



Placements Committee

Membership

The Placements Committee consists of:

Moderator (Chair, By-law Q3.12.4 (5))

Associate General Secretary (Secretary, nominee of General Secretary)

Associate Director of Mission – Pastoral Care (nominee of CEO UnitingCare Queensland)

Executive Officer, Chaplaincy Commission

Dean of Formation and Dispersed Learning (nominee of Director of Education for Ministry)

One person nominated by each Presbytery.

If a member is unable to attend a meeting, they may nominate another representative to attend. The meeting may choose to associate any alternative members.

Responsibilities

Regulation 3.7.4.2 (b) sets out the responsibilities of the committee.

Members of the Placements Committee have a responsibility to represent the ministry agents and the placement needs of their Presbytery. They also have a responsibility to take seriously the placement needs across Queensland and to ensure that the church places ministry agents to the greatest benefit of the life and mission of the Uniting Church in the Synod of Queensland.

Prior to each meeting of the Placements Committee members will:

1. Be aware of the current and pending placement needs in their Presbytery/agency, and be familiar with the relevant profiles.
2. No later than 12 midday two days prior to the meeting, advise the Secretary of the Placements Committee (placements@ucaqld.com.au) of the following:
 - New personal or congregational profiles
 - Requests to create new placements or vary existing placements
 - Position descriptions to determine placement or ministry location
 - Updates on the progress of JNC conversations, including reasons why a conversation has concluded
 - Calls finalised, placements concluding and any pending vacancies.



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3. Be ready at the meeting to suggest suitable names for placements within their Presbytery or agency for consideration by the committee. This may be best done by prior consultation with the PRC and/or the JNC and after careful consideration of personal profiles available to members. It is not normally advisable to discuss a specific placement with a ministry agent whose name is to be proposed. It is not appropriate for members to approach ministry agents in another Presbytery.
4. Encourage any Minister whose name is on the available for placements list to complete a profile. Completed profiles are to be sent to the Placements Committee Secretary through the Minister's Presbytery. Advise each Minister that their profile may be copied for all members of the Placements Committee and given to the JNC for any placement for which the Minister's name is offered for discernment. Advise Ministers that they can withdraw or amend their profile at any time. Regularly remind all Ministers of the importance of maintaining an up-to-date profile on file with the Placements Committee in order to assist the processes of the church.
5. Regularly monitor that due process is being followed in the progress of each of the JNC in their Presbytery/agency, and with ministry agents proposed.

At each meeting of the Placements Committee members will:

1. Be able to speak to the placement needs of all placements for which names are sought. It is important that the particular challenges of each placement are fully described.
2. Suggest, if possible, the names of ministry agents for consideration for placements within their Presbytery/agency, giving reasons why the match may be appropriate.
3. Be able to advise the committee of the personal and ministry needs of those ministry agents who are members of their Presbytery and on the available for placements list. When a ministry agent is suggested for a new placement, the committee will expect an honest comment on the suitability of the ministry agent and her/his availability and readiness to consider a prospective new placement.
4. Recognise the needs of the whole church and be willing to support proposals which may meet particular needs elsewhere, even if possibly disadvantaging their own Presbytery.
5. Receive a report from the Secretary indicating:
 - a. which JNCs have opted for the decentralised process
 - b. which ministry agents and JNCs have been connected to commence discernment conversations
 - c. which JNCs, using the decentralised process, have been approved to advertise their vacancy.



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Following each meeting of the Placement Committee the Secretary will:

1. For each ministry agent whose name has been proposed for a new placement:
 - send the placement profile together with a letter conveying that the collective mind of the church is that the proposal should be seriously explored through consideration of the placement profile and a conversation with the JNC.
 - where the person recommended is an exit student or the placement is a priority placement, the Moderator will make the initial contact with the person concerned.
2. For the JNC of any placement where one or more names have been proposed:
 - send to the chair of the JNC the profiles of the ministry agents whose names have been proposed, together with a letter conveying that the collective mind of the church is that the proposal should be seriously explored through consideration of the personal profile and a conversation with the ministry agent.

Revisions and reviews

#	Date	Reason	Author/reviewer	Approved
1	8 Jan 18	Review of previous documentation	D Fender, Ass Gen Sec	D Fender, Ass Gen Sec