

HIRING PROCEDURES FOR ASSEMBLY MENNONITE CHURCH

The following procedures shall be followed when a resignation is received or a decision is made to create a new position.

1. The elders of the Leadership Group shall approve a job description or responsibility covenant and make it available to the congregation. The proposed job description/responsibility covenant or action by the elders shall indicate whether preference is for someone within the congregation and whether the final appointment of a candidate to the position will be made by an Assembly congregational members meeting, by the elders of the Leadership Group, or in some other way.
2. The elders of the Leadership Group shall determine wages and benefits for salaried and hourly positions. The denominational guidelines shall be utilized in setting salaried compensation
3. A Search Committee shall be formed by the Leadership Group to recommend a candidate or candidates for the position.
4. The job opening shall be announced to the congregation in the Assemblyline. The position may also be publicized in church publications.
5. Applications shall be collected and acknowledged by letter or phone.
6. The Search Committee is encouraged to search for names of possible candidates for the position, whether or not these candidates have chosen to apply, and will select up to three candidates. Given Assembly's concern for justice, the Search Committee is encouraged to consider issues of diversity in its search.
7. The Search Committee shall seek information on candidates for the position by contacting references and/or interviewing candidates as the Search Committee deems helpful for its preparation of a recommendation.
8. The Search Committee shall recommend a candidate of choice or candidates of choice.
9. A decision on the candidate of choice shall be made by the group indicated. (See #2.)
10. After the decision has been reached, the candidate shall be offered the position with the first day of work identified.
11. Other candidates who may have been interviewed shall be called personally. Applicants who were not interviewed may be informed by letter.

approved by elders January 28, 2001