



# MESSIAH LUTHERAN CHURCH

## Hiring Policy

### Purpose

The purpose of the procedure is to describe the process for filling a staff position and onboarding the successful candidate.

### Approval

1. If the position is new, it must be approved by the Congregation Council before it can be posted. An email noting such approval must be sent to the Personnel Committee Chair.
2. If the position is an existing position, it can be posted immediately.
3. Salary will be determined by available budget and commensurate with experience.

### Recruitment

1. A job description must be on file for the position before posting can take place.
2. The position, once approved, must be posted in the church for 7 days. During this time resumes and cover letters and/or applications must be sent to the Personnel Chair.
3. During the posting period, interviews may be scheduled for the week following the end of the posting.
4. If necessary, the position will be posted on Facebook and other outside sources.

### Interviews

1. Interviews will be set up according to the schedule of the applicant, the Chair of the Personnel Committee, the Director of Operations and at least one of the Personnel Committee Members.
2. The Personnel Chair will send a copy of the interview sheet and the candidate's application and/ or resume to the Interviewers. The Chair will also send a copy of the Job Description and an application (if necessary) to the interviewees. They must fill it out entirely (cannot write "See Resume") and bring it with them to the interview.
3. At the completion of the interviews, the Personnel Team will discuss the candidates and make a recommendation to Pastor and President for approval.
4. Once approved by the Pastor and President for hire, the Personnel Chair will contact the successful candidate and offer the job.
5. If the candidate accepts the position, the Personnel Chair shall notify the Pastor, the Congregation Council, other members of the Personnel Committee and the Director of

**Approved by vote of the Congregation Council on Monday, June 17th, 2024**

Operations. An employment packet will be printed and given to the new employee. The Personnel Chair will coordinate the paperwork with the new hire. A file must be created in the office for all paperwork associated with the new hire. All paperwork must be completed by the New Employee before a start date is assigned. Once the date has been assigned, the following must be notified: Bookkeeper, Financial Secretary, Treasurer, Pastor, Director of Operations, and the President of the Congregation Council. A probationary evaluation will be scheduled 90 days from the start date.

6. All other candidates will be contacted, thanked for interviewing, and told the results by the Personnel Committee Chair.
7. If the candidate does not accept the position, the Personnel Chair will discuss an alternate candidate for hire. If there is not an appropriate candidate, new applicants will be sought.