

C12.08.A14 The day-to-day administration of the congregation and maintenance of its facilities are carried out by a combination of paid staff, contract services, and unpaid volunteers. This resolution addresses the **recruitment, hiring, discipline, and termination of paid staff employees.**¹

The Personnel Committee, in close coordination with the pastor, will oversee the process of filling a staff vacancy within the current budget. New positions, once funds have been approved, will follow this same procedure.

- a. When a staff vacancy occurs, the Personnel Committee will review the written job description and update it as necessary. The job description will define the basic assignment, average work hours per week, supervisory relationships, qualifications, and principal duties.
- b. The Personnel Committee will advertise the vacancy, will receive and screen written applications or resumes, interview potential candidates, and conduct whatever reference and background checks are appropriate for the position.
- c. The Personnel Committee will select the best qualified applicant and will verbally negotiate compensation and benefits within the guidelines established. The Personnel Committee will approve a formal employment letter for the selected applicant; the Pastor will sign the offer letter on behalf of the Council and Personnel Committee.
- d. Upon acceptance of the offer, the new employee's supervisor will arrange for orientation and will provide the new employee a copy of the Good Shepherd employee handbook. The employee will acknowledge receipt of the handbook on a form to be placed in the personnel file.
- e. The filling of the position will be announced and the new employee introduced in the monthly newsletter and in other communications as appropriate.
- f. The Personnel Committee is also entrusted with employee discipline and terminations as outlined in the Employee Handbook.

Approved by Council on April 23, 2013

Edited to include "New positions, once funds have been approved, will follow this same procedure" and approved by Council on May 28, 2013

Amended to include "discipline, and termination" and *f*. Approved by Council on January 28, 2014

¹ Excluding the pastor, whose call process is defined elsewhere in the Constitution and Bylaws.