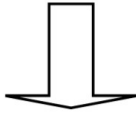
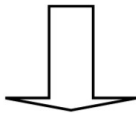


**Staff & Key Leaders Recruitment Process  
(Not including Lead Pastor or Executive Minister )**

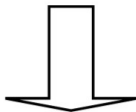
Gap Analysis / Needs Assessment-Operational Team



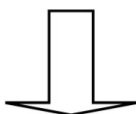
Board Approval



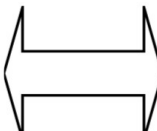
Position Description



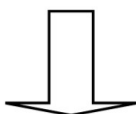
Operational Team Review  
(if significant changes or new position)



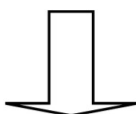
Internal Advertisement



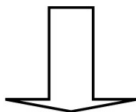
External Advertisement  
(if required)



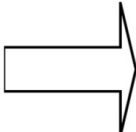
Applicant Review & Shortlist



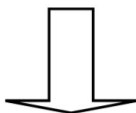
Interview / Assessment  
Interview panel- min. 2 pax  
Standardised questions



Appointment  
Including contract and induction

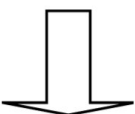
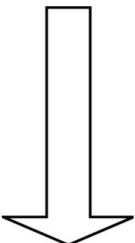


Unsuccessful Applicant  
Feedback

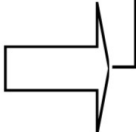
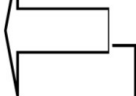
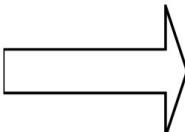
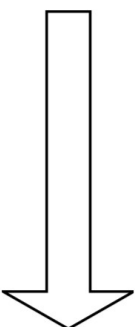


Communication as relevant to Board and Westcity Community:  
Email -targeted  
Church Announcement  
Mailchimp (churchwide)  
Other

Direct Appointment



Recommendation to Westcity Board



If key ammendments

If key ammendments