

COLORADO DISTRICT REQUEST FOR APPROVAL TO HIRE STAFF



To help each other fulfill the *Manual* (§159-159.8, 129.9, and 211.13) requirements, please use this form when requesting written permission for the employment of paid and unpaid associates/staff. **Secure your District Superintendent's signature before recommending employment to the church board.** A fully executed copy of this form will be returned for your files.

Name of Church:

Annual Financial Base: \$

As of the current date, our church's operational expenses are current: Yes No

Our denominational budgets are up to date based on the allocation of our current income: Yes No

If no, list the following:

Total church income to date (minus amount paid to WEF & Approved Specials): \$

Total amount paid to date: \$

Name of Associate/Staff:

Address:

Name of Spouse:

Children Living at Home: Age:
Age:
Age:

Scholastic Attainments and Goals:

Work Experience (religious/secular):

Background Check Completed: Yes No

Recommended:	Monthly Salary	\$	
	Housing Allowance	\$	
	Medical Insurance	\$	
	Social Security	\$	
	Other (describe)	\$	

Position Title:

Anticipated Date of Employment:

Full time or Part time number of hours per week:

Senior Pastor signature: Date

District Superintendent signature: Date

Email completed/signed form to the District Office, kcompton@conazarene.org