



PASTORAL CENTER REQUEST FOR NEW POSITION

1. REQUEST INFORMATION

Department:

Hiring Manager:

Date of Request:

Proposed Position Title:

Reports To:

2. POSITION DETAILS

Employment Type: Full-Time Part-Time Temporary Contract

Proposed Start Date: Hours per Week: Exempt Non-Exempt

Work Location:

Proposed Salary Range:

3. JUSTIFICATION FOR NEW POSITION

4. JOB SUMMARY

5. KEY RESPONSIBILITIES

6. BUDGET INFORMATION

Budgeted Position Not Budgeted

If not budgeted, explain funding source:

7. RECEIVED

HR Signature & Date:

Discussed with Supv & Date: Yes No

8. APPROVED

Vicar and CFO