

Staff Hire Checklist for New Employees CrossPointe Church

___ An Expectation List has been shared with me. I have agreed to it and signed it.

___ I have attended a Discovering Crosspointe class.

___ I understand that giving, membership, attending a Growth Group and faithful Sunday attendance are expectations of my employment at Crosspointe.

___ I have taken a strength-finders test, myers briggs test, spiritual gifts, and personal motivators test and have returned the results to my supervisor and the office manager.

___ The Crosspointe Staff Policy Manual has been shared with me. I have signed it and am in agreement with its guidelines.

___ A timeline of employment has been communicated to me.

___ I have completed a W-4 form.

___ I have completed all of the necessary insurance forms.*

___ A Crosspointe e-mail address has been set up and is functional.

___ I have spoken to the Facility Director and have been given a set of keys to the facilities.

___ I have scheduled a meeting with the Financial Administrator to learn the payroll process, insurance information and reimbursement processing.*

___ I have scheduled a meeting with the Office Manager to go over Church Community Builder access/procedures and phone procedures, and she has ordered my books.

- Simple Church by Eric Geiger, The Next Generation Leader by Andy Stanley, Leading at a Higher Level by Ken Blanchard, 7 Practices of effective ministry by Andy Stanley.

___ I have scheduled 4 meetings with my supervisor to meet with me every month for the first 4 months for evaluation, questions, and one page book net outs.

___ I have read the crosspointe playbook and have scheduled a meeting with Pastor Brian to go over it.

___ I have completed a 100 Day Staff Review

**Only for Full-Time employees.*

****As a new employee at Crosspointe Church, I have to the best of my knowledge completed all of the steps above during the interview/hiring process. My Supervisor has walked me through this process.**

Signature

Date