

Staff Parish Relations Committee

Segment 6 Guide on Hiring Staff

The S/PPRC Segment 6 video on Hiring Staff may be viewed during an S/PPRC meeting, or you may choose to provide the link to the S/PPRC members and ask them to view the video before a meeting. The following are some points for your S/PPRC to discuss after or during the viewing.

- Before the Hire -- Preparation.
 - From your perspective, what is the most important step in preparation?
 - What/who are the resources available to you?
 - Brainstorm ways to attract qualified applicants.
 - Review the point on Christian ethics and values being reflected through the process of hiring staff.
- The Interview.
 - Prepare a draft interview script.
 - What was the section about Relationships all about?
 - What are some ways to get past Cultural Noise?
- Follow-Up.
 - List effective ways to onboard or integrate a new staff member.
 - Review your personnel forms and documents.
 - Position Agreement – position title and description, job start date, compensation, benefits, signature acknowledging receipt and acceptance of compensation and policies.
 - Immigration Form
 - Personnel Policies/Staff Handbook
 - Payroll Documents
 - In what circumstance does SPRC need to consult with the DS and/or Bishop about parttime paid or volunteer clergy services?