

CHURCH PLANTER HIRING PACKET

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Instructions: The enclosed forms and information are to clarify and legalize the working relationship between Kairos and church planters as well as partner churches. Planter, you need to read through each form carefully, sign, date and complete the forms accurately where needed. Please call Gena Granberg at 503-913-3206 with any questions.

Once you have completed the forms send them to your contact person at your partner congregation for signing. Include a Kairos addressed and stamped manila envelope with these documents for the church to use to send them on to us once they are signed. When we receive them we will sign our parts and return electronic copies to both you and your partner church.

Church Planter Employment

Prepared by: Gena Granberg | Last Revised: June 4, 2015

A partner church is the ideal employer for the church planter. However, Kairos is pleased to offer an avenue through which your partnering church may opt to have Kairos be your employer of record. We are also able to collect funds for you as you are fundraising and looking for a partner church. In this case Kairos will include any individual donations that come in for you to your payroll.

- All funds collected by Kairos on your behalf will be charged a service fee of 6% except for funds provided by the partner church if they are already paying the 6%.

Kairos as the employer

- Kairos will collect and hold donations for the church planter, dispersing them to the planter on the 15th and last day of each month, as direct deposit into your bank account. If the 15th or 30th falls on a weekend or holiday, then the money will go to your bank the Friday prior to the 15th or last day of the month.
- Kairos will provide weekly updates of the planter's account via e-mail as a means for the planter to keep track of his/her money and to be aware of new donors.
- Kairos will reserve estimated taxes from the paycheck and send this into the appropriate government office.
- Kairos will issue the planter a 1099 Form for temporary employees (as you are fundraising) or a W2 (if you are a permanent employee) in January to be used for filing taxes.
- Any individual giving to your ministry will receive a verification of their donations in January for donations from the previous year.
- Kairos will manage your accountable plan and your parsonage allowance for you.
- If you want your medical insurance to be paid prior to taxes, Kairos will need to pay that bill for you each month from your funds that Kairos has received for you.
- Kairos will send forms for monthly reporting of your mileage and accountable plan expenses to you as excel documents (separate attachment).

Fees

Your partner church will send 6% of what they send to you to Kairos to cover part of our expenses for services provided you (coaching, site visits, training, etc.). There is also a \$25 per month fee that your partner church has agreed to pay for payroll expenses.

The above guidelines are important, but we are willing to work with you as much as possible to accommodate your financial needs. Please feel free to contact our financial team with any questions.

Gena Granberg
Financial Manager
ggranberg@kairoschurchplanting.org
503-913-3206

Laura King
Payroll Manager
lking@kairoschurchplanting.org
503-740-2344

Church Planter

Expectations Agreement

Last Revised: May 5, 2015

Church Planter: _____ Date: _____

PURPOSE: The purpose of the Expectations Agreement is to assure that the working arrangement is clear between Kairos and church planter regarding policies and procedures during the church planting process.

AREA 1 – Salary and Compensation

1. I understand my compensation package is determined by my partner church in conjunction with Kairos. Ministers are considered self-employed for FICA/SS taxes. If Kairos is my employer of record Kairos will manage withholdings for these taxes according to my directions. Initial _____

2. I understand the salary I receive will be on declining support schedule, typically beginning at the third anniversary following launch and ending at the end of year five. The declining balance timetable may be adjusted by agreement between myself, my partner church and Kairos. Initial _____

AREA 2 – Brotherhood Cooperation and Affiliation

3. I will lead my church to affiliate and network with other congregations within the network of those churches being planted through Kairos and churches partnering and funding the work, promoting a spirit of unity and cooperation wherever possible. Initial _____

4. I will accept the spiritual oversight and counsel of a partner church and work within the guidelines and expectations of their leaders. Initial _____

AREA 3 –Accountability and Work with Kairos

5. I will cooperate and work with my coaches and I will make Kairos sponsored events a priority in my schedule. Initial _____

6. I will sign an Integrity covenant each year and will prepare a Crisis Response Plan. Initial _____

7. I will provide Kairos and my partner church with reports on attendance, financial matters, needs, and prayer requests. Initial _____

8. I will develop a prayer team and communicate with them monthly. Initial _____

9. As part of our mission and to be part of God’s movement I will lead the new church to make a missions commitment to Kairos to support church planting, beginning the first full month following the launch of our public worship services according to the Mission

