

**Human Resources**  
**Bible Worker**  
*Hiring Process*

# Locally Funded Church (LFE) – Bible Worker Hiring Process

## *First Steps:*

### Contact Ministerial Department

1. Send Resume to Ministerial
2. Seek Ministerial subsidy for evangelism funds (this is not guaranteed and is usually a shared cost)
3. Ministerial submits request to ADCOM for approval

# Locally Funded Church (LFE) – Bible Worker Hiring Process

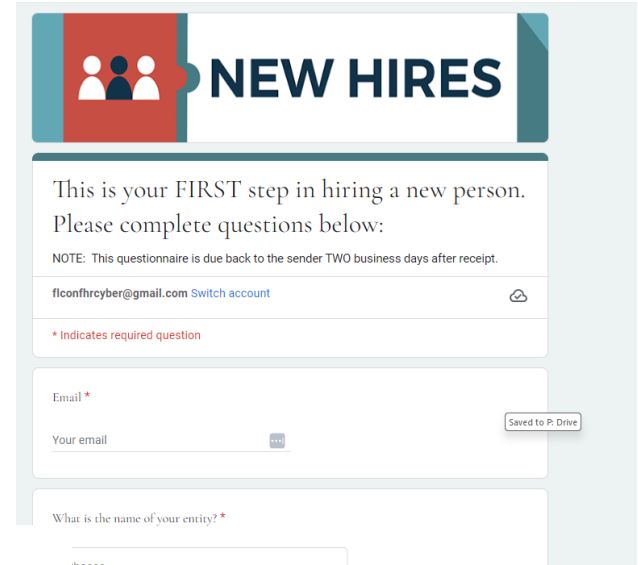
## Next Steps:

### Contact Human Resources

hrhire1@floridaconference.com

1. Complete the New Hire Questionnaire
2. Provide Church Board Action (Minutes)
3. Submit Employment Cost Calculator/Commitment – Commitment must be signed
4. Once the above documents are received and the ADCOM approval is confirmed, HR will post the job on the Careers website.
5. Please ensure to take into consideration the time for processing this request

### New Hire Questionnaire



Seventh-day  
Adventist® Church  
FLORIDA CONFERENCE

#### New Locally Funded Position Commitment

Location: 0
Position: 0
Type: Please enter hours/week

The local facility must provide the Conference, \$ \_\_\_\_\_ per month to fund the remuneration and \$ \_\_\_\_\_ per month to fund the cost of the benefits for the approved position.

Conference pay date, or by an authorized ACH direct withdrawal from the local facility's bank account.

TOTAL FUNDING REQUIRED PER MONTH: \$ \_\_\_\_\_ (approximate – may be adjusted)

I, \_\_\_\_\_ Position: \_\_\_\_\_

am an authorized representative \_\_\_\_\_ and agrees to submit to the Conference the total amount per month that is required to fund the position (a copy of the Board action/resolution must be attached).

If the Facility does not provide the necessary funding for the employee's remuneration and benefits to the Conference in a timely manner, the Facility acknowledges that the Conference may, in its sole discretion, take any of the following actions: (i) place the employee on an unpaid administrative leave (a "furlough") until funding is received by the Conference; (ii) revise the terms of employment between

### Employment Cost Calculator/Commitment

# Locally Funded Church – Hiring Process

## Steps to Initiate the Onboarding

1. Once the status of the applicant is Ready to Hire, HR will process the **New Hire Form**.
2. The applicant will receive a “Welcome” email with instructions on how to create their ESS account and complete the designated forms.
3. The I9 documents will need to be verified **before** the start date provided in the offer letter.

**LISTS OF ACCEPTABLE DOCUMENTS**  
All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport, and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

# Benefits Eligibility

## FLORIDA CONFERENCE OF SDA BENEFITS ELIGIBILITY FOR LOCALLY FUNDED EMPLOYEES:

<b>Benefit</b>	<b>Salaried</b>		<b>Hourly</b>					<b>Cost Per Month</b>	
	<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>HPT 30-35</b>	<b>LPT 19-25</b>	<b>LHT Less 19</b>	<b>ONC</b>	<b>Emp</b>	<b>Org</b>
<b><u>Payroll</u></b>									
FICA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	6.20%	6.20%
Medicare	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1.45%	1.45%
Health Care	Yes	Yes <sup>1</sup>	Yes	Yes	No	No	No	<sup>2</sup>	\$1,340.00
Workers Compensation	Yes	Yes	Yes	Yes	Yes	Yes	Yes		<sup>8</sup>
<b><u>Retirement</u></b>									
Voluntary Contribution	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
<b><u>Retirement</u></b>									
Basic	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No		5% sal
Employer Match	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No	<sup>4</sup>	Up to 3%
Retirement Allowance	Yes	Yes <sup>3</sup>	Yes	Yes	Yes	No	No		<sup>5</sup>
<b><u>Life Insurance</u></b>									
Employer Basic Life	Yes	No	Yes	No	No	No	No		<sup>6</sup>
Supplemental Life	Yes	Yes	Yes	Yes	Yes	No	No	<sup>7</sup>	
Dependent Tuition Assistance	Yes	No	No	No	No	No	No		Varies
Long Term Disability	Yes	No	Yes	No	No	No	No		<sup>6</sup>
Sick Leave	No	No	Yes	Yes	Yes	No	No		Varies
Termination Settlement	Yes	No	Yes	No	No	No	No		Per Policy
Vacation	Yes	Yes	Yes	Yes	Yes	No	No		Varies

<sup>1</sup> Eligible only if employee is assigned and works a regular schedule of 30 or more hours per week.

