

Staff Onboarding Checklists

A practical resource for welcoming and equipping new staff

How to Use This Sample

These checklists help a church move from a handshake hire to a healthy beginning. Adapt the timing, responsibilities, and required documents to fit your staffing structure.

1. Before the First Day

Task	Responsible Person	Complete
Send welcome email with start date, arrival time, parking instructions, and dress expectations.	Supervisor	<input type="checkbox"/>
Confirm signed offer letter or employment agreement if used.	Personnel or Administration	<input type="checkbox"/>
Prepare payroll, tax forms, direct deposit, and benefit enrollment materials.	Finance or HR	<input type="checkbox"/>
Complete background check and any required screening.	Administration	<input type="checkbox"/>
Prepare office, workspace, phone, computer, email, and software accounts.	Administration or IT	<input type="checkbox"/>
Prepare keys, access cards, alarm codes, and building access as appropriate.	Facilities or Administration	<input type="checkbox"/>
Create initial 30 day schedule of meetings, training, and ministry orientation.	Supervisor	<input type="checkbox"/>
Notify staff and key leaders of the new team member.	Supervisor	<input type="checkbox"/>

2. First Day Checklist

Task	Notes	Complete
Welcome and prayer with supervisor.	Review calling, role, and first week plan.	<input type="checkbox"/>
Tour campus.	Include offices, worship areas, classrooms, storage, safety supplies, and emergency exits.	<input type="checkbox"/>

Introduce staff.	Include ministry assistants, finance office, facilities, school leadership if applicable, and key volunteers.	[]
Review handbook and policies.	Employee handbook, child protection, safety, technology, reimbursements, and confidentiality.	[]
Complete employment forms.	I-9, W-4, direct deposit, benefit forms, emergency contact, and acknowledgments.	[]
Review communication tools.	Email, calendar, phones, church management system, Slack or Teams, and shared drives.	[]
Review weekly rhythm.	Staff meetings, worship planning, office hours, weekend expectations, and reporting lines.	[]

3. First Week Checklist

- Review job description, goals, and decision authority.
- Meet with direct supervisor for role expectations.
- Meet with finance or administration to review purchasing and reimbursements.
- Complete child protection and safety training if applicable.
- Review church calendar and major annual events.
- Review governance documents at a high level.
- Clarify who approves communications, spending, facility use, volunteers, and ministry changes.

4. First 30 Days

Area	Conversation or Training	Complete
Mission and Vision	How the church defines success and makes disciples.	[]
Doctrine and Governance	Constitution, bylaws, policies, committees, and congregational authority.	[]
Ministry Plan	Current goals, challenges, volunteers, budget, and calendar.	[]
Communication	Style, approval process, website, social media, email, and printed materials.	[]
Finance	Budget lines, purchase approvals, credit cards, reimbursements, and receipts.	[]
Facilities	Room requests, keys, access control, security cameras, maintenance requests, and setup needs.	[]

Pastoral Care	Hospital visits, counseling boundaries, benevolence, and confidentiality.	[]
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5. First 90 Days Review

- What is going well?
- What has been confusing?
- What relationships need more attention?
- What training is still needed?
- What goals should be adjusted?
- What decisions can the staff member make without additional approval?
- What pastoral or personal support would be helpful?

6. Onboarding Completion Sign Off

Staff Member: _____

Supervisor: _____

Date: _____