

Considerations where Church wishes to have people perform work for monetary payment.

This checklist is a guide only to assist the Treasurer to ensure that the appropriate financial & employment procedures are undertaken for the arrangement.

Job Title & nature of work to be performed (Attach job description if available)

Notes:

Have Church Council agreed to the arrangement?

Notes:

Is the work budgeted for? Have any special funding arrangements been made?

Notes:

Name of individual who will oversee or supervise the work?

Notes:

Is it intended that the Church employ this person or are they a contractor or ABN holder?

Notes:

Will the person be paid an honorarium? If so, how much?

Notes:

Are the hours full-time, part-time or casual? How many hours per week ? What is the pay rate?

Notes:

What selection process will be undertaken?

Notes:

Have any agreements or forms been completed or provided?

Notes:

Completed by: _____

Date: _____