

FAMFM ONBOARDING PROCESS

Church Hiring & Onboarding Process

(With a designated Lead Team Owner oversight)

Phase 1: Discovery & Sourcing

Lead Team Owner's Responsibility

Goal: Identify qualified candidates aligned with the church's mission, values, and needs.

Steps:

- Clarify job description, expectations, and ministry context.
 - Post the job on church networks, job boards, and through personal referrals.
 - Collect and review resumes and applications.
 - Conduct **initial vetting** (background research, references, theological alignment check, basic screening interview).
 - Narrow to top 3–5 candidates.
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Phase 2: Team-Based Interviewing Process

Goal: Involve relevant leaders while maintaining efficiency and alignment.

Step 1: Lead Team Owner Coordinates Interviews

- Schedule individual interviews between candidates and key ministry leads (e.g., Worship Director, Youth Pastor, Admin Lead).
- Ensure each interviewer has a **copy of the job description and interview feedback form**.

Step 2: Lead Pastor Interview

- Lead Pastor meets with finalists for a deeper spiritual/theological and cultural fit conversation.

Step 3: Collect Interview Feedback

- All interviewers submit written or verbal feedback to the **Lead Team Owner**.

Phase 3: Final Decision & Offer

Step 1: Lead Team Review

- In the **next lead team meeting**, the Lead Team Owner presents feedback from all interviewers.
- Discussion around candidate strengths, concerns, and readiness.
- Group consensus on whether to:
 - Make an offer
 - Conduct another round of interviews
 - Continue the search

Step 2: Make the Offer

- Lead Team Owner contacts the selected candidate.
- Offer includes:
 - Salary, benefits, start date
 - Expectations for onboarding and initial review period
 - Overview of church's culture, spiritual values, and leadership structure

Phase 4: Onboarding Process Begins

Key milestones:

- Paperwork & systems setup
- First week orientation
- First 30, 60, 90-day check-ins
- Cultural integration and role support

Summary of Roles

Role	Responsibility
Lead Team Owner	Drives the hiring process, vets' candidates, organizes interviews, gathers feedback
Ministry Leads	Conduct one-on-one interviews and assess role-specific and cultural fit
Lead Pastor	Provides final spiritual/theological discernment and leadership alignment
Lead Team (as a whole)	Makes collaborative final decision at lead team meeting

Pre-Onboarding (Before First Day)

Goal: Prepare the church and the employee for a smooth start.

Steps:

- **Offer Letter & Employment Packet:** Include job description, compensation, benefits, policies, and mission/vision statement.
 - **Background Check & Paperwork:** Complete forms for payroll, direct deposit, emergency contacts, confidentiality agreements, etc.
 - **Welcome Email:** Include start date, dress code, parking info, first-day schedule, who to report to.
 - **Workspace Prep:** Set up email, office space, keys, church credit card, tech access (church database, planning software, etc.).
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Week 1 – Orientation & Culture Integration

Goal: Introduce staff, mission, and church operations.

Day 1: Welcome & Introduction

- Meet with supervisor (direct report) and HR/admin team.
- Tour the facility (offices, auditoriums, classrooms, breakroom).
- Introduction to staff and key volunteers.
- Provide a **New Employee Handbook**.

Day 2–5: Training & Immersion

- Overview of church history, core beliefs, values, and denominational background.
 - Deep dive into **mission, vision, values and organizational structure**.
 - Intro to tools and systems (email, church database like Planning Center, Slack, Dropbox, ADP, Bill, Approval Max, Calendar, etc.).
 - Safety training (especially if working with youth/children).
 - Meet with key ministry leads to understand other departments.
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First 30 Days – Role Training & Ministry Integration

Goal: Build confidence in responsibilities and collaboration.

Key Actions:

- Set **30-day goals** with their supervisor.

- Provide job-specific training (e.g., PCO, ADP, Basecamp, Slack, Ableton Live (Worship), scheduling and communication for admin).
 - Assign a **peer mentor** for weekly check-ins while using a weekly recap email to their direct report.
 - Attend regular staff and departmental meetings.
 - Schedule a 1-on-1 with Lead Pastor and lead team for relational connection.
 - Begin shadowing or co-leading tasks relevant to their role.
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First 60–90 Days – Growth & Evaluation

Goal: Ensure mutual fit, alignment with culture, and performance feedback.

Key Actions:

- 60-day review meeting: informal check-in on how things are going (challenges, wins, culture fit).
 - Finalize long-term goals and expectations.
 - Encourage participation in a connect group.
 - Provide ongoing feedback and encouragement.
 - Celebrate wins publicly (staff meetings).
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Ongoing Support (Beyond 90 Days)

Goal: Foster long-term health, development, and spiritual growth.

Includes:

- Quarterly reviews with supervisor.
- Annual spiritual retreat or team development event.
- Clear development path (training, conferences, sabbatical plan, etc.).
- Continued pastoral care and soul care (e.g., check-ins on spiritual well-being).