Commitment schedule. Initial _____

10. In keeping with the vision and values of church multiplication, it is our intention to assist in planting a daughter church before our fifth birthday. Initial _____

AREA 4 – Financial Issues

11. I am responsible, with help from Kairos, to find a partner church and to raise the salary and other funds necessary for the church plant. If the funds required to plant the church are not raised, the plant will be postponed or terminated. Initial _____

12. When raising support, I will follow the support-raising procedures and recommendations of Kairos and my partner church. Initial _____

13. I understand that health insurance is mandatory and I will stay insured according to law. Initial _____

14. I understand Kairos asks for a 6% administration fee of all funds contributed towards my salary, from individuals or churches. If Kairos is my employer those funds will be automatically withheld from salary funds received. If my partner church is my employer the partner church will send 6% of all salary funds they receive directly to Kairos. Initial _____

AREA 5 – Doctrinal Issues

15. I have read and accept the Affirmation of Faith statement held by Kairos. Initial _____

16. We will emphasize and give place to the practice of baptism by immersion and open weekly participation in the Lord’s Supper. Initial _____

AREA 6 – Termination

17. I understand that my position as a church planter with Kairos may be terminated under, though not limited to, the following conditions:
a) Moral failure.
b) A perpetual unteachable attitude and/or routine failure to live up to my commitments as determined by the Kairos directors and my sponsoring church.
c) A majority of the church leadership requests termination or a congregational vote to remove me as minister of the church. Initial _____

19. If the planter terminates this agreement in the first two years of work Kairos is entitled to receive back financial compensation for goods and services provides as listed in the Expectations Addendum. Initial _____

ACCEPTANCE

SIGNED: _____

(Church Planter’s Signature)

(Date)

(Kairos Director)

(Date)



Kairos

STATEMENT OF FAITH

Kairos is a ministry associated with and supported by Churches of Christ. Our intent is to support the propagation of new churches who identify and function within the fellowship of these churches and others associated with those historically identified as the Restoration Movement. In holding to the basic affirmations and practice of the Christian faith the following statements reflect the essential beliefs of those working with Kairos.

- We believe in one God, creator of all things, infinitely perfect and eternally existing in a united community of three persons: Father, Son and Holy Spirit.
- We believe Jesus Christ is true God and true man. Jesus had a virgin birth, lived a sinless life, died on the cross as a sacrifice for our sins, arose bodily from the grave and ascended to heaven where he is our Advocate.
- We believe the ministry of the Holy Spirit is to convict people of sin, regenerate the believing sinner, indwell, instruct, and empower the believer for Godly living and service.
- We believe the Bible is the inspired word of God, accurately communicating His intent, and is the final authority in the life and doctrine of God's people.
- We believe God's saving grace is His free gift and that the death of Christ on the cross is the only sufficient payment for our sins. Salvation is available for any who puts their trust in Christ as Savior, responding to him with faith, repentance, confession, baptism, and a new life and ministry through the Holy Spirit.
- We believe the church is the body of Christ on earth, empowered by the Holy Spirit to continue the task of reaching the lost and discipling the saved, helping all people become fully devoted followers of Christ.
- We believe that Christ will one day return and reign forever in the bodily resurrection of all humankind.

MISSIONS COMMITMENT

Kairos is committed to the missional practice of planting new churches within the fellowship of the Churches of Christ and the Restoration Movement. To support this missional practice and to set this mindset firmly into the life of the new church, the undersigned church planter, as representative of the new church, to lead the new church to give a percentage of its general offerings to Kairos to support new church plants according to the following schedule:

Year	Contribution to Kairos
1	10%
2	10%
3	10%
4	10%
5	8%
6	8%
7	8%
8	5%
9	5%
10	5%

Signed: _____

(Church Planter)

Date: _____

Signed: _____

(Partner Church Representative)

Date: _____

Signed: _____

(Kairos Director)

Date: _____

Parsonage Allowance

INSTRUCTIONS

The parsonage allowance is a distinct benefit for ministers, reducing your tax burden.

Instructions: To receive your parsonage allowance you must complete the Parsonage Allowance Declaration form and a Salary Distribution form and deliver the completed forms to the Kairos office. These forms will apply to all future years until modified. You may modify these forms at the end of each calendar year.

