

## **Old North Church**

### **NEW EMPLOYEE PROCEDURES:**

- Added to insurance – if eligible
- Business Cards Ordered – if pastor
- Added to Church Letterhead – if pastor
- Picture (and Bio – if pastor) for Website
- Email address established
- Copy of Employee Handbook – Receipt returned to Executive Pastor
- Copy of Staff Covenant (w/frame?)
- Cell Phone (if pastor)
- W-4 form completed
- Voice Mail Message on Phone Extension
- General Phone Message revised to include new employee
- Secretarial procedures explained
- Procedures for White Board
- Procedures for hospital/birth/death forms
- Procedures for booking rooms/calendar
- Copy of budget and Line #s – if appropriate
- Recycling Procedures
- Staff Lunch – 1<sup>st</sup> Tuesday of the month
- Organization chart
- Listings under church forms
- Retirement – if eligible
- Supplies/Storage locations
- Keys/Security card
- Security Systems/Alarms
- Copies of Forms:
  - Reimbursement
  - Expenses
  - Weekly Accountability Sheet
  - Budget
  - Vacation & personal days off
  - Building Reservation Form
  - Computer Repair