

<b>HIGHLAND AVENUE FELLOWSHIP CHURCH POLICIES AND PROCEDURES</b>	<b>Document ID # 2023-05</b>
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TITLE: Hiring Procedure

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 review and hiring of all church personnel with the exception of those positions that report directly to the Executive Board. The hiring process for those positions is established in the Church Bylaws.

**Procedure:**

1. Upon a job vacancy due to a separation or new position creation, the appropriate supervisor will review the current job description (or create a new one) to ensure the description meets the current duties, responsibilities, and needs of the church.
2. If changes to the job description (or a new job description) are required the appropriate supervisor will make the recommended changes in accordance with Church Policy and Procedure 2023-02.
3. Upon completion of the job description review the appropriate supervisor will advertise the open position by use of publications and journals, electronic advertising, and/or social media platforms. The job announcement may also be posted on a church informational bulletin board.
4. The job announcement may be different from the actual job description, but it will include all pertinent information such as job title, education requirements, duties and responsibilities, physical requirements, etc.
5. All applications will be reviewed by the appropriate supervisor, and an interview team of at least two (2) people including the appropriate supervisor will interview all selected applicants. Initial interviews may be by telephone or video conferencing, but final interviews must be in person.
6. Upon completion of the initial interview process the interview team will rank each applicant in order of preferred choice based on the interviews.
7. The top two (2) or three (3) applicants will then be scheduled for a final interview with the appropriate supervisor and the Executive Board personnel representative.

8. Upon conclusion of the final interviews, the interview team along with the Executive Board personnel representative will determine the applicant best suited to be offered the position.
9. The best suited applicant will be notified by phone and a conditional offer of employment made pending a successful background check.
10. The background check will be completed in accordance with the current church “Child/Youth Protection Policy”
11. Upon completion of a successful background check and applicant acceptance of the position, the applicant will be scheduled for the new hire process
12. The new hire process will include the filling out and receipt of all required paperwork and policies as outlined in the church’s Employee Handbook.
13. The applicant will be given a start date and time by the appropriate supervisor

## **Hiring Procedure**

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