

**FIRST EVANGELICAL CHURCH**

NO. 605

**Policy and Procedure Manual**

Subject: Hiring Procedure and Guideline

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Approved: \_\_\_\_\_  
~~Chairman, Board of Stewards~~ Senior PastorDate:3/17/91  
Supersedes:**605.1. PURPOSE**

To ensure proper control and record keeping regarding hiring at FEC by defining a set of guideline and procedure.

**605.2. SCOPE**

This guideline defines the minimum requirement for hiring paid staff throughout FEC-SGV

**605.3. RESPONSIBILITIES**

Key persons and boards in the hiring process are members of the elder board ~~hiring supervisor, next level supervisor, deacon board (for branch staff), steward board (for central staff) personnel committee and relevant personnel, at the steward board level, and the trustee board. Hiring supervisor is any staff designated by the branch pastor, deacon board, or steward board as having the role of supervisor for a specific group of job grades and categories. This is typically indicated by the organization chart as required by policy 101 of this R&PM, communication plan. Next level supervisor is the supervisor of the hiring supervisor. In the case when hiring supervisor is the senior pastor the next level supervisor is the steward elder board.~~

The role and responsibilities for each of the key persons, committee or boards are as followed:

Hiring supervisor:

1. Complete and sign the Personnel Requisition (PR) form (this form includes budget request, see attachment A for detail) and submit it to the next level supervisor.
2. Upon approval of the request, conduct recruitment, interview and reference check (as applicable). Seek prior approval before committing any recruiting expense which is over the approved budget.
3. Makes initial hiring decision and fill out the offer authorization (see attachment B) as well as interview record (see attachment C), reference check memo (if applicable). Submit the entire package to the next higher level supervisor for approval (keep a copy). Make sure that any additional hiring expense request (e.g. relocation) is documented in the offer authorization. Reference check, when it is made, is to be documented in a memo which describes, as a minimum, name and position of the reference, date of the check and key points of the conversation.
4. Upon approval of the offer authorization (verbal or written, by the personnel committee designate), extend the offer and, if accepted, establish the start date with the new hire. Inform the ~~controller~~ treasurer of the start date.
5. Complete the tracking record portion of the offer authorization (using the copy) and send a copy of that to the personnel committee designate for filing.

Next level supervisor:

1. Review, approve or disapprove PR and/or offer authorization. In the case of disapproval, communicate the reasons and work out a solution.
2. Send the approved package (PR or offer authorization) to the budget authority (deacon board and elder board ~~steward board and/or trustee board~~). Alternately, the approval of budget may occur in a meeting.

Budget authority (Deacon board and Elder board ~~steward board and/or trustee board~~):

1. Approve the request for expense and salary offer. If the expenditure is within prior approved budget trustee board approval is not required. Otherwise a joint deacon-elder ~~trustee or steward-trustee~~ decision is mandatory.

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Supersedes:

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2. In the case of budget approval for a PR, notify (verbal or written) hiring supervisor of the approval. Send the original PR containing all signatures to the hiring supervisor and a copy to the personnel committee designated.

If is involved, send a second copy to the ~~controller~~ treasurer. In the case of budget approval for the offer authorization send the entire package to the personnel committee designate.

3. In the case of disapproval, communicate the reason and work out a solution.

Personnel committee designate:

1. Review the PR and offer authorization package to make sure that it complies with all church policy and procedures.
2. In the case when an offer authorization is approved, inform the hiring supervisor of its approval. Send a copy of the offer authorization to the hiring supervisor and a separate copy to the ~~controller~~ treasurer.
3. Work with all parties involved in the hiring process if any problem arises.
4. Keep personnel files.

**605.4. PROCEDURES**

The procedure is implicit in the responsibility section and will not be repeated here.

