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# Job Posting Policy

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Version 1.2

11/10/2024

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# Job Posting Policy

## 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 Senior Pastor.

## 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
11/10/2024	Senior Pastor, Kevin Joyce, Larry McGee	1.2	Remove Business Administrator as this position no longer exists and replaced with the appropriate team or position.
05/05/2013	Church Conference	1.1	Update Format and minor changes & corrected page numbers
07/01/2011	In Process	1.0	Creation of policy