



HIRING PROCEDURE (PSC-PRO01)

1.0 RESPONSIBILITY

- 1.1 Professional Staff Committee (PSC)
- 1.2 Pastor
- 1.3 Interview Committee

2.0 APPROVAL AUTHORITY

- 2.1 Session

3.0 PROCEDURE

- 3.1 Position is advertised however deemed appropriate by Pastor and PSC. List general job description, pay, how and to whom the applicant should apply, ask for resume and references and give deadline for applying.
- 3.2 Interview committee is selected by Pastor and PSC chair. Committee should be at least two people and represent the PSC, staff members who will be working with or supervising the new employee, and any other committee affected by the hire.
- 3.3 Interview committee will determine date, time, place, and questions for the interview. They will contact the applicants and check references.
- 3.4 Once the employee is selected, all applicants are notified of the outcome. The new employee understands their employment is contingent on Session approval and passing the background check.

4.0 ASSOCIATED DOCUMENTS

- 4.1 Job description
- 4.2 Job application with resume and references

5.0 REVISION HISTORY

| <u>Date:</u> | <u>Rev.</u> | <u>Description Revision:</u> |
|--------------|-------------|------------------------------|
| 5/17/2020 | | Initial Release |

End of Procedure