

ONBOARDING PLAN – First Baptist Church – Decatur, GA

NAME, Role, Date

- Confirmation of completion of employment forms
- Issuance of keys/systems access/Personnel policies
- Feedback from the interviewing process
- Feedback from reference checking process
- Review of conditions of employment/hours/salary
- Review of job responsibilities
- Responsibilities as a minister of the church
- Performance planning/reviews/supervision
- Church vision/mission
- Church structure, organization, committees
- Church staffing
- Church facilities
- Informational interviews with staff
- Keys to success – who, what, how, when - establishing capacity/capabilities for “quick wins,” prioritization of actions
- “First 90 days” plan