The allowable items to deduct from your salary include the following:

House Payments

100 % of house payment/rent.

If you are buying a home you can include down payment, not to exceed the Top Reporting Limit.

Taxes and Insurance if not included in house payment

Renters insurance

Other Items

1. Improvements, repairs, and upkeep on home and or contents (including appliance repair).
Furnishings and appliances purchased for the home.
2. Decorator items exemplified by: rugs, pictures, candles, sheets, towels etc.
3. Utilities: water, electric, gas, phone (business long distance/cell phone you would want to include in business expenses), TV service.
4. Miscellaneous: anything that maintains the home and its contents: cleaning supplies, carpet cleaning, expenses to run lawnmower, tools, lawn and garden supplies. All receipts for these items must be kept by you, so proof of housing expenses could be proved if IRS audits.

Things not to include:

Hired cleaning help/or lawn care help, anything personal (toiletries, toilet paper) CDs and videos, computer games, VCR movies. When the cell phone is used for personal communication do not include in housing allowance.

There is a double deduction for taxes and interest, however interest that should not be included would be if you use your house as collateral for a loan which pays off non-mortgage purchases.

Figuring your Top Reporting Limit: take the totals of your (Fair Rental Value) FRV of house + FRV of furniture + Utilities + Decorator items + Miscellaneous. Rule of thumb for FRV = 1% of the appraised fair market value (your latest tax assessment could easily be used).

Tax Preparation

If you wish, Kairos provides the first year's tax preparation through Karen Quick. It is your responsibility to set up a phone visit with Karen.

Karen Quick
phone: 360-253-5087
fax: 360-882-3360

1810 SE 113th Ave.
Vancouver, WA 98664

Parsonage Allowance

ACCEPTANCE FORM

The director informed the meeting that under the tax law, a minister of the Gospel is not subject to federal income tax on "the parsonage allowance paid to him as part of his compensation to the extent used by him to rent or provide a home."

After considering the estimate by _____ of his/her home expenses, a motion was made by _____ and seconded by _____ and passed to adopt the following resolution:

Resolved that of the total cash salary for the year _____ is hereby designated as parsonage allowance.

Resolved that as long as _____ is our employee the above amount of designated parsonage allowance shall apply to all future years until modified.

Instructions: To receive the parsonage allowance described above the employee understands he/she must complete the appropriate Parsonage Allowance form and return the completed form to the employer's office.

Employee's signature _____ Date: _____

Kairos Director's signature _____ Date: _____

SALARY DISTRIBUTION FORM

June 4, 2015

The following salary items are for:

Employee: _____

SS#: _____

Address: _____

Allowable Item	Monthly \$	Annual \$
Parsonage allowance	(do not complete shaded portions)	
a. Mortgage/rents		
b. Improvements/repairs		
c. Utilities		
d. Decorator Items		
e. Miscellaneous		
1. Parsonage Allowance Total (add items a-e)		
2. Medical/Dental premiums		
3. Accountable Plan		
4. Taxable Salary		
Total Compensation (add items 1-4)		

This is hereby effective as of _____ for calendar year _____

Employee's signature: _____

Kairos Director's signature: _____

Note: Funds will be dispersed each month as they come in, first to housing allowance, then medical/dental, then accountable plan, and finally to the taxable salary.

SALARY DISTRIBUTION FORM - EXAMPLE

June 4, 2015

The following salary items are for:

Employee: James S. Example

SS#: 000-00-0000

Address: 1424 Church Plant Lane, Anderson, CA 90274

Allowable Item	Monthly \$	Annual \$
Parsonage allowance	(do not complete shaded portions)	
a. Mortgage/rents	1,300	15,600
b. Improvements/repairs	300	3,600
c. Utilities	750	9,000
d. Decorator Items	150	1,800
e. Miscellaneous	150	1,800
1. Parsonage Allowance Total (add items a-e)	2,650	31,800
2. Medical/Dental premiums	800	9,600
3. Accountable Plan	450	5,400
4. Taxable Salary	1,100	16,200
Total Compensation (add items 1-4)	5,000	60,000

This is hereby effective as of _____ for calendar year _____

Employee's signature: _____

Kairos Director's signature: _____

Note: Funds will be dispersed each month as they come in, first to housing allowance, then medical/dental, then accountable plan, and finally to the taxable salary.

