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**Position Request Form**

**For non- or partial-support raising positions**

Date of Request 

 Admin. Assistant Church Team Trainer Other 

Fund site for payroll and any related benefits (+national conference expenses) 

Escrow / Transfer funds for national conference attendance

Supervisor  Appx. Date Position to Start 

***NOTE: Benefits must be provided for those working 24 or more hours/week.***

Full Time Part-time hrs/week (average)

Hourly wage to be offered  (Wage Range $10.93 – $19.64)

Vacation: According to policy Special (Describe) 

Attach Job Description. Any Special Skills Required 

As requestor of the above-mentioned position, I understand and agree that, regardless of any support raised by the individual filling this position, *the personal and/or local account out of which I am paid will be ultimately responsible* for payment of any and all deficits in wages and benefits earned. Since this position will be classified as non-exempt, I understand and agree that payment of wages and benefits due the person filling this position must be paid out of the above-mentioned account before those funds may be used to pay myself or other exempt employee(s).

Requested by  Date 

Approved by (RFD)  Date 

Reviewed by (D.O.)  Date 

President/CEO  Date 

(Approval only for National Ministry Fund Positions)