<sup>2</sup> Contribution varies by single or family coverage. No portion of employer cost may be charged to employee.

<sup>3</sup> Eligible only if employee is classified and works a regular schedule of 19 or more hours per week.

<sup>4</sup> Employee selects amount, but must contribute a minimum of 3% of remuneration to receive maximum match.

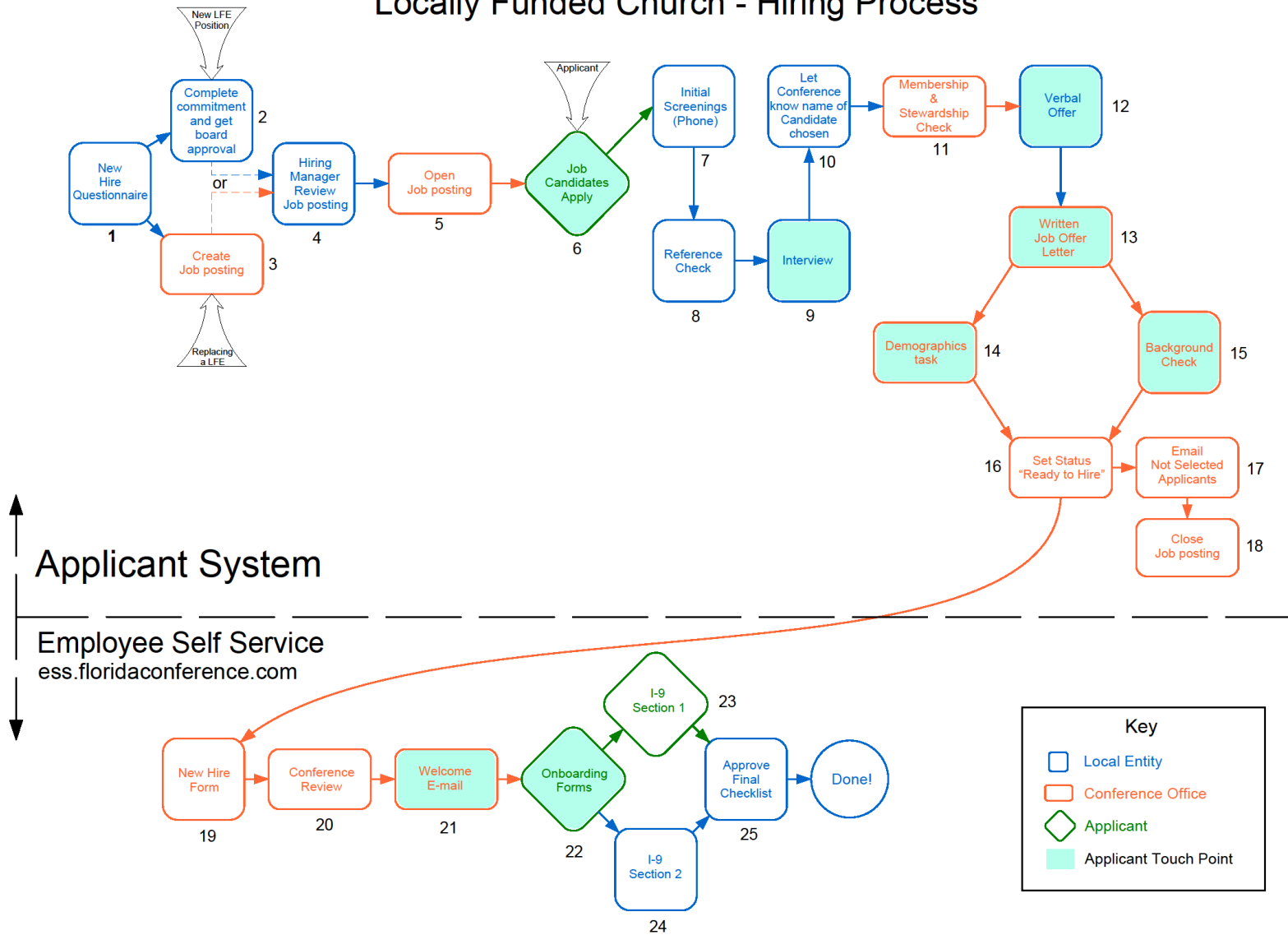
<sup>5</sup> Cost depends on employee's number of years of denominational service credit.

<sup>6</sup> Included with Health Care cost.

<sup>7</sup> Supplemental Life Insurance premium varies by age and benefit amount selected.

<sup>8</sup> Office, teachers & aides - 1.8% of gross remuneration; maintenance related - 9% of gross remuneration.

# Locally Funded Church - Hiring Process



**We are here to help!**

**Please always feel free to contact  
our HR department for support.**

# Thank you

Human Resources Department

407.644.5000 ext. 2313 / 2315

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