Instructions for

ACCOUNTABLE PLAN

The accountable plan allows you to make pre-tax deductions of specific work related expenses from your total salary package, thus lowering your tax basis.

Typical accountable plan expenses include the following:

Vehicle mileage (does not include commuting miles to an office or church building or miles to attend church services). You must record mileage by the following:

- a. date
- b. destination
- c. purpose
- d. miles driven

Business expenses: office equipment and supplies, educational events, internet service, cable TV, professionally oriented books and music, entertainment (taking people out to eat or having them in your home for purposes related to your ministry).

To use the accountable plan you must declare your accountable plan withholding on the Salary Distribution form. You will not receive this money in your monthly check. To receive this money you must first submit an Accountable Plan Reimbursement form, include your receipts, and then we will reimburse you with a separate check. By federal law, an Accountable Plan operates on a “use it or lose it” basis. If you do not claim the money by receipts, any unused portion at the end of the year is forfeited.

ACCEPTANCE FORM

The director informed the meeting that according to IRS Code Sec. 62 (a)(2)(A), an employee that adequately accounts to the employer the details of their professional expenses, is allowed a deduction from gross income. Sec. 62(c) further requires an employee to return any excess reimbursement or advance to the employer within a reasonable time. Reg 1.62-2(d)(3) further requires that no part of our employee's salary be recharacterized as being paid under this reimbursement arrangement.

A motion was made by _____ and seconded by _____ and passed to adopt the following resolution:

Resolved that in addition to the salary provided our employee, we will reimburse him/her for auto, travel, and professional expenses considered ordinary and necessary for him/her to carry out his/her duties. It is further understood that a person other than the employee will examine the adequately accounted records and that the records will be kept for at least four years by the employer.

Instructions: To receive the reimbursements described above the employee understands they must complete the appropriate Accountable Plan Reimbursement Form on a monthly basis and return the completed form with attached receipts to the employer's office.

Employee's signature _____ Date: _____

Kairos Director's signature _____ Date: _____

To Protect My

Integrity

Planter: _____

“As a minister/missionary, I represent God and his kingdom. To be a respected and effective representative of God and his kingdom, I will conduct myself both publicly and privately with the highest degree of integrity and honesty. I will at all times conduct myself in a manner consistent with kingdom values.

“I will take seriously my responsibility to use my power and influence to advocate for the needs of the “least of these” – the children, the poor, the oppressed and other vulnerable others, and to guard them from exploitation, neglect and abuse.”

“I will guard and pay attention to my sexual conduct. I will guard myself from obvious sexual temptations in my relationships with others, in my use of the internet and with other media.

“I will live appropriately in my financial dealings: with my family, my church and with those with whom I do business. I will not use my position or authority for personal gain or benefit.

“I will respect the privileges afforded me through the gifts of churches and Christians. I will treat with respect the equipment, resources and facilities provided me by the gifts and good will of others.

“I will work well, making wise use of my time and energies to the community as a minister of Jesus Christ.

“I accept responsibility for my actions, public and private. I will not become a party to conduct that brings disrespect to me, to fellow Christians or to the greater kingdom of God. I will not tolerate unethical or dishonorable conduct by those connected to me or this ministry.”

Name _____

Signed _____

Date _____

Instructions: Please read and sign this in front of witnesses, take a picture, then send both the signed document and photo to amosallen@kairoschurchplanting.org.

What Kairos will do

Crisis Response Plan

Prepared by: Amos Allen

This document provides guidance for preparing a Crisis Response Plan (CRP). In the event of a life crisis for a church planter couple, Kairos requires them to have a plan for receiving the necessary support. The purpose of the CRP is to facilitate quick and compassionate care in order to minimize long-term hurts and maximize the healing process.

Partner Church

- a. This document outlines what Kairos Church Planting will do, and does not intend to dictate what the partner church will or should do.
- b. The planter is urged to share this completed document with the partner church.
- c. The planter is urged to use this completed document, or something similar, with the partner church as a means of determining a course of action in the event of an integrity failure or a catastrophic accident, illness or death.
- d. Kairos will ask to see this document as part of the work agreement with the planter.

