

Procedure for Hiring Full-time Pastoral Staff

1. In the event that the Official Board determines that there is an opening in the Pastoral Staff, they shall establish, in conjunction with the Senior Pastor, the criteria and spiritual gifts required to fill the specific position.
2. The Personnel Committee shall determine a compensation range commensurate with the experience of a candidate. The Financial Stewardship Committee will affirm the compensation range based on our current financial position.
3. The Personnel Committee shall notify the Brethren Church National Office of the opening, request names of possible candidates, and post notices of the open position in appropriate places (ex.: local newspaper, online, Ashland Seminary job board).
4. The Deacon Board shall screen all candidates and determine whether they meet qualifications outlined in the job description and in the Constitution and By-laws of the Ohio District of The Brethren Church. Candidates not granted an interview will be notified by the Deacon Board
5. The Deacon Board shall establish an interview committee consisting of two members of the Deacon Board, the Senior Pastor, the Moderator, one additional member of the Official Board, and two or three members of the congregation.
6. The Deacon Board shall arrange a Sunday for the candidate to meet the congregation.
7. After the interview process has been completed and a candidate chosen, the Personnel Committee will develop an employment agreement, with the affirmation from the Financial Stewardship Committee, and present the information to the Official Board for approval.
8. The Senior Pastor shall contact the candidate and submit the employment agreement and pay package to them to accept or decline. If they decline, the Deacon Board shall decide how to proceed.
9. The Official Board will call a special congregational business meeting to present the name of the candidate and the terms upon which he is to be employed. The congregation will vote separately, by ballot, upon issuing the call and upon the terms of employment. An affirmative vote by a majority of members present and eligible to vote will be necessary for approval.
10. If the congregation votes to hire the candidate, the Senior Pastor will notify the candidate of the vote, and establish a mutually agreed upon start date.