

3. Job Posting



INTRO: A job posting should be far reaching; engaging your network and beyond, while allowing time to find and vet candidates.

When hiring you want to be in the position of choosing between multiple candidates rather than having one option. How you post the job will determine the choice you'll have in candidates.

There are four crucial steps to posting a job:

1. Post widely: Post on your church website, creating a central job posting which can then be shared. Use all of your church's social media channels (*Twitter, Facebook, Instagram, Linked In*) and request that your stakeholders do the same. You can also share through public announcements, emailing your church network, or publishing the posting in your bulletin. Use a variety of professional and community job boards online (*bible schools, regional, denominational, affiliates, and paid job boards*). Cast a wide net.

2. Vet responses: Make sure you have a plan to manage and respond to the applications in a timely manner; possibly designating a staff member to oversee this.

3. Post for a set time: Allow sufficient time for applicants to respond (*60-90 days is recommended – your transition plan should accommodate this timeline*). Potential candidates will need to consider their current employment situation, possible relocation, their family; and may need time to brush up their resume or collect recommendations. The best candidates may need to hear about this opportunity more than once. Give people in your church time to spread the news through word of mouth.

4. Ask for additional information: Resumes or CVs are often carefully crafted, making it difficult to evaluate a potential candidate's fit. Request more information from your applicants to help the vetting process; keeping in mind what you can legally ask.

Request a resume, one-page testimony (they can become books), one-page philosophy of ministry (to understand their values), and a creative piece (something they have done in the past that showcases their talent and experience). This will help you to vet candidates into a short list.

* for short listed candidates ask for additional information (*i.e. a recording from a potential worship pastor or a sermon from a potential lead pastor*) or a work portfolio before an interview is scheduled.