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Date: 3/17/91

Supersedes:

PERSONNEL REQUISITION Log No.: \_\_\_\_\_

Date open: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR: \_\_\_\_\_

position description

grade

No. of positions

BRANCH: \_\_\_\_\_

Needed by \_\_\_\_/\_\_\_\_/\_\_\_\_

Check one in each column and make recommendation:

☐ Addition☐ Permanent☐ Full time☐ Replacement☐ Temporary☐ Part time

Job description/requirement: (attach separate sheet if space is insufficient)

Education requirement: \_\_\_\_\_

Minimum experience required: \_\_\_\_\_

Special requirement: \_\_\_\_\_

## BUDGET REQUEST:

Salary range: \_\_\_\_\_

Recruiting expense: (Plane ticket, lodging, etc.) \_\_\_\_\_

Total not to exceed: \_\_\_\_\_

Time for expenditure: \_\_\_\_\_

## APPROVAL SIGNATURES

Hiring supervisor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next level supervisor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Type name and title: \_\_\_\_\_

Approved from responsible board: \_\_\_\_\_ (Chairman of \_\_\_\_\_ Board)

## BUDGET APPROVAL:

To be filled by applicable representative from deacon board or steward board:

Within budget: \_\_\_\_\_

Exceeds budget: \_\_\_\_\_

Approval signature: \_\_\_\_\_

Date: \_\_\_\_\_

Type name and title: \_\_\_\_\_

Trustee approval: (if exceeds budget please check)

Approval signature: \_\_\_\_\_

Date: \_\_\_\_\_

Type name and title: \_\_\_\_\_

Trustee instruction to the controller: \_\_\_\_\_

Note: Upon completion, send a copy to the personnel committee and a copy to the controller.

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Subject: Salary Increase Guidelines Assistance

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Date: 3/17/

Proprietary:

PERSONNEL OFFER AUTHORIZATION

Requisition log No.:

Date:

Offer to:

Last

First

Middle Initial

TO: New Job Title:

Grade:

Check one in each column:

☐ Pastoral staff☐ Regular☐ Other worker☐ Temporary

Salary:

☐ Monthly☐ Annually

Criteria for establishing salary amount (attach separate page if necessary):

Job Description: (Update for personnel requisition, attach separate page if necessary)

## FROM:

Present job title:

Grade:

Present salary: month

Annual

Report to:

Branch:

Joint with:

Branch:

Branch:

## RELOCATION FUND REQUEST (if applicable):

Description and justification:

Total requested amount:

Date needed:

## APPROVAL SIGNATURES

Hiring supervisor:

Date:

Next level supervisor:

Date:

Type name and title:

BUDGET APPROVAL: To be filled by applicable representative from deacon board or steward board:

Within budget:

Exceeds budget:

Approval signature:

Date:

Type name and title:

Trustee approval: (if exceeds budget is checked)

Approval signature:

Date:

Type name and title:

## Tracking Record:

Date offer extended:

Date offer accepted:

Modification: yes \_\_\_ No \_\_\_

(if yes, submit a revised offer authorization)

Date start at FEC:

Note: Send the completed copy to the personnel committee.

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Subject: Interview record

Date: 3/17/91

APPLICANT NAME: \_\_\_\_\_  
POSITION INTERVIEWED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_  
INTERVIEWER: \_\_\_\_\_

