

<u>Job Title</u>	<u>Hiring Procedure Initiated by</u> (Board approves all hirings)	<u>Reviewed by</u>	<u>Reports to</u>	<u>Job Description created by</u>
Minister	Congregation	Congregation/Board	Congregation	Congregation
DRE	Minister	Minister	Minister	Minister/CYRE Committee
RE Assistant	DRE	DRE	DRE	DRE/RE Committee
Youth Coordinator	DRE	DRE	DRE	DRE/RE Committee
Office Manager	Minister	Minister	Minister	Minister/Board
Choir Director	Minister/Music Committee	Minister	Minister	Minister/Music Committee
Choir Accompanist	Choir Director	Choir Director	Choir Director	Choir Director/Music Committee
Special MusicCood/keyboardist	Minister/Music Committee	Minister/Music Committee	Minister/Music Committee	Minister/Music Committee
Contract Musician	Minister/Music Committee	Minister/Music Committee	Minister/Music Committee	Minister/Music Committee
Accounts Payable Clerk	Finance Committee	Treasurer	Treasurer	Treasurer
Custodian	Building & Grounds	Building & Grounds	Building & Grounds	Building & Grounds

Personnel Committee meets with person initiating the hiring to decide on hiring procedure, employment status & overtime status