[INSERT NAME OF CHURCH] RECRUITMENT POLICY

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# PURPOSE

* 1. This Recruitment Policy outlines the way paid staff will be recruited at [insert name of church].
  2. This policy should be read in conjunction with the Recruitment Procedure and Remuneration and Employment Policy.

# SCOPE

* 1. This Recruitment Policy applies to all paid staff roles at [insert name of church].
  2. The Elders [or insert alternative governance group throughout] are responsible for implementing this policy.

# POLICY STATEMENTS

* 1. The Elders will give approval for new paid staff positions at [name of church]. The addition of staff positions will give due regard to the needs of the church, the budget and the staffing structure.
  2. All staff roles will be recruited using a defined position description and the applicant best meeting the requirements and person specifications of the role will be selected.
  3. Recruitment will be guided by principles of:
     1. Equal treatment of all applicants
     2. Equal opportunity for all applicants
     3. Maintaining applicant confidentiality
     4. Transparency
     5. Avoiding conflict of interest
     6. Avoiding discrimination
  4. [All paid staff positions will be advertised externally] OR [The Senior Pastor/Ministry Team Leader role will always be advertised externally. Other paid positions may be advertised internally only in the first instance and externally if no suitable internal applicants are found.]
  5. Recruitment, selection and employment of applicants will follow the Recruitment Procedure.
  6. Where required by the church constitution for a particular position, the congregation will vote on the preferred candidate for that position.

# PRINCIPLES

## Accountability and responsibility

* 1. The Elders are responsible for assessing the need for paid staff and deciding to employ additional paid staff.

## Compliance, monitoring and review

* 1. The Elders are responsible for ensuring this policy is followed for recruitment of all paid staff.
  2. The Elders may delegate responsibility for elements of this policy to a pastoral search team.
  3. This policy will be reviewed annually by the Elders/Board.

## Reporting and records management

* 1. No additional reporting is required.
  2. Copies of all advertisements, position descriptions, applications, assessment criteria, interview notes and reference checks will be kept securely on file for 7 years.

# DEFINITIONS AND TERMINOLOGY

## Terms and definitions

|  |  |
| --- | --- |
| Term | Description |
| **Board** | [insert and update as relevant for your church] |
| **Elders** | [insert and update as relevant for your church] |
|  |  |
|  |  |

# RELATED LEGISLATION AND DOCUMENTS

|  |  |
| --- | --- |
| Category | Related Reference Document(s) |
| **Related Policies** | [insert if any] |
| **Related Legislation and Standards** | [insert if any] |
| **Related Procedures, Supporting Documents and references** | Process for determining the type of leader/pastor being sought |

# APPROVAL AND REVIEW DETAILS

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Ownership and Accountability** | Board/Elders |
| **Approval Responsibilities** | Elders |
| **Next Review Date** | DD/MM/YYYY |

|  |  |
| --- | --- |
| Approval and Review | Details |
| **Approval Date** | DD/MM/YYYY |
| **Amendment History** | [note date and reason for amendment] |