

HIRING OF LAY EMPLOYEES POLICY AND PROCEDURES

POLICY

1. A (temporary) Hiring Committee shall perform the recruiting, interviewing and screening activities and recommend their selection to the Congregation Council.
2. The (temporary) Hiring Committee shall consist of the following:
 - a. The Council Vice President who will serve as its Chair.
 - b. A Council Member at large selected by the Council
 - c. A member of the Business Management Committee selected by such Committee
 - d. A member of the Human Resources Committee selected by such Committee
 - e. The governing Committee Chair
 - f. The Pastor

PROCEDURES

1. The Governing Committee responsible for the lay employee open staff position shall submit completed "Staffing Justification" and "Position Requisition" forms to the Council for review and approval. After Council approval, the (temporary) Hiring Committee shall be formed and hiring process activities shall begin.
2. All candidates seeking to be considered for the open position must submit their resume or complete Grace's "Application for Employment" form.
3. A copy of the open position's current Job Description and other informational materials about Grace, shall be provided to the candidates selected for an initial interview.
4. Once the (temporary) Hiring Committee has made their selection, the candidate shall complete Grace's "Application for Employment" form. An offer letter of employment to include the terms of employment, shall be drafted and included with the Hiring Committee's recommendation to the Council.
5. After the hiring process has been completed, the new employee's "Application for Employment," resume and offer letter of employment signed by the Council President and the lay employee, shall be placed in a personnel file created for the lay employee. References and other documents involved with the hiring process shall be held in a separate file(s).

