

RESPONSIBILITY OF THE EMPLOYER

By federal government definition, the employer is the entity that writes the salary check for the missionary. In some cases that is the State Convention, in others it is the local association, Baptist Center, or church.

The employer is responsible for the following:

- 1) Submit request to state for a Personnel Action Form (PAF) to be initiated through the NAMB electronic system **prior** to the US/C2 missionary beginning his or her term of service.
- 2) Confirm that all tax and employment forms required by the federal, state, and local governments are completed and filed properly.
- 3) Confirm that all appropriate federal, state, and local taxes are paid.
- 4) Contributing the employer's portion of social security taxes.
- 5) Collect receipts for expenses incurred while moving to the field and work with state convention to secure reimbursement for moving expenses. [Click here](#) for relocation guidelines.
- 6) Issue salary checks on a regular basis.
- 7) Two months prior to the term of service concluding, submit a request to the state for a Personnel Action Form (PAF) to be initiated through the NAMB electronic system to conclude US/C2 missionary.
- 8) One month prior to the term of service concluding, the employer is responsible for requesting severance pay for the US/C2 missionary through the NAMB electronic system. US/C2 missionaries receive a severance pay of \$50 per month served. To request the severance pay, the employer should contact the State Convention.
- 9) Collect receipts incurred for relocation from the field at the end of the term of service and work with the state convention to secure reimbursement for moving expenses. [Click here](#) for relocation guidelines.