

Wedding Process:

Fees:

Custodian \$100
Pastor \$250
Lighting and Sound: \$100
Coordinator \$200
Total Cost: \$550

Payroll Process:

1. Wedding Coordinator, Production Coordinator (Staff Member-not paid) & Associate Pastor (Staff Member – not paid) schedules employee in Planning Center Online
2. Employee receives email, text or push notification
3. Employee confirms by responding to notification that they will work that date and time
4. Wedding Coordinator reviews schedule day of:
 - a. Yellow question mark = employee has not responded to notification and is not scheduled to work. This position would need to be filled by Campus KidKare Coordinator and starts the process at Step 1.
 - b. Red x = employee has declined working that time and day
 - c. Green check mark = employee has agreed to work that date and time, if the employee does not work the supervisor manually changes the green x to a red x.
5. Employee works event
6. Wedding Coordinator logs into Planning Center and print a report titled “pay report for payroll/HR”
7. Wedding Coordinator reviews report to make sure information is correct
8. Wedding Coordinator emails report to payroll@CedarCreek.tv
9. Payroll Manager saves this report in the corresponding payroll file in the online payroll folder.
10. Payroll manager enters amount from the report in the current batch for each employee with the “event bonus” pay type

Funeral Process:

Fees:

Custodian: \$50
Pastor: \$150
Production: \$50
Total Cost: \$250

Payroll Process:

1. Production Coordinator & Associate Pastor (Staff Member-not paid) schedules employee in Planning Center Online
2. Employee receives email, text or push notification
3. Employee confirms by responding to notification that they will work that date and time
4. Production Coordinator & Associate Pastor (Staff Member-not paid) reviews scheduled day of:
 - a. Yellow question mark = employee has not responded to notification and is not scheduled to work. This position would need to be filled by Campus KidKare Coordinator and starts the process at Step 1.
 - b. Red x = employee has declined working that time and day
 - c. Green check mark = employee has agreed to work that date and time, if the employee does not work the supervisor manually changes the green x to a red x.
5. Employee works event
6. Production Coordinator logs into Planning Center and prints a report titled "pay report for payroll/HR"
7. Production Coordinator reviews report to make sure information is correct
8. Production Coordinator emails report to payroll@CedarCreek.tv
9. Payroll Manager saves this report in the corresponding payroll file in online Payroll folder
10. Payroll manager enters amount from the report in the current batch for each employee with the "event bonus" pay type