

Request for Ministerial Staff Person
(must be completed annually for each ministerial staff person)

To be listed in the Journal, the following regulations apply: (1) To be an associate pastor or assistant pastor, the staff person must be an ordained or licensed minister. An associate pastor is elected annually by the local church conference, and an assistant pastor is appointed annually by the local board of administration. (2) Any other ministerial staff person requested by the LBA must be a ministerial student, a special worker, or a lay minister. Anyone listed in one of these categories must be enrolled with the Department of Education and the Ministry and must be taking, or have already taken, the classes E&M requires for their credentials. Licensed ministers, ministerial students, and special workers are supervised by the DBMD, while lay ministers are supervised by the local church.

Please complete the following information, using a separate page for each ministerial staff person you will have in 2018-2019. Please submit your completed request(s) to ds@crossroadsdistrict.org, with copies to roxene@crossroadsdistrict.org and chris@crossroadsdistrict.org. **Please be advised that all new staff positions and/or staff personnel must be approved by the DBA before the staff person is hired.**

Church: _____

Full Name of Staff Person: _____

Position (associate pastor, assistant pastor, or other staff person): _____

Primary ministry(ies): _____

Credentials (ordained, licensed minister, ministerial student, special worker, or lay minister): _____

How many hours a week will this staff member be working? _____

Salary (either annual or hourly): _____

Benefits (types and amounts): _____

Date approved by LBA (or date of election by ALCC, if an associate pastor): _____

Signature of Local Church Secretary or Pastor: _____

If this is a new staff person and/or position, please also include the following information:

Home Address: _____

Home Phone Number: _____ Cell Phone Number: _____

E-mail Address: _____

If transferring from another district, which district? _____

Please attach the following information: (1) Statement of need for this staff person, (2) Provision for proper support, (3) The job description set by the LBA, and (4) Records showing that the USF and district budget have been paid in full during the previous two years.