

OREGON PACIFIC HIRING PROCESS



Steps in Hiring Associates and Staff

The Manual of the Church of the Nazarene Manual provides direction for the hiring of ministry associates in the church. Any church/pastor desiring to hire an associate (whether paid or unpaid, lay or pastoral) should familiarize themselves with Manual paragraphs 159-159.8. ([download the Manual](#)).

- What or who is an associate?
 - Not necessarily a pastor
 - Someone who is involved in vocational ministry within the church
 - Includes most everyone you hire/place on staff for
 - ministry leadership...
 - ...as well as directors of childcare/schools

160.1. All local paid or unpaid associates who provide specialized ministry within the context of the local church and enter into a relationship of vocational ministry within the church, including directors of childcare/schools (birth through secondary)...

- What needs to be done?
 - Before final church board approval, you must have...
 - Approval in writing from the district superintendent

All associates must be elected by the church board, having been nominated by the pastor...shall be elected by the church board, having been nominated by the pastor. All nominations must have prior approval in writing by the district superintendent, who shall respond within 15 days after receipt of the request. (159.4, 211.13)



Complete the Approval to Hire Associate/Staff form.

<http://report.orpac.org/Forms/Permission-to-Hire-Staff>

The district office will initiate a background check (if needed) using the information you provide on the form to contact the candidate.

After the background check is complete, you will receive an email copy confirming the approval to hire and you may take the candidate to your church board for final approval.