

## FILLING A VACANCY

### 1. JOB DESIGN/DESCRIPTION

Job vacancies are an appropriate time to change the job description to meet your needs. There may be a new way to accomplish some or all of the tasks (i.e. volunteers, contracting out etc.). Often times it is an appropriate time to look at new technologies as well. Look in detail at the present job. Ask yourself how you would like it to look in the future. Include this new information in your job description.

### 2. RECRUITMENT

Decide where you will recruit (within the parish or within the larger community). Advertise appropriately (Church bulletin or announcement on Sunday for internal recruitment; local press for the larger community). Require written applications with references. Include a brief job description including number of hours etc..

### 3. SELECTION

Decide ahead of time the selection process (i.e. short list of applicants, # to be interviewed, who will interview {its good to get the appropriate committee members involved}, who makes final decision, reference checks) . It is always helpful to decide ahead of time the selection criteria as well (skills & experience etc.).

**N.B. Always ask if the individual has prior experience in the service of the Church and get references from that workplace.**

### 4. ORIENTATION & TRAINING

Once a candidate is selected and has agreed to your job offer set a starting date. New employees expect clear lines of communication & supervision. There should be a probationary period before a long term commitment. Initial orientation & training is worth the considerable time & effort required. The present individual in the job may be available to help but they should only be a part of the orientation as the job requirements may have been redesigned to meet future needs.