



# Pastoral Staff Request Form

## South Coastal District of The Wesleyan Church

Church Requesting Staff: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Please include a resume of this person you are anticipating hiring.  
Staff persons name/address: \_\_\_\_\_  
\_\_\_\_\_

2. Has the LBA or LCC approved the hiring of this staff persons? Yes - No

3. Are all bills and financial obligations paid and up-to-date? Yes - No  
If "no" please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Is your USF current and paid in full over the last two (2) years? Yes - No  
If "no" please explain: \_\_\_\_\_  
\_\_\_\_\_

5. Include a separate Job Description of this staff persons assignments.

6. Describe why the church has a need for this person you are hiring? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the ministerial status of this person you are hiring? Ordained \_\_\_\_ Licensed \_\_\_\_ Enrolled  
in a course of study (FLAME) \_\_\_\_ Preparing to enroll in a course of study \_\_\_\_

8. Will this staff person be transferring credentials from another district? Yes - No

9. Support Package: Please describe the financial support you are providing.

Salary	\$ _____
Housing	\$ _____
Pension	\$ _____
S.S./FICA	\$ _____
Health	\$ _____
Misc	\$ _____
TOTAL	\$ _____

South Coastal District of The Wesleyan Church - 1261 Parker Road SE - Conyers, GA 30094-5957

Date request arrived : \_\_\_\_\_

Date acted upon by the DBA: \_\_\_\_\_