



## Placements Committee

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### **Purpose**

To outline the steps necessary to enable a lay person to apply to serve in an approved placement within the Queensland Synod.

### **Scope**

The process applies when a lay person, who has not previously been approved by the Synod Pastor Candidature Committee, applies to serve in an approved placement within the Queensland Synod.

### **Process**

1. The Placements Committee will seek to fill a placement with a person in the specified ministries of Minister of the Word or deacon. In some situations this may not be possible.
2. Advertising of vacancies will occur according to the process document “Advertising Placement Vacancies”.
3. When replying to an advertisement, all lay applicants must reply using the application form approved by the Placements Committee. Use of this form will enable those undertaking shortlisting and the JNC to assess minimum eligibility standards:
  - 3.1. Eligibility to work in Australia.
  - 3.2. If English is not the applicant’s first language, details of their level of proficiency in written and spoken English.
  - 3.3. Evidence of educational qualifications identified in the position description.
  - 3.4. Completed Applicant Declaration (see attached).
  - 3.5. Affirmation of commitment to enter into the ministry of pastor.
4. The secretary of the Placements Committee may engage in further discussion with any applicant to determine if they meet the minimum eligibility standards.
5. After completion of the shortlisting the secretary of the Placements Committee will recommend the shortlisted names to the Placements Committee for approval. The Placements Committee may add additional names to the shortlist. This may include ordained or lay people.
6. Following the meeting the secretary of the Placements Committee will forward the names of the candidates to the JNC.
7. It is expected that unless there are exceptional reasons which make the match inappropriate, the JNC will engage in a discernment conversation with each of the applicants. In making their discernment, a JNC may have conversations with each recommended applicant before making a decision on any.



## Placements Committee

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8. In the discernment conversation held between the applicant and the JNC, the JNC will have regard to the following (Regulation 2.3.3 (c)):
  - 8.1. The gifts and graces appropriate to the particular expression of the ministry of pastor for which the person is applying.
  - 8.2. The applicant's spiritual maturity and sense of call.
  - 8.3. The applicant's capacity for exercising this ministry and perceived potential to meet the required competencies for the ministry of pastor.
  - 8.4. The applicant's personality and character.
  - 8.5. The applicant's willingness to accept the doctrine, polity and discipline of the church.
9. At any time an applicant or JNC may decline to proceed with a conversation and must advise the Placements Committee in writing of the reason for doing so (Regulation 2.6.6 (k)(iv)). A decision about whether to proceed to make an appointment shall be made within two months (Regulation 2.6.6 (l)).
10. When conversations lead to discernment that a call is appropriate, the JNC and the applicant will negotiate any points of concern, and also the date the new placement will become effective.
11. The chair of the JNC will notify the appointing body of the decision of the JNC and seek the approval to proceed to recommend that an appointment be made (Regulation 2.6.6 (m)).
12. Within three days, a letter of appointment will be prepared and signed by the body making the appointment and forwarded to the secretary of the Placements Committee for signature. The letter of appointment will include:
  - 12.1. the date on which the placement is to commence (Regulation 2.6.6(n))
  - 12.2. a stipulation that the applicant meets the requirements to be recognised for the ministry of pastor within three months of the date of commencement
  - 12.3. a request for a certified copy of a proof-of-identity document (passport, birth certificate, Driver License).
13. A lay person appointed to a placement will be appointed for an initial period of four years. At the conclusion of the first 12 months of the appointment an evaluation into the continuing vitality of the appointment shall be conducted by the appointing body, in consultation with the person and other appropriate church bodies. Only if the evaluation recommends an ongoing appointment will the appointment continue. There will be a further evaluation in the same manner at the end of four years and three yearly thereafter up to a period of ten years (Regulation 2.7.4 (b)). There is no guarantee that the appointee will be offered further periods of appointment.
14. The applicant will respond in writing to the placement, Presbytery or Chaplaincy Commission and Secretary Placements Committee within 14 days and sign the agreed terms of placement and provide the required documentation (Regulation 2.6.6 (n)).



## Placements Committee

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15. The appointing body will arrange for the completion of the CAD form and placement details form.
16. The appointing body will arrange for the appointee to commence in the placement and undergo context specific orientation to their new role.
17. The appointing body will liaise with the appointee's Presbytery for the appointee to be able to demonstrate the core competencies.
18. No later than at the completion of the first three months of the employment, the appointing body will seek advice from the relevant Presbytery that the appointee has demonstrated the core competencies.
19. Upon successful demonstration of the core competencies the Presbytery (in the case of congregation or Presbytery placements) or Synod (in the case of Synod appointments) will arrange to commission the appointee into the ministry of pastor (Regulation 2.8.2).
20. If the applicant is unable to demonstrate the core competencies to the satisfaction of the Presbytery, the appointing body will terminate the placement.

### 21. References and related documents

Uniting Church Regulations 2.6.1–2.8.3

Membership, roles and responsibilities Synod advisory committee on ministerial placements

Congregational profile template

Ministry leader profile template

Process for Advertising Approved Vacancies

Application form for lay person applying for recognised placement

Letter of call and terms of placements templates

### Revisions and reviews

#	Date	Reason	Author/reviewer	Approved
1	3.08.17		D Fender, Associate General Secretary	Placements Committee 17 August 2017 17.270