



Process for Hiring Staff

April 5, 2021

Introduction

New Heights staff plays a critical role in equipping and leading this faith community to live out our mission to Love God, Love Neighbor and Grow Disciples. New Heights has in place an intentional, well-defined process for determining the staffing model and for hiring new staff. The purpose of this document is to provide mission partners insight into that process.

How do we determine what staff position is needed? How are positions approved?

The staffing model is a well thought out plan for ensuring that New Heights has the staff in place, now and into the future, to equip and lead us in the mission we are called to. When developing the staffing model or plan, we look at our goals, the functions of the church, gaps in staff to fulfill those functions, and ways of leveraging the gifts of existing staff.

With this, leadership looks at what positions are needed for the coming year and plans for the positions in the budget planning process, which is then approved at the Annual Meeting.

When we have a vacancy, when a staff member is called to a different place, it is an opportunity for us to refresh that staffing model. As our church evolves and grows, the staffing needs also change. So, it is an opportunity to look again into the future to see where we can best allocate our staffing dollars.

The Vision Team approves all new positions prior to beginning the recruiting and hiring process. Before that process begins, a job description is developed to define the specific responsibilities of the position.

Who's involved with the hiring process?

The Personnel Team's role is to provide governance and oversight of the process and ensure that the appropriate checks and balances are in place. In some cases, the Personnel Team may be directly involved in hiring activities and, in some cases, they engage people with specific experience in recruiting and hiring.

Pastor Rob and the Staff Supervisor (if different) are involved in creating the recruiting and interviewing plan for the specific position being hired. The interviewing team consists of staff and non-staff members that are suited for evaluating applicants.

How do we recruit candidates?

For the last several positions, Pam Gattenby, a professional recruiter, has led the recruiting process. She has helped to determine the best approach for recruiting the specific position, has conducted prescreening of applicants and also conducted all reference checks.

All positions are posted for a minimum of 7 days on social media (e.g., New Heights Facebook page) and on job board sites as deemed appropriate for the position, with the full job description being available on the church website. For ministry focused positions, Pastor Rob will often contact associates to assist in the candidate search.

What does the interview process look like?

The Interview Team generally consists of four people and includes both staff and non-staff members. Pastor Rob and the Staff Supervisor (if different) will determine the most appropriate team to interview candidates based on the position. The Personnel Team may **also** assist in determining the interviewing team and the interviewing process. For example, for the recent Youth, Young Adult and Technology Ministries Leader position, a mission partner from the Youth Planning Team was part of the Interview Team, as well as mission partners that have previously served on the Personnel Team and Vision Team.

An interview plan is developed and shared with the Interview Team as they prepare for the interview. Other documents used by the Interview Team include the job description and the applicant's resume and cover letter. An interview is **then** conducted for all applicants recommended from the pre-screening process.

Who makes the decision on who to hire?

The Interview Team recommends who to hire, but Pastor Rob makes the final decision.

What about the job offer?

A written job offer is created and signed by Pastor Rob and the Vision Team President.

Pastor Rob and the Staff Supervisor recommends the compensation package based on the position's accountabilities and the candidate's experience/education. The Personnel Team confirms that the compensation package is appropriately aligned with other staff.

Other components of the job offer (such as vacation/sick leave, holidays, bereavement) are based on policies defined by the Personnel Team and approved by the Vision Team.

The job offer is always contingent upon a successful background check and, in most cases, includes a probationary period to ensure the job is a good fit for the employee and the church.

Who can I contact if I would like additional information?

If you have questions, or would like additional information, please contact Pastor Rob or any member of the Personnel Team.

Pastor Rob (PastorRob@newheightslc.org)

Personnel Team

- Michael Ecker (mgecker@tds.net)
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