

### **Procedure for Hiring Non-Pastoral Staff**

1. In the event that the Official Board determines that there is an opening in the Non-Pastoral Staff, they shall establish 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 post notices of the open position in appropriate places (ex.: local newspaper, online, Ashland Seminary job board).
4. The Personnel Committee shall establish a committee to screen and interview potential candidates.
5. 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.
6. The Official Board shall vote separately on the candidate and employment package.
7. The Personnel Committee Chairperson shall contact the candidate and present the employment agreement and pay package to them to accept or decline. If accepted, they shall establish a mutually agreed upon start date. If they decline, the Official Board shall decide how to proceed.