

TASK	LEAD	TEAM	TASK	LEAD	TEAM
Recruiting			Pre-Offboarding		
Gather Information / Resume	Director		Determine Last Day	Director	
Pre-Site Questionnaire/Conversation	Director		Notify Staff	Director	
Staff Covenant & Values	Director	Rebekah	Determine Farewell (Gathering/Gift)	Director	Ryan
Site Visit	Director		Notify Supporters	Director	Rebekah
Ask for Background Check	Director	Rebekah	Conduct Exit Interview	Director	
Reference Checks	Director		Last Day		
Offer			Obtain Keys	Director	
Write Job Description	Director		Cancel Credit Card	Rebekah	
Determine Salary	Director	Kevin	Cancel Lowes Card	Rebekah	
Send Offer Letter	Director		Transfer Credit Card Payments	Rebekah	
Receive Signed Offer Letter	Director		Remove from Appfolio / Kindful	Rebekah	Brett K
Getting Started			Remove from Website	Ryan	Brett K
Announce to Staff	Director		Forward Email and Google Docs	Ryan	Brett K
Salary/Start Date to Payroll	Director	Rebekah	Remove from Employee Navigator	Rebekah	
Email Address	Ryan	Brett K	Remove from Payroll and Benefits	Rebekah	
Business Cards	Ryan	Brett K	Remove from GroupMe	Ryan	
Take Staff Photo	Ryan	Brett K	Remove from Credit Card Survey	Rebekah	
Website Profile (send survey first)	Ryan		Add to Alumni (Kindful)	Rebekah	
Create Kindful Campaign	Ryan	Rebekah	Update Staff Contact List and Calendar	Ryan	Brett K
Support Raising Training	Ryan	Bethany	Update Organizational Chart	Ryan	
Before the First Day					
Office Space	Director				
Keys	Director				
Lightbearers Swag / Gift Basket	Director	Ryan			
First Day					
Pray over New Staff	Director				
Lightbearers 101	Director	Kevin, Ryan			
-- History					
-- Website Scavenger Hunt (includes podcasts)					
-- Culture & Values Training					
-- Job Shadowing					
Complete New Hire Paperwork	Rebekah				
-- Staff Handbook					
-- W4					
-- I9					
-- Direct Deposit					
Insurance and Benefits Packet	Rebekah				
Add to Employee Navigator	Rebekah				
Ministry Safe Training	Ryan				
Begin Salary	Rebekah				
Add to Staff@ Email	Ryan	Brett K			
Add to GroupMe	Ryan				
Update Staff Contact List and Calendar	Ryan	Brett K			
Update Organizational Chart	Ryan				
Order Credit Card	Rebekah				
Order Lowes Card	Rebekah				
Add to Credit Card Survey	Rebekah				
First Month					
Paycheck Training	Rebekah				
Set up Monthly PSRs	Rebekah				
As Needed					
Access to Kindful	Rebekah				
Access to AppFolio	Rebekah				
Staff Development Plan (30/60/180)	Director				
Organizational IT Training	Director				