

## **PROPOSED TIME LINE FOR SEARCH COMMITTEES**

This is a time line for an ideal situation. Whatever the actual dates involved, the process ordinarily takes about four or more months. Director of Religious Education and / or Youth Ministry (DRE / YM) looking for jobs like to check out possibilities in the early spring so that they can move (if needed) and begin to settle by mid-summer so they are ready for the program year.

### **FEBRUARY** (or at least four months before the desired job offer date)

- Pastor / Commission / Board recruits a Search Committee and a Chair of the Search Committee.
- Chair of Search Committee contacts the appropriate Director of the Pastoral Office for Catechesis or the Human Resources Department for any needed assistance.
- Search Committee meets to determine the parish needs, update or develop a position description in order to see what type of candidate would be most appropriate for their parish, and has it reviewed by the Human Resource Department.

### **MARCH** (or at least three months before the desired job offer date)

- Search Committee prepares an application and information packet.
- Search Committee writes ad, has it reviewed by the Human Resource Department, and begins advertising position.

### **APRIL** (or at least two months before the desired job offer date)

- Search Committee sends application information packets to prospective candidates.
- Search Committee begins screening of resumes to review and prioritize applications / resumes.
- Search Committee begins to interview top candidates.
- Search Committee thoroughly checks references and verifies college education of final candidates.

### **MAY** (or at least one month before the desired job offer date)

- Search Committee completes final interviews and recommends 2-3 candidates to the Pastor / Parish Administrator for interview.
- Pastor or delegate offers position to the most qualified candidate, enters into salary negotiations, and sends offer letter.

### **JULY** (or after attending Safe Conduct Protocol Workshop)

- New Director of Religious Education and / or Youth Ministry begins.