

Staff Search and Hiring Procedures  
The Episcopal Church of Our Saviour, Mill Valley, California  
Draft Updated 4/28/2009

When the Rector and Vestry agree to fill a vacancy or new staff position at Church of Our Saviour, the following procedures and guidelines shall be followed, provided they are in accordance with the current canons of the Diocese of California and The Episcopal Church.

Church of Our Saviour does not discriminate against applicants for employment on the basis of sex, race/ethnicity, national origin, sexual orientation, age, or disability.

1. The Vestry shall authorize a search for an employee to fill a vacancy or a new staff position and set a target date for hiring a new employee. The Vestry shall determine the salary and benefits for this position, consistent with the employment laws of the United States and the state of California, and the canons of the Diocese of California. The Vestry shall budget and approve the expenditure necessary to fund this position.
2. The Rector, with the approval of the Senior Warden, shall appoint a Search Committee of at least three (3) communicants in good standing of the parish, at least one of whom will be a member of the Vestry.
3. The Search Committee and the Rector will then consult with the Canon to the Ordinary or Diocesan Deployment Officer and, when possible, obtain current best practices for hiring procedures and guidelines. Where such best practices are not consistent with these guidelines, the best practices of the Diocese will be followed and these guidelines will be amended accordingly.
4. In consultation with the Rector, the Search Committee shall create or update the job description / scope of duties for the position to be filled. The Rector and Search Committee will also write a draft letter of agreement for the position in accordance with best practices, appropriate canons, and the job description.
5. The Search Committee will then post, either through the Diocesan office, public channels (or both), the position for application. The posting will provide a summary of the skills required by the position as well as a brief summary of the parish profile. The Search Committee, Rector, Vestry or other members of the parish may also contact potential applicants directly and invite them to apply for the position. Applicants will be asked to provide: 1) a resumé, including previous educational and work experience; 2) at least three references, two of which should be work-related; 3) an agreement to submit to a background check, should they be called as a finalist for the position.
6. The Search Committee, in consultation with the Rector, shall construct a list of questions germane to the skills required for the position for use during interviews. Additional requirements for screening applicants may be determined by the Search Committee and Rector.
7. The Search Committee shall screen the materials submitted by the applicants, and select applicants who will receive initial interviews, preferably in person, but by telephone if necessary. The Rector may, at his or her discretion, review applications at this time and offer counsel to the Search Committee as they proceed. All applicants who are not chosen for interviews will be notified as soon as possible.
8. After initial interviews have been conducted, the Search Committee, in consultation with or at the request of the Rector, will select a minimum of two finalists to be interviewed by the Rector. If, however, only one applicant is deemed worthy of further consideration, the Search Committee and Rector may agree to select one finalist.

9. The Search Committee and rector may, at their discretion, send the names of finalists to the Vestry for their review. The Vestry's questions regarding the finalists should be submitted to the Rector and Search Committee. The Search Committee, Vestry, and Rector will keep the finalist list confidential.
10. The Rector will conduct the final interviews and, at his or her discretion, involve members of the Search Committee, parish, and/or Vestry in the interviews. In either case, input regarding finalists from the Vestry or Search Committee should be directed to the Rector. The Rector shall make the decision regarding who will be offered the position.
11. At any time in the process, the Search Committee and Rector may decide that none of the applicants is suitable for the position and re-start the search process.
12. Once the final candidate has been chosen, he or she must undergo a background criminal and DMV check. The Rector, in consultation with the Search Committee and the Vestry, will determine grounds for dismissal from the search process based on the content of background checks. (Clergy finalists should be checked through a process deemed appropriate by the Diocesan Office, and are subject to the judgment for eligibility to serve in the Diocese by the Bishop.)
13. If a clergy person is called, the Bishop's permission must be obtained prior to a call being finalized.
14. When called, a potential employee must agree to the proposed terms of a letter of agreement, which will be finalized by the Rector and employee in consultation with the Search Committee and/or Vestry. The letter of agreement will be signed by the Rector, the new employee, and the Senior Warden on behalf of the Vestry.
15. Upon a call by the Rector, and the execution of a letter of agreement by the parish and the new employee, the Rector and Search Committee will notify the Parish of the decision, and the Rector and/or Search Committee will forward the new employee's name and other employment information to the parish bookkeeper for completion of proper paperwork in accordance with diocesan standards. The new employee will complete required misconduct prevention training through Shield The Vulnerable or another diocesan-sanctioned program within a reasonable time as established by the Rector.
16. The Rector shall calendar a review no later than three (3) months from the date of hire of the new employee's progress, and establish a mutually agreeable process with the new staff member for conducting this review.