Elevation's Hiring Process

The following process has been established after walking through a number of hiring processes and applying what we've learned along the way. It is our hope that clear and open communication along with active participation from stakeholders will help us make the best possible hiring decisions for our Elevation community.

1) The Steering Committee (SC) will determine that a particular role should be hired for. This may either be the result of a Staff vacancy or a decision to expand the Staff team. Input from the current Staff team will be sought at this stage.

2) The SC will determine if there is justification for an appointment of a nominated individual. This is intended for unique circumstances where an individual would be offered a job without opening up a broader hiring process. The general preference is for a competitive hiring process, however, which will increase the likelihood of finding the best possible candidate.

   Any member of the SC may nominate an individual and discuss his or her suitability for the role. A decision to appoint an individual to a Staff role would be based on the needs of the church, taking into consideration the available resources, potential risks, and the leading of the Holy Spirit. Members of the Staff team will be invited to provide input on nominees at this stage.

   If an individual is nominated for appointment to a role, the hiring process will continue, with the exception of posting for the role externally.

3) A hiring team will be established by the Staff Partnership Committee (SPC), comprised of the Lead Pastor, a member of the SC, a ministry representative, and a member of SPC. The team will agree to an anticipated timeline of the hiring process.

4) If it is an existing position, the current role description will be reviewed by the SPC. If it is a new role, a role description will be created. At the discretion of the SPC, stakeholders may be invited to provide input on the role description at this time.

5) The congregation will be notified about the hiring process, including a reminder that hiring decisions are entrusted to the SC and SPC and encouragement to review the Hiring Process document on our website.

6) The position will be posted externally on a variety of online websites, including the church's own website. Members of the congregation will be invited to apply in keeping with the terms outlined in the job posting.

7) The posting will remain open for approximately 30 days. If no suitable applications are received, the posting will be reinstated for an additional 30 days. The hiring team reserves the right to withdraw the posting after 10 days if a suitable applicant is found.

8) One member of the hiring team will take responsibility for applicant/candidate communication.

9) The hiring team will review all applications; those received with a referral from a member of the Staff team will be noted. Throughout the posting period, the hiring team will decide by consensus which applicants will receive an interview. Generally, this should yield 3-5 candidates.

10) Interview questions will be drafted by the hiring team if necessary or pulled from previous hiring processes.

11) First interviews will inquire about a candidate's faith journey and will focus on abilities, experience, and confirm the details of the resume. The hiring team will decide by consensus which candidates will proceed to a second interview. In general, this should narrow down the interview field to 2-3 candidates.

12) Second interviews will focus on work style, communication style, personality, etc., including questions about personal identification with Elevation's Key Values and Core Beliefs documents. Second interviews will be conducted by the hiring team, with the addition of a member of the Staff team to help discern "fit," while not being involved in the actual decision-making process. An additional "hands-on" component may be included (e.g., playing with a music team, preaching a sermon, etc.) Feedback will be solicited from any additional individuals who take part in this process.

13) One member of the hiring team will take responsibility to call references for remaining candidates and will send their notes out to the rest of the hiring team.

14) The hiring team may choose to develop a rubric based on the role description, interview questions, references, and key skills/attributes of an ideal candidate. The final 2-3 candidates would be ranked according to this rubric by each member of the interview team. Team will bring completed rubrics to a final meeting where a single successful candidate will be decided upon.

15) The Lead Pastor will give final approval to candidate and present a formal recommendation to hire the chosen candidate to the Steering Committee.

16) The Steering Committee will extend a formal offer of employment.

17) The member of the hiring team chosen for applicant/candidate communication will contact unsuccessful candidates and inform them that a decision has been made.

18) The Lead Pastor will arrange for communication about the decision to the Staff team, relevant ministry leaders, and the congregation as a whole.