



ROCK BRIDGE NEW STAFF ONBOARDING PROCESS

We've hired a new team member! A few things to do BEFORE they begin.

1. HR will communicate with the new team member about needed documents.
2. HR will send a welcome email with RB history video and Lead Pastor video
3. HR will ensure a computer is ordered, email set up, name tag ordered, and fob assigned.
4. MCD/Supervisor contact the new team member 1 week before their first day:
 - a. Send them a Vidyard video by text welcoming them to the team
 - b. **Draft** a 30, 60, and 90-day success plan for them
 - i. *Presented one at a time after they've started*
 - c. Email and review job description to ensure clarity and answer questions

HR's Role with the New team member - First Day on the Job

1. HR will meet with the new team member their first morning on staff in the Director of Administration's office.
 - a. Standard time of 9 a.m. - 11 a.m.
 - b. This meeting consists of:
 - i. Getting to know the new team member
 - ii. Signing required documents (I-9, Direct Deposit, G4, etc.)
 - iii. Brief overview of our Employee Handbook and signature page
 - iv. Benefits explanation and forms (FT staff only)
 - v. Explanation of Hours Tracker
 - vi. Brief overview of Staff Resources page
 - vii. Initial books to read
 1. *Emotionally Healthy Spirituality* (Peter Scazzero)
 2. *The Ideal Team Player* (Patrick Lencioni)
 - c. HR ensures their computer and email set up, issue name tag and fob.

MCD's/Supervisor's Role for the First Week with New Team Member

1. Schedule 1-on-1's to go over:
 - a. Ministry Playbook
 - b. Expectation of role
 - c. Google Suite overview
 - d. Campus tour / introduction of other staff members

MCD's/Supervisor's Role for the Second Week with New Team Member

1. Schedule 1-on-1 to go over:
 - a. Org Chart / Matrix
 - b. Basecamp training
 - c. Schedule a CCB training with CCB Manager

ONE CHURCH, MULTIPLE LOCATIONS

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MONTH ONE:

1. Lunch scheduled by Executive Assistant with the Lead Pastor
 - a. RB History, Mission, and Values communicated
2. Lunch scheduled by Executive Assistant with the Operations Department
 - a. Introductions, Financial Management., Martus, Nexonia, Budget, PRs, etc.
3. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
4. MCD/Supervisor goes over 30-day success plan / goals with new team member
5. MCD/Supervisor goes over 15/5 with new team member and conducts first one
6. Biblical Lifestyle Conversations
 - a. Models Loves God, Loves Others, Live Sent (Matthew 18: 19-20)
 - i. Assigned SLT Leader
 - b. Above Reproach (Ephesians 5)
 - i. Assigned SLT Leader
 - c. Personal Relationships (Romans 12:10 & Philippians 2:3)
 - i. Assigned SLT Leader
 - d. Finances & Tithing (Matthew 25; Proverbs 3:9)
 - i. Assigned SLT Leader

MONTH TWO:

1. MCD/Supervisor covers E4, strategic planning, 90-DAPs, etc.
2. MCD/Supervisor goes over 60-day growth plan / goals with new team member
3. MCD/Supervisor conducts two 15/5's
4. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
7. **STAFF COMMITMENT/RB VALUE** - We Be Before Do (Kingdom Seekers)
 - a. SLT Leader to meet, discuss and download
 - b. Co-worker Coach assigned to discuss and reinforce weekly

MONTH THREE:

1. MCD/Supervisor goes over 90-day success plan / goals with new team member
2. MCD/Supervisor conducts two 15/5's
3. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
4. HR will check in with new team member on book readings
5. **STAFF COMMITMENT / RB VALUE** - We Equip People (Bridge Builders)
 - a. SLT Leader to meet, discuss and download
 - b. Co-worker Coach assigned to discuss and reinforce weekly

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MONTH FOUR:

1. MCD and Supervisor collaborate to determine transition date for new team member to their supervisor to begin team integration
2. Supervisors begin once a month 15/5's
3. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
6. **STAFF COMMITMENT / RB VALUE - We Huddle Well (Break the Huddle)**
 - a. SLT Leader to meet, discuss and download
 - b. Co-worker Coach assigned to discuss and reinforce weekly

MONTH FIVE:

1. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
2. **STAFF COMMITMENT / RB VALUE - We Stay 100% (We are One)**
 - a. SLT Leader to meet, discuss and download
 - b. Co-worker Coach assigned to discuss and reinforce weekly

MONTH SIX:

1. HR check-in on acclimation and will discuss applicable matters with to MCD/Supervisor
2. **STAFF COMMITMENT / RB VALUE - We Work Hard (Strive for Excellence)**
 - a. SLT Leader to meet, discuss and download
 - b. Co-worker Coach assigned to discuss and reinforce weekly
3. HR will connect with new team member to discuss books and assign into a coaching group to acclimate deeper into culture, DNA, Values and staff teams

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