

# Hiring Policies and Procedures

## 1. Exempt -Pastoral & Ministry Director Positions

- A. The Senior Pastor will take the lead in soliciting resumes for open positions by defining and refining job descriptions, initial contacts, reviewing resumes, first interviews by phone or in person.
- B. The Candidate Committee (appointed by the elders) will interview those candidates that the Senior Pastor recommends for second level interviews.
- C. The Board of Elders shall review any candidate recommended by the Senior Pastor and the Candidate Committee to affirm or reject the candidate, and make its recommendation to the Governing Board.
- D. The Governing Board shall receive the recommendation of the Board of Elders and review the same. They shall be the final word on all pastor staff hiring. They shall review the resume, candidate questionnaire, and question the Elders on their selection. Should they need to they may ask to meet the candidate for a final interview, but they shall not be repeat the work of the Elder Board.
- E. The Governing Board shall establish the salary and benefits based on the Elder's recommendations and vote on his call. A 2/3 majority vote is required for hiring any pastoral staff person.

## 2. Non-Exempt Hourly Employees

- A. A job description and evidence of need shall be presented to the Elder Board. The Elders shall recommend the open position to the Governing Board.
- B. Announcements of the open position will be made first to the church body by way of public announcements, bulletins, newsletters, and e-mail, and if necessary to the public through newspapers ads and internet ads.
- C. All applications and resumes shall be reviewed by the designated supervisor and interviews will be conducted only with viable candidates.
- D. The designated supervisor will interview the candidates and make a recommendation to the Board of Elders. The Board of Elders will make their recommendation known to the Governing Board with salary and benefit package recommendations.
- E. The Governing Board shall establish the salary and benefits based on the Elder's recommendations and vote on his call. A majority vote is required for hiring any support staff person.

Under no circumstances will anyone be employed without the approval and recommendation of the Senior Pastor .