

Procedure for Hiring Part-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 Senior Pastor, Moderator, and Chairperson of 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 Senior Pastor.
5. The Personnel Committee shall establish an interview committee consisting of the Senior Pastor, two members of the Official Board, and two members of the congregation.
6. 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.
7. The Official Board shall vote separately on the candidate and employment package.
8. The Senior Pastor 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.