

A TOOLKIT FOR CHURCHES & MINISTRIES

Church Staff Systems

You Can Set Up This Week

Leave, attendance, probation and reviews. The four things that should be written down rather than remembered, with a template for each.

START HERE

A Church Staff Is *Still a Workplace*

Nobody sets out to build an HR department inside a church. You hire one person, then another, and one morning nobody can say for certain who is on leave this week or who is still on probation.

That drift is not carelessness. It comes from a fair instinct that ministry should not feel like a corporation. The trouble is that informality has a cost, and the cost lands on the people you were trying to protect.

The staff member who cannot remember how many leave days they have left. The one whose probation quietly lapsed, who never got the conversation that should have come with it.

The test that matters

If your longest-serving administrator left tomorrow, could the next person answer who is on leave, who is on probation, and who was here last Tuesday? If the answer lives in one person's head, it is not a system yet.

Four Things to *Write Down*

Everything that follows is a template for one of these. None of them need software to decide. They need deciding once, and then recording.

☐ **A leave balance people can see**

Almost every leave problem starts with someone guessing at their own balance. Somebody who can see eight days remaining does not ask for ten.

☐ **An attendance record nobody self-reports**

Asking people to total their own hours creates a number to reconcile and a small temptation to round.

☐ **A probation date with a decision attached**

The one carrying real legal weight, and the one most likely to be missed.

☐ **One place where all three live**

Three systems that do not talk to each other is the same problem wearing a tidier shirt.

Your Leave Policy, *On One Page*

A policy this short, actually written down, beats a thorough one that lives in a conversation nobody remembers.

LEAVE POLICY

Annual credits, by leave type

Vacation, sick, birthday, and anything else your church offers.

Who endorses, and who approves

Usually two people: the supervisor confirms the team can spare them, the pastor makes the final call.

Notice required for planned leave

When credits are actually spent

Holding them on request and deducting only on approval means a declined request costs the person nothing.

What happens when someone files late

Refusing outright is tidy but unkind. Better to warn them plainly, before they commit, what it will cost.

The Probation Register

That Does Not Slip

In the Philippines a probationary employee not acted on before their regularization date generally becomes regular by default. A date without a reminder attached is a decision you have already made.

NAME	STARTED	ELIGIBLE	DECISION

Four rules that keep it honest

Record the eligibility date on the day they are hired. Warn someone before the date, not after. Show overdue decisions as overdue. Write down the decision with who made it, because one made in conversation and never recorded cannot be shown to have happened.

TEMPLATE THREE

Attendance Without *a Punch Clock*

This is where most churches hesitate, and the hesitation is fair. But with no record at all, the person quietly struggling gets noticed late, and the one doing more than anyone realised gets no credit.

ATTENDANCE MATRIX

Standard start time

Grace period

Arriving inside the grace period counts as late, and carries

Past the grace period counts as absent for the day. Hours worked are still recorded; the day does not count as attended.

Staff with no fixed schedule

Pastors, interns and part-time staff. Their arrival is recorded and left at that. Never grade someone against a schedule you did not give them.

Four Weeks, *In This Order*

Do not launch all four at once. This order buys the most peace for the least disruption.

I **Leave balances**

Write down what each person has left today. Cheapest fix, and it removes the most friction immediately.

2 **Probation dates**

Smallest effort, largest downside avoided. Every date in a calendar, with a reminder two weeks ahead.

3 **The approval path**

Who endorses, who approves, what late filing costs. Tell the team before it applies to anyone.

4 **Attendance**

Last, because it is the biggest cultural change. Start by recording only, with no consequences, for a month.

WHEN YOU OUTGROW THE SPREADSHEET

We Build These *For Churches*

A spreadsheet carries the first three for a while. It stops being enough when more than one person needs to update it, or when you need to answer a question about last March rather than this week.

Ezra Solutions builds internal systems for churches: leave with a two-stage approval that routes through a pastor, ID-card attendance, daily reports and regularization tracking, shaped around how your church actually runs.

See one we built recently

ezrasolutions.net/case-studies/jia-cmnv-staff-portal

Or tell us what your Monday looks like

ezrasolutions.net/book-a-call

Ezra means help

That is the order we try to keep. Everything in this kit works on paper, and we would rather you had it running than had it from us.