

How to hire a locally funded worker

Where do I start?

If your church or school would like to hire a locally funded worker, such as a custodian, teachers' assistant, etc., the first thing you should do is visit www.lfe.mnsda.com. This is the online locally funded employee application, which will provide you with standard positions, along with the pay ranges currently associated with those positions. If you have any questions, please contact the Human Resources at hr@mnsda.com.

Use the form

The LFE form is created so you can play with the hours per week and salary/ hourly wage (within range). You can generate multiple PDF documents based on the various scenarios you think your local church or school can afford. This will help as you proceed with your financial review of hiring a locally funded employee.

Time for a meeting!

The church or school board should meet to discuss the position, possible candidate(s) and review the financial impact to the church/school. Take the estimate form(s) with you. Review the cost and ensure it will work within your budget.

Take an official board vote and ensure that it is recorded in the minutes (you will need these minutes for hiring).

The board has made up its mind. Now what?

The HR department is going to request the following documents:

1. Signed and completed locally funded employee application
2. Minutes from the board meeting
3. Current church budget showing how the position will be funded
4. 90-days of cash available to cover the cost of payroll

If this is a new position, not a replacement position, the position must be approved by the Conference Administration.

All positions must be posted on the Conference website, regardless of location or position type. Additionally, all candidates are required to complete an employment application through the normal hiring process.

If you have a candidate in mind...

If you have a candidate in mind, we suggest you have an official interview with that person before you decide to hire them. Any positions that are ministerial in nature (Bible workers, Bible instructors, etc.) *must* be interviewed by the Conference administration before any offer is made. Rates of pay for most positions should be discussed with the HR director prior to a final determination being made at the local level, however, the HR department must set the rate of pay for any ministerial positions.

New employee, come on down!

The HR department will notify you that the position has been approved and provide you with new hire paperwork for the new employee to complete. *The new employee cannot start working* until the new hire paperwork is completed, particularly the child protection training & background check and the I-9 form. The I-9 form, in particular, is required by law and we can receive hefty fines if we employ someone without completing the I-9 form appropriately.

Additionally, all hourly employees are required to track their time through our electronic timekeeping system. This is managed through an app they will download to their phones. The local pastor or lead teacher will serve as the local supervisor, as appropriate, and will be responsible for making corrections and approving the employee's time on a monthly basis. The pastor/teacher will be given managerial access in their employee portal to review and manage the local employee's time as necessary.

All new hire paperwork should be submitted to the HR department at the Conference office. We will provide you with all required paperwork, including a checklist to ensure you've gathered everything you need before sending us everything back.

Once we receive the paperwork, we have a variety of databases that we must manually enter your employee into, including our payroll and timekeeping software (which are separate). We will communicate with you (or the church/school designated supervisor) the information regarding the employee's login for the time keeping system.

You're all set!

Your new employee can now begin to work. If you ever need to replace the employee, you will need to complete the Employee Termination Form. When you're ready to hire someone new, the position does not need to be approved by Conference Administration, but the same paperwork (locally funded employee application, job posting, and board minutes) will be required prior to the new employee completing their new hire paperwork.

Questions?

Please contact the HR Department at 763.424.8923 or hr@mnsda.com.