

GRACE LUTHERAN CHURCH
Saint Paul, Minnesota

Number 6.2.3
Effective Date April 2007

POSITION REQUISTION (Non-Pastoral)

To be completed by Governing Committee Chair

Today's Date _____

Position Title _____

Has this position been budgeted for this year? ___Yes ___No

Hiring Manager (Personnel Committee Chair) _____

Reason for Vacancy

<input type="checkbox"/> New Position	Activity Type:	_____
<input type="checkbox"/> Workload Increase	(Please Explain)	_____
<input type="checkbox"/> Resignation	(Employee Name)	_____
<input type="checkbox"/> Retirement	(Employee Name)	_____
<input type="checkbox"/> Transfer	(Employee Name)	_____
<input type="checkbox"/> Other	(Please Explain)	_____

To be fully completed by Personnel Committee

Budget line items(s) impacted: _____

Has the job description been updated?

Have the technical specifications been reviewed to match job description?

Posting Information

This is to be posted the week of _____

Must check at least one of the following:

Internal Posting
 Internal and External Posting Simultaneously
 External after Internal Posting
 Other (Please specify): _____

May check more than one below:

Church Bulletin
 ELCA
 Newspaper
 Internet
 Other (Please specify): _____

Approvals (Must have all signatures for the position to be posted)

Governing Committee Chair _____ Date: _____

Personnel Committee Chair _____ Date: _____

Council President _____ Date: _____