RESURRECTION STAFF REQUISITION REQUEST

Reference No. _____

Requesting Department Name _____

Requesting Department Manager Name _____

Is this a new position? YES NO

Job Title _____ % of Time _____

Possible Job Share Position? YES NO

Internal Job Description and Role (attach additional sheets if necessary) _____

_____

_____

Budgeted Annual Pay Range $ _____ Account No. _____

Please attach the following to this form:

1) Justification

Consider including in the justification the following:

- **Reasons why the position is critical to the mission, vision, and strategic themes of the parish**
- **Reasons why creating the position would significantly impact positive continued operation and growth**
- **Reasons why the duties and responsibilities cannot be distributed to existing staff;**
- **Whether or not a longer-term restructuring has been considered, and why or why not; and**
- **What negative long-term effects would be sustained by the department if the position is not filled.**

2) Organizational chart with proposed new position

POSITION'S SUPERVISOR'S SUPPORT FOR REQUEST

_____ Title: _____ Date: _____

Signature

*****Please submit this form along with attachments to the Business Manager. Review and final approval is needed from the HR committee, the finance committee, the pastoral council and ultimately the pastor. This form should not be submitted directly to the pastor or pastoral council.**

HUMAN RESOURCES REVIEW AND APPROVAL REQUIREMENT SIGNATURE

_____ Title: _____ Date: _____

Signature

FINANCE COMMITTEE REVIEW AND APPROVAL REQUIREMENT SIGNATURE

_____ Title: _____ Date: _____

Signature

PASTORAL COUNCIL REQUIREMENT SIGNATURE

_____ Title: _____ Date: _____

Signature

PASTOR REQUIREMENT SIGNATURE

_____ Title: _____ Date: _____

Signature

APPROVED _____ DENIED _____

Comments: