

Personnel Policy for Hiring Staff

Grace Presbyterian Church

Pastor or Associate Pastor

A **Pastor Nominating Committee (PNC)** of seven (7) active members, including one member of Session, shall be selected in the following manner:

- The Church Officer Nominating Committee (CONC) shall nominate six (6) people from the congregation to serve on the PNC, giving full consideration to the groups and constituencies of church officers.
- The Session shall nominate one of their own to be a part of the PNC (1 position).
- The PNC shall be elected in accordance with G-2.0802 and proceed with their work as provided in *The Book of Order*.
- Vacancies on the PNC may be filled (when appropriate) with the CONC proposing a nominee to the congregation for election per *Book of Order* G-2.0401.

An **Interim Pastor Search Committee (IPSC)** will consist of current Session members and will be elected by the Session as governed by the *Book of Order* G-2.05(b). Vacancy will be filled with the approval of Session.

Secretary / Administrative Assistant

A Secretary / Administrative Assistant shall be selected by a three (3) member committee consisting of the following:

- Pastor
- Elder Liaison to Administration, and
- A Personnel representative to be named by the Personnel Committee from its members

The Pastor shall serve as initial moderator and call first meeting, at which time a moderator will be elected.

The selection of a Secretary shall be confirmed by a vote of the Session.

Financial Clerk

A Financial Clerk shall be selected by a three (3) member committee consisting of the following:

- Pastor
- Elder Liaison to Administration
- Treasurer,
- Finance Committee representative , and
- A Personnel representative to be named by the Personnel Committee from its members

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- The Pastor shall serve as initial moderator and call first meeting, at which time a moderator will be elected.

The selection of a Financial Clerk shall be confirmed by a vote of the Session.

Musician(s)

A Music Director, Choir Director, and/or Accompanist, and Praise Team Coordinator shall be selected by a five (5) member committee consisting of the following:

- Pastor
- Elder Liaison to the Worship Committee
- Two representatives from the ensemble(s) to be directed, and
- A fifth member being a Personnel representative to be named by the Personnel Committee from its members.

If there are more candidates for positions on a selection committee than spots available, the Worship Committee shall determine the two (2) representatives of the ensemble(s).

The selection of the committee shall be confirmed by a vote of the Session.

The Pastor shall serve as initial moderator and call first meeting, at which time a moderator will be elected.

The selection of a Musician(s) shall be confirmed by a vote of the Session.

Youth Director

A Youth Director shall be selected by a seven (7) member committee consisting of the following:

- Pastor
- Elder Liaison to the Youth Advisory Board (YAB)
- Chair of the YAB
- Three (3) confirmed youth, and
- A seventh member being a Personnel representative to be named by the Personnel Committee from its members.

The Pastor shall serve as initial moderator and call first meeting, at which time a moderator will be elected.

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Director of Christian Education (DCE)

A DCE shall be selected by an eight (8) member committee consisting of the following:

- Pastor
- Elder Liaisons to Children's Education, Youth, and Adult Education Committees (3 members total)
- One representative from each above named committee (3 members total) selected by the committee, and
- An eighth member being a member being a Personnel representative to be named by the Personnel Committee from its members.

The selection of the committee shall be confirmed by a vote of the Session.

The Pastor shall serve as initial moderator and call first meeting, at which time a moderator will be elected.

The selection of a DCE shall be confirmed by a vote of the Session.

Other Staff

Any other staff hired shall follow a similar formula with the Pastor, Elder Liaison, a Personnel representative to be named by the Personnel Committee from its members, and representatives from the area directly affected shall comprise the selection committee.

In all cases, except that of the Pastor or Associate Pastor, the selection shall be confirmed by a vote of the Session.

Financial Considerations of Hiring

Any employment offers of salary and benefits will be made by the appropriate selecting committee, in consultation with the Finance Committee and subject to approval by a vote of the Session prior to an offer being extended.

Eligibility of Church Members for Paid Positions

It is the policy of Grace Presbyterian Church, Arlington, Texas, to not hire or consider for hiring, any person who is a current, active member of the church as described in the *Book of Order* for the positions of Financial Clerk and/or Secretary/Administrative Assistant. During the course of employment, should membership in GPC – Arlington be sought and granted, the employee will be required to resign from the paid position noted above.

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