A. Evaluation of Previous Experience:

\_\_\_\_\_

B. What are the applicant's goals and objectives:

C. What are the applicant's major accomplishments?

\_\_\_\_\_

D. Description of major strengths in relation to your job requirements:

\_\_\_\_\_

E. Description of weaknesses in relation to your job requirements:

\_\_\_\_\_

F. Ability to communicate:

G. How would you describe the individual's personality?

\_\_\_\_\_

H. His Christian character:

I. Overall evaluation:

J. ADDITIONAL COMMENTS:

ACTION: OFFER \_\_\_\_\_ NO OFFER \_\_\_\_\_

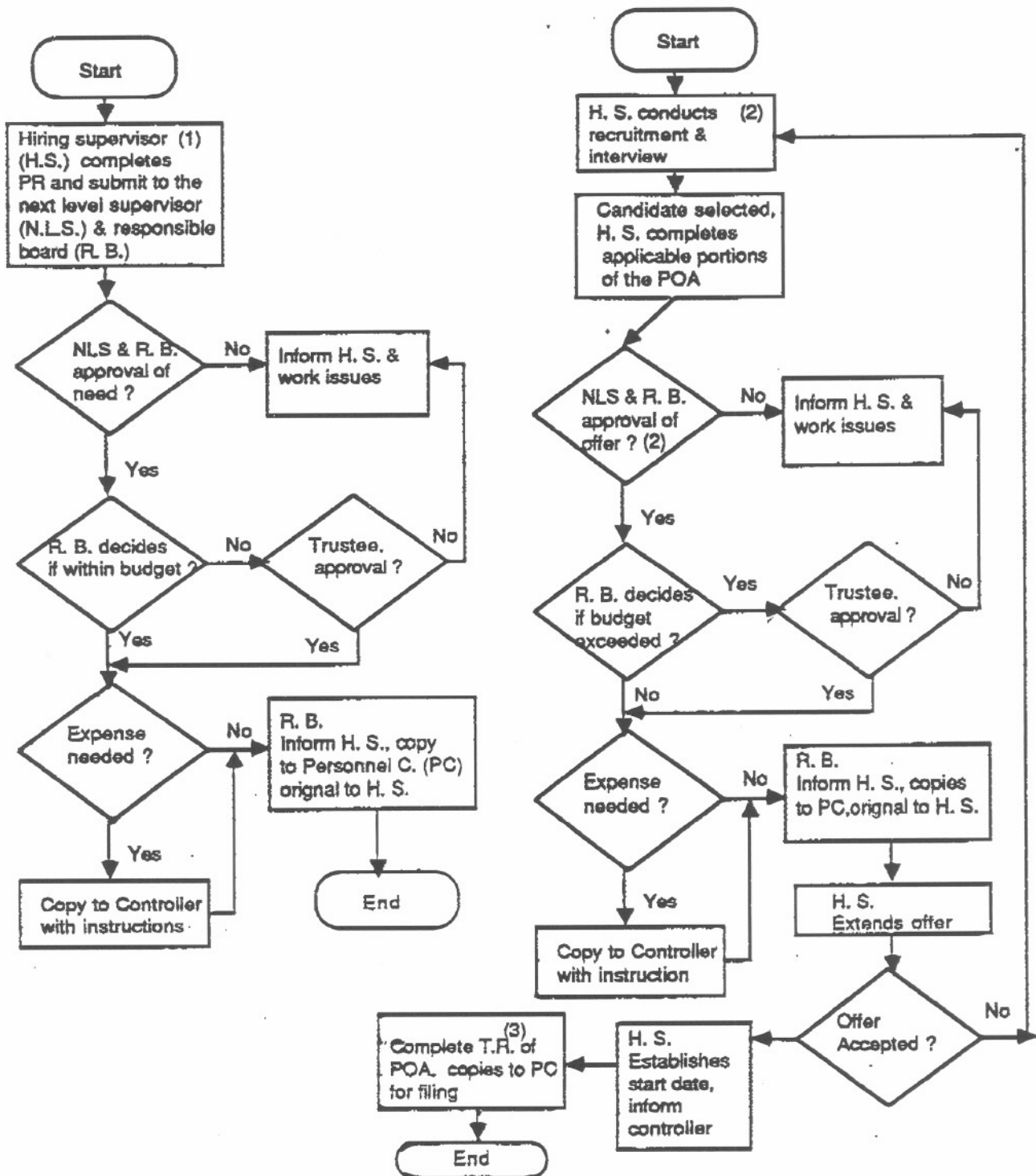
10 9 8 7 6 5 4 3 2 1 0

# Hiring Process, FEC

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Step I: Establishing the Requirement:  
Personnel Requisition (PR)

Step II: Filling the Required Position:  
Personnel Offer Authorization (POA)



1. Fill in all information above the next level supervisor line in the approval signatures section. Obtain PR log number from the controller.

2. Subject to additional local rules and pastoral council rules, if applicable. Get approval if recruiting cost is above budget.

3. T. R. means Tracking Record. This is found in the Personnel Offer Authorization form.