Prevention

We believe that preventing crisis is the most effective course of action. To encourage prevention, Kairos recommends the following actions:

1. Each year the planter and spouse read and sign the Kairos Ethical Conduct Agreement (ECA); because we believe a couple's marriage is important, the wife, Kairos and the partner church will each keep a copy of the ECA on file.
2. Check-ups by the planter's coach and mentor(s) regarding the marriage;
3. Reading of marriage/parenting books by the couple.
4. Regular, scheduled time off;
5. Other prevention measures are in exploration or planning stages.

First Steps

1. In their first year the planter will prepare a Crisis Response Plan (CRP) that will provide instructions for specific actions to be taken in case of a crisis.
2. Each planter couple will prepare a living will.

Open dialogue is crucial between the planter couple, their partner church, and Kairos. This does not preclude the new church and other interested persons from participating in the conversation.

Integrity Crises

Integrity crises include events such as sexually inappropriate behavior, substance abuse, financial dishonesty, and interpersonal abuse. We believe that early and transparent intervention is the best approach to a crisis of integrity. Kairos will work with the planter couple's partner church, the new church and the family in the event of an integrity failure in the items listed above.

Kairos encourages counseling, recovery groups and probation – depending on the situation – as appropriate interventions for an integrity crisis. We encourage personal accountability, healing and/or recovery as the desired outcomes of intervention.

In the event of an integrity failure a spouse, someone from the partner church or someone from the church plant should immediately inform one of the Kairos staff or the planter's coach.

Kairos, in the event of an integrity failure, offers the following:

- initiation and monitoring of an intervention process until the partner church, Kairos and involved health care professionals determine a course of action and/or a decision is made about the future of the planter's work with the new church;
- emotional and spiritual support of the spouse and/or the child(ren);
- on-site visit(s) to the family in accordance with the CRP;
- ministry to the church plant, in cooperation with the partner church.

Catastrophic Accident, Illness or Death

Kairos requires church planters to carry catastrophic health insurance as a minimum protection in case of accident.

Kairos, in the event of a catastrophic event, offers the following:

- quick communication with those listed in the CRP;
- emotional and spiritual support to the spouse(s) and/or the child(ren).
- Kairos will visit according to the time stated in the couple's CRP.
- Kairos will work with the partner church to minister to the church plant.

Writing a Crisis Response Plan

In developing a CRP, the planter couple is to discuss and identify responses they will make and that they others to make.

In the event of an integrity failure:

- a. Who do you want to visit you and how soon?
- b. What is your plan for communicating this failure?
- c. Who do you want to take the lead in preparing an appropriate response to the failure? (This response will include one or more of the following: on-site visit(s), intervention, counseling, recovery, probation, termination and/or other actions deemed appropriate by Kairos and/or the partner church.)
- d. Will you submit to a plan devised for you by your partner church, the new church and Kairos?
- e. Other: _____

In the event of a catastrophic accident, illness or death:

- a. Who do you want to visit you and how soon?
- b. What is your plan for communicating this situation?
- c. Who do you want to take the lead in preparing an appropriate response to the situation? (This response will include one or more of the following: on-site visit(s), counseling and/or other actions deemed appropriate by Kairos and/or the partner church.)
- d. Determine the amount you want made public.
- e. Other: _____

Termination

Termination as a church planter due to integrity failure is a decision that lies outside the control of the church planter couple. Kairos suggests that this decision is best determined with consultation between Kairos, the partner church and health professionals.

If termination is decided to be the most appropriate action, Kairos will communicate with the church plant, and work with the partner church and the church plant to decide the most appropriate course of action for the benefit of the church plant.

Instructions: Use the questions and ideas presented here to write up your personal crisis response plan. You and your wife sign it and send to amosallen@kairoschurchplanting.org.

Return Document Checklist

Return the following documents to Kairos for processing:

- Expectation agreement form
- Missions commitment form
- Parsonage allowance acceptance form
- Salary Distribution form
- Accountable Plan acceptance form
- Ethical Conduct Agreement form
- Your personal Crisis Response Plan
- Canceled check
- Copy of your latest health insurance bill with due date, account #, address for check to be sent to.
- W-4, download from IRS site. Line 5 enter the number 9. This will keep your tax liability low and allow you to keep the most money monthly for living expenses.

Kairos address:

11124 NE Halsey St., #497
Portland, OR 97220