

**POSITION REQUISTION (Non-Pastoral)**

**To be completed by Governing Committee Chair**

Today's Date \_\_\_\_\_

Position Title \_\_\_\_\_

Has this position been budgeted for this year?  Yes  No

Hiring Manager (Personnel Committee Chair) \_\_\_\_\_

**Reason for Vacancy**

<input type="checkbox"/> New Position	Activity Type:	_____
<input type="checkbox"/> Workload Increase	(Please Explain)	_____
<input type="checkbox"/> Resignation	(Employee Name)	_____
<input type="checkbox"/> Retirement	(Employee Name)	_____
<input type="checkbox"/> Transfer	(Employee Name)	_____
<input type="checkbox"/> Other	(Please Explain)	_____

**To be fully completed by Personnel Committee**

Budget line items(s) impacted: \_\_\_\_\_

Has the job description been updated?

Have the technical specifications been reviewed to match job description?

**Posting Information**

This is to be posted the week of \_\_\_\_\_

**Must check at least one of the following:**

Internal Posting

Internal and External Posting Simultaneously

External after Internal Posting

Other (Please specify): \_\_\_\_\_

**May check more than one below:**

Church Bulletin

ELCA

Newspaper

Internet

Other (Please specify): \_\_\_\_\_

Approvals (Must have all signatures for the position to be posted)

Governing Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

Council President \_\_\_\_\_ Date: \_\_\_\_\_

**GRACE LUTHERAN CHURCH**  
Saint Paul, Minnesota

Number 2.40.5  
Effective Date: April 2007

### STAFFING JUSTIFICATION

#### To be completed by Governing Committee

Title: \_\_\_\_\_ # of Openings \_\_\_\_\_ Date needed: \_\_\_\_\_

From what sources is the candidate likely to come?

Congregation     ELCA     Transfer     Seminary     External Hire

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Job Responsibilities & Requirements (as you want them to appear in the posting language):

  
  
  

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Cost/Benefit Justification if applicable (How does this position reduce other expenses or increase income):

  
  
  

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Alternative solutions to staffing position:

  
  
  

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Impact to Grace Lutheran Church if position is not filled:

  
  
  

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Proposed office location and justification (Church or Home):

  
  
  

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\*Include with Position Requisition Form

