nor about their actions to the membership except as it affects program implementation. Problems are to be taken to the Head of Staff or the Personnel Ministry Team. Nor, may staff personally discuss the Church members and their comings and goings.
- Entrance to the Church. Key. Necessity to lock the premises.
- Securing approval of vacation time.
- Obtaining reimbursement for personal and business related expenses. The voucher system.
- Expectations for attendance during Sunday activities.
- Expected notifications when problems arise such as being ill, not able to attend to something, etc. Names and phone numbers as appropriate.
- The Ministry Team structure and their various responsibilities.
- The Church Master Plan and role in it.
- Sign Confidentiality Statement
- Computer use - How to handle problems. Updating of Web Page.
- Pay dates, deductions, health insurance program.
- If pre-tax health insurance reimbursement program is desired, talk with Bookkeeper and/or Treasurer to get it set up.

**Three Chopt
Presbyterian Church**

Policy & Procedure Manual
Personnel Ministry Team

IV. ORIENTATION PROGRAM - THREE CHOPT PRESBYTERIAN CHURCH

The Search Committee will designate a member to arrange for all of the various items on the Orientation Program to be performed by setting up appointments and arranging contacts as necessary.

| ITEM | RESPONSIBLE PARTY | PROJECTED DATE TO COVER ITEM | COMPLETION DATE AND SIGN OFF | COMMENTS / TO DOS |
|---|--|------------------------------|------------------------------|-------------------|
| Introduction to other staff and tour of Church | Search Ministry Team | | | |
| Personal Office Space - Where; Who else will use (Sunday School, etc.); Security of work and private papers; Receive key to office (arrange through Admin. Asst.) | Search Ministry Team | | | |
| Key to Church and access to other area keys, policy on locking Church. | Head of Staff or Designee | | | |
| Use of Church Equipment (non-computer) - appropriate passwords, copiers, and audio-visual. Available office supplies and ordering procedures. | *Admin. Asst. *Assigned Ministry Teams. | | | |
| Computers - passwords, instruction on programs, policy on adding software, network problems (tell secretary to call network manager Keith Lufkin), Update of Web Page (get with Keith Lufkin for permission, training, and instruction) | Network Admin. | | | |
| Use of Church Administrative Assistant, Nancy. Nancy will take messages, give instruction on programs and help trouble shoot problems with equipment. She will not do routine support tasks such as typing and mail outs. | *Head of Staff *Personnel Ministry Team | | | |

Three Chopt Presbyterian Church

Policy & Procedure Manual
Personnel Ministry Team

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|--|---|------------------------------|------------------------------|------------------------------------|
| Discussion of terms of employment. Reiteration of terms with discussion of any questions relative to hours, pay, and vacation. | *Search Ministry Team *Personnel Ministry Team | | | |
| Expected hours of work, including stated office hours and their posting, expected attendance on Sunday, etc. | *Head of Staff *Search Ministry Team *Assigned Ministry Teams | | | |
| Confidentiality - policy on confidentiality (personal and job oriented problems are taken to the Head of Staff and/or Personnel Ministry Team. Discussions with Church members and other staff are inappropriate.), sign the confidentiality statement | *Search Ministry Team *Personnel Ministry Team | | | Made a part of the Personnel Files |
| Receiving pay and reimbursements - introduction to bookkeeper and treasurer; voucher system; health insurance reimbursement (pre-tax plan), | *Bookkeeper *Treasurer | | | |
| Evaluation of work and raises | *Personnel Ministry Team *Head of Staff | | | |
| Securing approval for vacation time Expected notifications when problems arise such as illness, inability to tend to something, etc. Name and phone numbers as appropriate | *Head of Staff *Assigned Ministry Team Chair *Head of Staff *Admin. Asst. | | | |
| The Ministry Team structure and their | Admin. Ministry | | | |

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Policy & Procedure Manual Personnel Ministry Team

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|--|----------------------|------------------------------|------------------------------|--|
| various responsibilities and chairpersons. Securing a copy of the Policy and Procedure manual | Team | | | |
| The Church Master Plan and role in it. | Admin. Ministry Team | | | |
| Finalize of Background Check -- if applicant is hired pending outcome of this check, he/she should understand that negative information can result in immediate termination of services. | Search Ministry Team | ASAP | | Fill out State Police supplied forms and return with check. Give check voucher to Bookkeeper and charge to Search Committee. Return data filed in Personnel Folder |
| Sign Confidentiality Statement | Search Committee | | | |
| Make Sure All Forms have been filled out and forwarded to appropriate places (see forms list) | Search Committee | | | |

V. FORMS NEEDED FOR NEW HIRES

1. Form VA-4: Employee's Virginia Income Tax Withholding Exemption Certificate
2. Form W-4: IRS Employee's Withholding Allowance Certificate
3. Form SP 230: Virginia State Police Name Search Request Form for Criminal History Record and/or Sex Offender and Crimes against Minors Registry Search (Send form with check to Dept. of State Police Central Criminal Records Exchange, PO Box 85076, Richmond, VA 23261-5076)
4. Form 032-02-141/4 (4/97): Virginia Dept. of Social Services, Child Protective Services, Request for Search of the Central Registry and Release of Information Form. Applicant must have this form notarized. (Send form and check to Child Protective Services Central Registry Search, VA Dept. of Social Services, 730 E. Broad, 2nd floor, Richmond, VA 23219-1849)
5. Confidentiality Statement - Church form to be kept in personnel file
6. Form OMB no. 1115-0136 - Form 1-9 (Rev. 11-21-91)N: U.S. Dept. of Justice, Immigration and Naturalization Service; Employment Eligibility Verification. (This form is filled out and signed by Head of Staff after verification of citizenship and kept in personnel folder)
7. Form 032-05-168: State of VA, Exempt Child Day Centers, Sworn Disclosure Statement. (Filled out by employee and kept in personnel folder.)
8. Official notification to Bookkeeper with particulars about new employee's salary, when to start to pay, etc.