

Job Posting Policy

Version 1.1

05/05/2013

1. Introduction to the Job Posting Policy

- a. The purpose of the Job Posting Policy is to provide sufficient notice to church members and believing non-church members of openings for certain positions at South Point Baptist Church.
- b. The Personnel Committee provides policy oversight and approves revisions of these policies as required. Staff responsibility resides with the Church Business Administrator.

2. Positions to be Posted

- a. Non-management, full-time and part-time
- b. Non-ministerial, full-time and part-time

3. Posting Process

- a. Length and placement of notice / posting (postings run congruently)
 - i. External
 - 1. Gaston Gazette – 3 days (Notice should include provision that the applicant must be a Christian of evangelistic church background with solid Christian testimony)
 - 2. Gaston Baptist Association
 - ii. Internal to Membership – 3 consecutive weeks
 - 1. Printed notice in the Bulletin each week
 - 2. Emailed notice each week
 - 3. Printed notice at the Information Center /Church Office
 - 4. Posted on Church website
- b. Notice / Postings should include the following
 - i. Job title
 - ii. Brief overview of position
 - iii. Qualifications requirements clearly defined
 - iv. Status (full-time, part-time, number of hours, etc.)
 - v. Salary (Hourly rate or fixed weekly amount)
 - vi. Contact information / how to apply (cover letter and resume typically)
 - vii. Where to obtain the full job description

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- c. The full job description should be available
 - i. On the website - resource section as a read-only copy
 - ii. At the Information Center (printed copy)
 - iii. By request of the Church Office which will provide via email, US Postal, or pick up

- d. Response and communication for applicants
 - i. Acknowledge receipt of their resume and/or application
 - ii. Communicate steps of the process
 - iii. Provide updates periodically
 - iv. Once a candidate has been identified and accepted, notify all applicants that the position has been filled

Revision Notes

Approved	By	Version	Comments
05/05/2013	Church Conference	1.1	Update Format and minor changes
07/01/2011	In Process	1.0	Creation of policy