

Hiring Policy

I. Purpose and Use of This Policy

- a. The purpose of this policy is to provide Chapel Lane Presbyterian Church (CLPC) members, board members, staff and employees with general information about the church's hiring practices for all paid positions at CLPC, not including the pastoral staff.
- b. This policy, approved by the session, was developed to provide a means for ensuring (1.) that the procedures contained within the policy, plus the spirit and intent of the policy, are honored; (2.) that all employment offers are made on the basis of individual qualifications and merit without regard to race, creed, color, national origin, sex, age, religion, disability, status as a veteran, or any other characteristic protected by law; and (3.) that applications by CLPC members and non-members are accepted for all positions.
- c. A dated copy of this policy shall be provided to each applicant for employment.

II. Mission Statement

Our goal in creating this hiring policy is to ensure that CLPC is able to attract and employ the best candidates for each available position.

III. Administration of This Policy

The session, working through the Board of Personnel and Office Management (BOPOM) and any hiring committee, is responsible for administering this policy.

IV. Preparation

- a. Whenever an opening occurs, the session shall delegate to the program board most closely related to the opening the task of reviewing and updating the job description for the available position.
- b. When the job description has been updated and approved by the session, the session shall then delegate to the BOPOM the task of creating a hiring committee subject to session approval. This committee shall include 5-7 active members of CLPC, appointed in consultation with the nominating committee, and shall include one session member currently serving on the BOPOM who shall serve as chair; at least one person currently serving on the program board most closely related to the opening; and the pastor, serving in an ex-officio capacity. In addition, ad hoc persons may be included on the hiring committee, as needed.
- c. Applicant confidentiality and confidentiality of the hiring process shall be maintained at all times.

V. Recruitment and Offer of Employment

- a. The hiring committee shall create a job posting and advertisement, utilizing traditional channels of recruitment and based on the updated job description.
- b. The hiring committee shall screen and evaluate all applicants upon receipt of a completed, standard application form from them. Each applicant shall be evaluated based on his or her skills, knowledge, abilities, education and experience. Any evaluation used to determine the qualifications of one applicant shall be used for the consistent evaluation of all applicants seeking the same position. A single, standard interview sheet shall be completed by the hiring committee to reflect the composite results of the interview of each applicant. All interview sheets for the position in question shall be kept on file for a period of three years from the date of hire.

- c. Interviews shall be granted to applicants considered best qualified to fill the specified position.
- d. When the hiring committee selects the final candidates, the committee shall consult current staff members and provide an opportunity for staff members to meet and converse with the candidates, if requested by the staff members.
- e. The hiring committee shall consider the input from the staff members and select a final candidate for the specified position.
- f. The hiring committee shall conduct additional screening of the final candidate, including a criminal background check and other measures necessary to ensure suitability for employment by the church.
- g. The hiring committee shall make a recommendation for hire to the session.
- h. The session shall approve (or disapprove) the recommendation for hire.
- i. A representative of the hiring committee, preferably the chair, shall notify the successful candidate of the decision of the session and present an employment offer for the specified position.
- j. If the successful candidate declines the offer, the hiring committee shall make a further recommendation for hire to the session, as described in step “g.” above; the session shall approve (or disapprove) the recommendation for hire; and a representative of the hiring committee, preferably the chair, shall notify the new successful candidate of the decision of the session and present an employment offer for the specified position.
- k. The hiring committee shall notify all other applicants in a timely fashion and by individually signed letter, of the decision of the session. The language of the letter should be pastoral and positive in tone and could include the following: “We appreciate you applying for the position. However, we have hired another applicant. We wish you well in your future endeavors.”