

## Onboarding Process (Leader Copy)

I signed up now what?

\_\_\_ Read Carefully the Job Description.

\_\_\_ Fill out the Background Check form and return to Shane.

\_\_\_ Read the abbreviated Safety policy, sign that you read it, and return to Shane.

\_\_\_ Look for Welcome Email from Shane.

\_\_\_ Download the Planning Center Services app, and create a password, using the email you gave to Shane.

\_\_\_ Tail teacher for 2 weeks

\_\_\_\_\_ Tail Teacher week 1

\_\_\_\_\_ Tail Teacher week 2

\_\_\_\_\_ Start Serving

\_\_\_ Coaching Visit and Coaching meeting (within first 2 weeks)

\_\_\_ May the 4th be with you check in with Pastor Shane. (Did we find the right role for you?)