

#5.2

POSITION DESCRIPTIONS

PURPOSE: To accurately describe a specific position's requirements and responsibilities for the benefit of the Pastor, the person holding the position and potential candidates seeking to fill a position with Chapel by the Sea.

APPLICATION: Accurate and current position descriptions for all employees of Chapel by the Sea shall be maintained in Chapel by the Sea's Manual of Administrative Operations and in the employee's personnel file.

PROVISIONS:

1. For all positions a description of the position's requirements and responsibilities shall be prepared by the joint efforts of the Pastor, Office Administrator, Committee(s) of the Session involved with the position and the Personnel Committee.
2. New positions require an accurate description prepared as above required and approved by the Session of Chapel by the Sea prior to advertising and interviewing for the opening.
3. A description of a current position shall be reviewed annually by the employee in that specific position in discussion with the Pastor and the Personnel Committee.
4. Any changes resulting from an annual review shall be provided to the Session of Chapel by the Sea and upon Session approval provided to the Office Administrator to update the Manual of Administrative Operations and the employee's personnel file.
5. The position description shall be used by the Pastor and the Personnel Committee of the Chapel by the Sea in the annual evaluation of each employee.

RESPONSIBILITY: Responsibility for the oversight of position descriptions rests with the Office Administrator; to ensure that a current Session-approved version is included in the Manual of Administrative Operations and in each employee's personnel file.