

TITLE: Creating/Updating Job Descriptions

APPROVED DATE: February 27, 2023

EFFECTIVE DATE: February 27, 2023

REVIEW DATE: February 27, 2028

Policy:

This policy is to provide a standardized procedure for the creation and updating of all job descriptions.

Procedure:

1. Upon a vacancy of an existing job position, the job description for the open position will be reviewed and updated as needed
2. Upon the creation of a new position that has no job description, a new job description will be created
3. In both cases the appropriate supervisor, or Executive Board personnel representative in the case of Pastor or Church Administrator, will review/update/develop the job description prior to the job being posted for hire
4. For existing positions, the supervisor will review the revisions (if any) to the job description with the Executive Board personnel representative, and obtain approval for any revisions from the Executive Board representative prior to posting the position for hire
5. In the case of Pastor or Church Administrator positions, the Executive Board personnel representative will make revisions (if any) to the job descriptions with the entire Executive Board prior to posting the position for hire
6. For new positions the supervisor will prepare a draft job description including, but not limited to; job title, ministerial nature, line of authority, duties and responsibilities, physical and legal requirements, membership requirements, and scheduled days/hours of work
7. Upon completion of the initial draft, the supervisor will review the job description with the Executive Board personnel representative
8. After the review process is complete the supervisor will send the job description to the church's law firm for a legal review
9. Any legal requirements will be added or changed as part of the final draft
10. Upon completion of the final draft, the job description will be approved by the Executive Board either at a regular meeting or by electronic consensus vote
11. Upon approval of the job description by the Executive Board, the position can be posted as outlined in the church's Hiring Practice Policy and Procedure Document # 2023-02

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- 3/26/2023
Change “Elder” to Executive”-entire document