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| 1. Purpose and Scope: |
| This purpose of this procedure is to outline the process to be followed when employing staff at [insert name of church]. This will ensure that a thorough and transparent process is followed, that adequate records are kept and that Industrial Relations requirements are met.  This procedure applies to employment of all paid staff roles at [insert name of church]. |
| 1. Background Information: |
| This procedure should be read and applied with reference to the *[insert name of church] constitution*, *Process for clarifying the type of leader being sought*, *Recruitment Policy*, and *Remuneration and Employment Policy*.  Overall, the Elders are responsible for implementing this Recruitment Procedure. However, for pastoral positions, the Elders may delegate the process of searching for and calling someone into a role to a Pastoral Search Committee. *[Optional]* The search for a Senior Pastor/Ministry Team Leader will always be conducted by a Pastoral Search Committee.  *Note: If at any stage the application process has not confirmed a suitable candidate/s to move to the next stage, the process can be recommenced, perhaps with a review of the position description and advertisement language and additional advertisement avenues. This is a decision that should be taken with the Elders and communicated to all candidates who have reached that stage in the process.* |
| 1. Actions: |

| **Step** | **Action** | **Person Responsible** | **Document Used & Records Kept** |
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|  | Decide who will be responsible for recruiting into the position being filled. | Elders | Minutes of Elders meeting |
|  | If a Pastoral Search Committee will be responsible for recruitment, appoint the committee using the following guidelines:   * A search committee will have an appointed leader/coordinator. [Optional] This person must be an elder. * A Pastoral Search Committee will be comprised of 4-6 members. * Members of a Pastoral Search Committee will comprise at least one elder and will include a representative cross section of the church demographic. * Where using a Pastoral Search Committee to recruit a staff member who will report to the Senior Pastor/Ministry Team Leader, the SP/MTL will be on the search committee. | Elders | Minutes of Elders meeting |
|  | Prepare a position description that describes the desired leader/pastor or administrative/technical position requirements:   * The development of position descriptions for pastoral roles will be guided by an agreed *Process for clarifying the type of leader/pastor being sought* * Position descriptions for paid staff roles will include key responsibilities, list the required and desired qualifications and experience, and describe the desired person qualities. * Position descriptions for all paid staff roles will be approved by the Elders. | Elders or Pastoral Search Committee | Position Description template & copy of final position description |
|  | Advertise the position as per the *Recruitment Policy*.   * Advertisements typically include a brief overview of the role and the church, outline what an application should include (e.g. a CV, responses to position responsibilities, cover letter), and provide a contact for applicants to ask questions. | Nominated Elder or Pastoral Search Committee Coordinator | Copy of advertisement |
|  | Acknowledge each application when received. | Nominated Elder or Pastoral Search Committee Coordinator | Emails on file |
|  | Prepare questions and criteria against which to assess all applications based on the position responsibilities, required and desired qualifications and person qualities. This should include:   * Initial assessment/screening questions and criteria * Interview questions * Referee check questions | Elders or Pastoral Search Committee | Lists of questions/criteria |
|  | Each elder or each member of the Pastoral Search Committee will independently review all applications received by the deadline and assess whether they meet the initial assessment/screening criteria. The outcome of this step will be a shortlist of candidates to interview. | Elders or Pastoral Search Committee | Notes against initial screening questions/criteria |
|  | Advise applicants who have been unsuccessful in progressing to the interview stage. | Nominated Elder or Pastoral Search Committee Coordinator | Emails or notes of phone calls on file |
|  | Arrange and conduct interviews with all shortlisted candidates. | Elders or Pastoral Search Committee | Interview questions and answers |
|  | Record and discuss interview outcomes. The outcome should be a reduced shortlist of one or two preferred candidates. | Elders or Pastoral Search Committee | Minutes of meeting |
|  | Conduct referee checks for preferred candidate/s and record responses. | Nominated Elder or Pastoral Search Committee Coordinator | Referee check questions and responses |
|  | If needed, conduct second interviews with the one or two preferred candidates. | Elders or Pastoral Search Committee | Interview questions and answers |
|  | *[Optional]* For pastoral/leadership roles, arrange for the preferred candidate/s to visit the church.  *This may include an invitation to preach for preaching roles and/or attending the ministry the role will be responsible for (e.g. youth group, if Blue Card is valid). A meal/meeting with the ministry team and Eldership/Board or Pastoral Search Committee may also be appropriate.* | Elders or Pastoral Search Committee |  |
|  | Confirm preferred candidate. | Elders or Pastoral Search Committee | Minutes of meeting |
|  | Some pastoral roles may require a vote by the congregation, as required by Constitution and/or Recruitment Policy. If this is the case, arrange for a vote and record outcome. | Elders or Pastoral Search Committee | Record of congregational vote and minutes of congregational meeting |
|  | Formally offer the position to the preferred candidate in writing. | Nominated Elder or Pastoral Search Committee Coordinator | Email or letter on file |
|  | Negotiate and sign an employment agreement. | Nominated Elder or Pastoral Search Committee Coordinator | Signed employment agreement |

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| 1. Associated Documents and References: | |
| Related Principles or Policies | [Insert name of church] Constitution  [Insert name of church] Recruitment Policy  [Insert name of church] Remuneration and Employment Policy  [Insert name of church] Process for clarifying the type of leader/pastor being sought |
| Last Review | Date this document was last formally reviewed.  *It is possible that the date for review is different to the version date.* |