

Dorchester Presbyterian Church  
Employment Procedure  
Session Approved: November 21, 2017

The Personnel Committee is responsible for the hiring of all non-ordained staff positions.

A written job description which accurately reflects the job functions and expectations will be developed for each position to be approved by the Session or GSS Board. Pay scales/rates will be established for each position along with pay practices that reflect the basis for granting employees pay increases during their employment to be approved by the Session or GSS Board).

Unless otherwise determined by the Session or GSS Board, job openings will be filled using the following procedure:

**A) Good Shepherd School (GSS) Job Openings**

- 1) The Personnel Committee is notified that a search has begun to fill a job opening. Note: The hiring process for Director and Co-Director positions are coordinated by the GSS Board. GSS will not utilize provisional employees.
- 2) Applicants are generated by the Director from advertising, networking, references or applications on file.
- 3) Applications are reviewed by the Director and interviews scheduled.
- 4) Generally the successful applicant is offered the job after two interviews.
- 5) During the first interview the Director will discuss the job assignment and position description, related experience, education, working hours, hourly pay rate, after hours training and meeting requirements, and dress code, etc.
- 6) The second interview is scheduled with two members of the Personnel Committee and the Co-Director. The Director coordinates the scheduling of the second interview and provides the interviewing team, in advance of the interview, with a copy of the application, resume and position description.
- 7) The second interview focuses on the applicant's background, dependability, pay expectations, and highlights of the benefits offered. Also discussed is the role of the church including Bible lessons and songs as well as chapel day. The purpose of this interview is to assess the applicant's fit for the job and to answer any questions so that the applicant can assess their own suitability for the job and environment.
- 8) Following this interview Personnel will provide feedback to the Director regarding the applicant's fit for the job opening.
- 9) If in agreement to proceed with the hiring process the Director and Personnel may contact the applicant's references.

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- 10) If the decision is to hire the applicant, the Director will arrange for a background check and instruct the applicant to get a health assessment clearance.
- 11) Prior to starting work the Terms of Employment form must be signed by the Director, Personnel, and the applicant and then submitted to the Financial Administrator who will prepare employment documents such as I9's, W-4 and Direct Deposit to be signed by the employee on the first day of employment.
- 12) Immediately after being hired, the Personnel Committee is responsible for providing and reviewing a copy of the "Personnel Policies and Procedures of Dorchester Presbyterian Church" Manual and the "Good Shepherd School Staff Handbook." Under no circumstances shall the manual or handbook be construed as being an employment contract.

## **B) Non-Ordained Church Job Openings**

- 1) The Personnel Committee coordinates the hiring process for church job openings. Hiring of ordained staff openings are conducted by the Pastor Nominating Committee. The Personnel Committee is available for consultation and to assist where needed.
- 2) Applicants are generated through advertisements such as the Presbytery Newsletter, Craig's list, the newspaper, networking with other churches and word of mouth.
- 3) Careful deliberation and discussion must occur before considering applicants who are members of the church especially for Financial Administrator and Church Administrator job openings.
- 4) The Personnel Committee and others as appropriate will review resumes and decide which applicants will be interviewed.
- 5) The Personnel Committee Chair or designate will set up interviews with the applicant(s).
- 6) A copy of the job description will be given to the applicants during or prior to the first interview.
- 7) A second interview will be scheduled with finalists for the job. The second interview allows the applicant additional opportunity to discuss job requirements and compensation/benefit expectations.
- 8) Following these interviews the committee will convene to select an applicant or set up additional interviews.
- 9) Compensation offers will be determined based on the applicant's qualifications and previously established pay scale/rate for the position.

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- 10) Following background checks and appropriate reference checks the Personnel Committee Chair or designate will prepare a Terms of Employment letter to be reviewed by the committee and the Finance Committee Chair. The approved Terms of Employment letter is then signed by the supervisor and Personnel Committee Chair before being presented to the selected applicant.
- 11) A copy of the Terms of Employment letter will be given to the Financial Administrator who will prepare employment documents such as I9's, W-4 and Direct Deposit to be signed by the employee on the first day of employment.
- 12) Immediately after being hired, the Personnel Committee is responsible for providing and reviewing a copy of the "Personnel Policies and Procedures of Dorchester Presbyterian Church" Manual and a copy of the "Safe Place Policy" to all staff (ordained and non-ordained). Under no circumstances shall the manual be construed as being an employment contract.