

**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.** If request is approved by the DS, A fully executed copy of this form will be returned for your files.

Name of Church:

Annual financial base of church:

As of the current date, our church's operational expenses are current:

Our budget payments are up to date based on current income:

If no to either question above, please provide a detailed explanation:

Name of associate to be hired:

Background check completed:

Email:

Phone:

Name of spouse:

Position title:

Total of annual salary and benefits:

Anticipated start date:

Full time

Part time

Hours per week

Pastor signature:

Date:

DS signature:

Date: