

September 9, 2004

TO: GSLC Church Council

FROM: Jeff

SUBJECT: Search Process

I am concerned that we have had a number of processes that have not worked to our satisfaction in the quest to recruit and retain a Music Director. I am suggesting we establish a process to use when filling vacant, lay person positions. This proposal is being made in the form of a “continuing resolution” and as such needs the approval of two-thirds of the members of the Church Council to be adopted.

While there is nothing in our current constitution or by-laws creating a “search/hiring” process, the following references are noted:

1. C12.08. The Congregational Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
2. C13.06. Other congregational committees may be formed as the need arises, by decision of the Congregational Council.
3. C18.01. The Congregational Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
4. C18.02. Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Congregational Council.
5. By-Laws, Section 3, Standing Committees, under Sub-Section 3.3, Worship & Music:

“ . . .The (Worship & Music) Committee is to oversee groups that support the worship and music programs of this congregation such as the choirs, the altar guild, the ushers and acolytes. It is to oversee the use of special music, care for worship supplies, and promote the use of worship materials that support the faith of the ELCA. The responsibility for the organist and choir director along with consulting with them and the pastor in planning the use of music and the ordering of worship materials falls under the jurisdiction of this committee. . .”

A Resolution Creating a Process to Fill Lay Positions at GSLC

Whereas, it is in the best interests of the members of GSLC to have the most suitably qualified lay employees that we can attract at the salary and benefit levels we can afford; and,

Whereas, an important part of the search process is to be professionally prepared to complete this process to a suitable, mutually satisfying conclusion for both the church as well as the prospective employees; and,

Whereas, a prospective employee and his/her family may either be or may become members of GSLC; and,

Whereas, in today's world of ever increasing complexity regarding search and hiring processes that are acceptable in our society and to prospective employees, and which, if followed, increase the likelihood of success;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. When there is a need to fill a lay position within the church, the Congregation Council shall appoint a search committee comprised of no more than 5 voting members of the church. At his/her choosing, the Pastor may be a member of this Committee.
2. One of the Search Committee Members shall be a member of the Executive Committee* of the Church Council and that person shall be the chairperson of the search committee.
3. One of the members of the Search Committee shall be the chairperson of the appropriate Standing Committee, if applicable/appropriate.
4. Prior to commencing a recruitment process, the Search Committee shall prepare a job description that lists the duties of the position clearly, the minimum required skills, education and experience for the position, and the "ideal" qualifications for the position. The Search Committee will establish a "market competitive" salary range for the position in consultation with the synodical offices of New England District ELCA. The Committee may also, at its discretion, consult with other church denominations in the Connecticut/New England geographical area, and other compensational professionals when establishing the "market competitive" salary range for the position.
5. If the "market competitive" salary range for the position is in excess of the budget for an existing, but vacant position, then the Search Committee shall recommend to the Church Council that the "market competitive" salary range be approved.
6. The Search Committee shall devise a recruitment plan that details how it will attempt to attract qualified candidates, including an estimate of how long this part of the process is expected to take.
7. Unless released by a specific applicant, the identity of all applicants shall remain confidential and shall not be disclosed by anyone to any person other than members of the Search Committee and the Church Council.
8. The chairperson shall make the initial contact between the Search Committee and potential applicants and shall provide the applicant with the written job description including salary range.
9. If the chairperson determines that the applicant fails to meet the minimum requirements for the position, then nothing more shall be done with that individual's candidacy. No candidate will be considered unless they possess the minimum qualifications of the position.
10. If no qualified candidates are identified/attracted within a reasonable time period as estimated in the recruitment plan, the Search Committee shall modify the minimum position requirements and/or the salary range so as to be able to attract and consider qualified applicants.
11. The Search Committee may use any appropriate selection device when reviewing and assessing candidates, (e.g., interviews, practical demonstrations of skill levels such as computer proficiency, ability to play piano/organ, etc., and reference checks). The Search Committee shall not make a recommendation to hire a candidate without completing a reasonable number of reference checks, including speaking with the candidate's last two supervisors at a minimum.
12. Once a suitable (meets our requirements and will "fit with the congregation") and willing (has expectations that fall within the parameters of the salary range and job responsibilities) candidate has been identified and appropriately screened/qualified, the

Search Committee shall recommend to the Church Council, before offering the position to the candidate, the full terms and conditions of the position, including duties, responsibilities, annual salary defined as a monthly amount, salary increase review process, the how and under what conditions the employment agreement may be terminated by either the church or the employee. The Church Council may modify the recommended employment offer prior to presentation to the candidate at its discretion, but with good reason.

13. If a highly qualified candidate expresses a desire to fill the position but at a salary higher than the approved range and the Search Committee supports the candidate's request, then the matter shall be immediately referred to the Church Council for consideration and possible approval.
14. All employment contracts shall not be for a specified duration as employees are considered "at will" employees and may be terminated at any time for any reason consistent with the terms of the employment agreement.
15. It shall be the responsibility of the Search Committee chairperson to provide the written employment offer to the candidate.
16. Once the vacant position has been filled, the Search Committee shall be disbanded.

*According to GSLC Bylaws, Section 2 in part, the Executive Committee is comprised of the Council President, Vice President, Secretary, Treasurer, and Financial Secretary.