One-Page Quick Reference — April 2026

Mayflower Church — Non-Pastoral Staff Hiring Process. One-page quick reference. v1.0 · April 2026.

> Companion to the full SOP. The SOP is authoritative; this card is a pocket reference for Servants Council meetings and staff onboarding conversations.

Guiding Principles

1. **Process before urgency.**
2. **Better no hire than the wrong hire.**
3. **Character → Competence → Chemistry** — in that order.
4. **Confessional alignment.** Member in good standing affirming Statement of Faith & Church Covenant.
5. **Protect the flock.** Screening is not optional.
6. **Same process, every candidate.**
7. **Stewardship and transparency.**

The Ten Stages

Phase A — Discern & Define

- **Stage 1 — Identify the Need.** Senior Pastor + Servants Council. *Gate: signed Position Authorization Memo.*
- **Stage 2 — Secure Funding.** Board of Finance. *Gate: Finance Memo; congregational vote required if non-budgeted > $5,000.*
- **Stage 3 — Write Position Description.** Search Team → Servants Council. *Gate: PD approved and added to the Manual.*

Phase B — Recruit & Screen

- **Stage 4 — Post & Invite Applications.** Search Team. *Gate: posting closed (21+ days), pool complete.*
- **Stage 5 — Pre-screen.** Search Team. *Each applicant: Advance / Hold / Decline (response within 7 days).*

Phase C — Interview

- **Stage 6 — Five Interviews.** 1. Screening · 2. Patterns · 3. Results · 4. References · 5. Relationships. Same questions, every candidate; scored on the Appendix C rubric.
- **Stage 7 — References & Background Checks.** Search Team chair. Verbal references (3+). Criminal · Sex offender registry · role-specific checks · continuous monitoring post-hire.

Phase D — Decide & Offer

- **Stage 8 — Recommend & Council Vote.** Search Team → Servants Council. Elders confirm confessional alignment. Majority vote recorded.
- **Stage 9 — Written Offer.** Servants Council Chair drafts; Senior Pastor delivers. *No verbal offers.* Contingent on background clearance. 7–10-day response window.

Phase E — Onboard & Evaluate

- **Stage 10 — Onboard + 90-Day Probation.** Paperwork (I-9, W-4, M-4, direct deposit) before Day 1. 30 / 60 / 90-day check-ins. Council confirms continued employment at 90 days.

Decision Rights

- **Servants Council** directs all non-pastoral hiring (Bylaws Art. II §B 4(c)(9)).
- **Board of Finance** confirms funding; non-budgeted > $5,000 needs congregational approval.
- **Board of Elders** confirms confessional alignment of the top candidate.
- **Search Team** (3–5 members) runs Stages 3–8 under a written charter.
- **Church Treasurer** sets up payroll; **Clerk** archives the personnel file.

Typical Timeline (10–14 weeks)

When	What
Week 1	Stages 1–2 — need + funding
Weeks 2–3	Stage 3 — write Position Description
Weeks 3–6	Stages 4–5 — post + pre-screen
Weeks 6–9	Stage 6 — five-interview sequence
Week 10	Stage 7 — references + background
Week 11	Stages 8–9 — recommend, vote, offer
Weeks 12+	Stage 10 — onboard + 90-day probation

See the full SOP for the Position Description template, interview question sets, reference script, offer letter, onboarding checklist, and 90-day review template. Adapted from Streamline: Healthy Church Systems and The Guide to Healthy Church Operations, anchored in Mayflower Bylaws (March 2026). The source Word document is attached to this page.

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