

# **The Hiring Process**

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Several individuals and groups should be involved in the process of hiring youth ministry personnel and developing a staff of volunteers. The following procedures describe the appropriate responsibilities of the Pastor and those, whom he may designate, the applicant for the youth ministry position, and the Diocesan Office of Youth Ministry, which is responsible for providing assistance in this important process.

## **Role of the Pastor**

- Authorizes and initiates the hiring process
- Contacts the Director of the Diocesan Office of Youth Ministry to inform of the initiated process
- Advertises the position.
- Selects interview team and oversees interview process.
- Reviews resumes/applications.
- Interviews final candidate(s) referred by the search team.
- Selects candidate.
- Speaks to previous employer and personal references regarding work history, integrity, etc
- Notifies the Diocesan Office of Youth Ministry of the new hire.
- In consultation with the Diocesan office, schedules training and orientation for new hire.

As the person directly responsible to the Bishop for providing effective catechesis and youth ministry in the parish, the pastor is the hiring agent and has the final responsibility for selecting, hiring, and supervising youth ministry personnel.

The pastor authorizes and initiates the process by giving approval to the job description and the proposed budget adjustments needed for the salary, benefits, and continuing professional development of the staff person to be hired and then communicates the initiation process with the Diocesan Office of Youth Ministry. He ensures that all background checks have been completed and he informs the Diocesan Office of Catholic Youth Ministries.