

District Office Hiring Guidelines

DISTRIBUTION: District Superintendents and District Personnel Committees

ORIGINATING DEPARTMENT: Personnel Committee of the Council on Finance and Administration

SUBJECT: Standardization Process for Recruitment, Selection and Hiring of District Office Staff

EFFECTIVE DATE: February 20, 2008

APPROVED BY: Cabinet

1. POLICY:

The District Offices within the Florida Conference of The United Methodist Church are initiating a policy for standardizing the process for recruitment, selection and hiring staff at District Offices. This policy is intended to assist the Districts in procuring quality applicants and assure consistent application of Conference employment policies. It is understood and appreciated that District Superintendents will make their hiring decisions based on competency and compatibility within their organization's culture, values and environment.

2. PROVISIONS:

District Superintendents are encouraged to use the Conference Human Resources Department for assistance with recruitment and assessment of applicants, including guidelines for commensurate compensation for all employees. It is understood that one of the primary qualities of personnel will be employees who have a love and concern for the churches and clergy they serve with a customer service attitude.

Vacant positions may be posted in District Newsletters/Websites, E-Review Classifieds on the Conference Website in addition to other recruitment efforts desired by each District. Superintendents should seek to have at least 3 qualified candidates from which to make their selection. All candidates must receive a favorable background screening prior to an offer of employment.

To assist the District Superintendents' hiring decision, candidates will be given a Technical Proficiency Assessment to evaluate office skills and interpersonal style. The HR Department can assist with evaluations and determining convenient locations for testing.

Conference employment policies permit spouses or relatives of other employees to work for the Florida Conference but not in the same District Office. Clergy spouses shall not be employed in the District Office.