

HR NEWS

Highlights for your Parish/School Human Resources Needs



WHAT'S NEW IN HR?

- COVID Update
- The Hiring Process, pt. 1
- Position Descriptions
- Book: Redeeming Administration

COVID-19 UPDATE

We are seeing signs of hope and a light at the end of this pandemic tunnel. Restrictions are starting to loosen as case counts go down and the number of vaccinated people in our population rises. It is advised to continue your safety regulations in your offices to continue to keep your staff safe. This includes the wearing of masks, heightened cleaning and disinfecting of your spaces, and encouraging staff who are sick to remain home. Information on keeping your workplaces safe can be found through the [Minnesota Department of Health](#).

Bishop Kettler continues to give guidance in the area of worship and other pastoral activities through his office. Please continue to follow these guidelines as they are updated. If you have any questions, you can contact our diocesan offices for assistance.

HIRING PROCESS: PART 1

Hiring can both exciting and daunting for those moving through the process. Often, we want a person in the door as quickly as possible to keep everything moving along. However, don't let the pressure of filling a position overshadow the importance of finding the right person. Or preparing your parish or school for the process to bring in a new person. Over the next few issues, we will cover some important parts of the process, from the initial position assessment through the employee's first day.

HIRING PROCESS

Assessing the Job

Before you begin posting and interviewing for the position, it is important to do an assessment of the position. This is especially important for positions that are opening up that have been around for a long time or filled by the same employee long-term. Here are a few questions for your organization to think about:

- Is this position meeting the current needs, mission, direction of your organization (even if it's been around for many years.)
- Does this position need to change or adapt in any way?

Position Description

Once these questions have been answered, revisit the position description (or write one if there isn't one currently in place!) Make sure any necessary changes have been made to reflect the current needs. Also, be on the lookout to make sure there is not anything that might break any laws in the description. Keep a look out for potential areas of illegal discrimination, as this is a common area: is your education requirement too high for the position, are there physical requirements that are not necessary for the role, are there unneeded religion barriers on the position? If you're starting a new position description and need help, contact HR for templates and samples.

Coming up: budgeting for the position, candidate sourcing, interviews, job offers, and onboarding.

April 22 Administrative Professional's Appreciation Day

Be sure to make the administrative professionals in your offices feel extra special today. We all know our parishes and schools would not function without these important ministers!

"...when we speak of the spirituality of administration, the key question we will want to ask is, "How is the ministry of administration somehow a part of the way that God is transforming me into the person God dreams me to be?"

- Ann Garrido, Redeeming Administration



Leadership Corner

Position Descriptions

Developing a position description can be tricky. You want to be sure to include all necessary information about the position, without the non-essentials that will make it 10 pages and unreadable. Here are a few resources and tips for writing effective position descriptions:

SHRM: how to develop the position description, from my go-to HR organization.

Indeed: simple how to write a position description from a popular online job search site.

Wright State: another simple how-to.

Bailey's Bookshelf

Each month I'll share a favorite book with you. Most will be from the business realm, but there are some great church resources I will share as well. I'll start with a must read:

Redeeming Administration by Ann

Garrido: A perfect guide and reminder that your role as an administrator **IS** ministry and not just something you do to support "real" ministry. A **MUST** have on your bookshelf, especially for Pastors, business managers, secretaries, and bookkeepers!

Contact HR:
Bailey Ziegler
bziegler@gw.stcdio.org