

Placements Committee

Purpose

To outline the steps that will be followed by Trinity College Queensland and the Placements Committee when a candidate has completed Phase 2 of ministerial education.

Process

1. In June and December of each year the Secretary of the Placements Committee will obtain from the Director of Education for Ministry a list of candidates who may be expected to be available for placement by the end of the subsequent six months.
2. The Secretary will write to each of the candidates and request that they complete a Ministry Leader Profile. This candidate is to ensure that the Director of Education for Ministry (or delegate) provides comments on the profile. The candidate then returns the completed profile to the Secretary.
3. The Secretary of the Placements Committee will arrange for the candidate to meet with the Placements Committee.
4. The candidate will meet with the Placements Committee and be invited to share:
 - their faith journey
 - their call to ministry
 - the emphases they hope to bring to ministry, and
 - any personal considerations they wish to share with the members of the committee.

The committee may engage in conversation with the candidate in order to assist the committee as they seek to discern how the gifts and graces of the candidate can best be used by the church, taking account of the personal and family needs of the candidate.

5. Immediately following the meeting with the candidate, the Placements Committee will share in conversation about what they have heard in preparation for discerning potential matches.
6. Within the normal processes of the Placements Committee, the committee will consider suitable vacant placements for the candidate.
7. When the Placements Committee proposes an exit candidate, only that one name will be offered to the Placement. Similarly, an exit candidate will be proposed for conversation with only one placement at a time.
8. As soon as convenient after the conclusion of the meeting, the Moderator will advise the exit student of the decision of the meeting and arrange for a Placement profile to be sent. The Secretary will then arrange for the exit student's profile to be sent to the Chair of the placement Joint Nominating Committee.



Placements Committee

9. The chair of the JNC for the placement shall contact the exit student within three days to provide further information and invite the exit student (and partner where appropriate) to visit the placement to meet with the JNC, in order that both the candidate and JNC may engage in a process of discerning the will and purpose of God. Both the exit student and the JNC shall treat the proposal of the Placements Committee as a call of the church.
10. The testing and discernment may be completed with one visit, but more than one visit may be requested by either the exit student or the JNC, and either may suggest that opportunity be given for the exit student to meet with a wider group of people on a subsequent date.
11. When an exit student (and partner and/or family) visits, the members of the JNC will show appropriate hospitality, including an opportunity to inspect the properties, especially the manse, and orientation to the local area.
12. When the JNC and the exit student are agreed that it is appropriate to proceed to issue a call, both the exit student and the JNC will advise the Secretary of the Placements Committee, and the JNC will also advise the Presbytery. The chair of the JNC will arrange for an opportunity for the congregation to express its mind on the proposal. In such circumstances the resolution of the congregation should be “to request the Placements Committee to issue a call to NN”.
13. The Secretary of the Placements Committee will report the outcome of the congregational meeting to the Placements Committee and propose that the committee “issue a call to NN to serve in the AA placement from (date) subject to receipt of a certificate that the candidate has fulfilled the requirements of Phase 2” (Regulation 2.6.5 (a)).
14. The letter of call will be sent by the Secretary of the Placements Committee, and the exit student will respond within 14 days. Upon receipt of the response the Secretary will advise the placement, the placement’s Presbytery and the exit student’s Presbytery (if different from the placement Presbytery).
15. If the exit student is already in a placement, the Placements Committee will discern if it is appropriate that the exit student continues in that placement after ordination. In making this determination, the Placements Committee will be guided by the exit student’s Presbytery. To guide the Placements Committee in its decision-making, the Presbytery will engage in conversation with the exit student, church council and any other people the Presbytery consider to be appropriate.
16. The Placements Committee will give consideration to:
 - the ongoing vitality of the exit student’s call
 - the role of the exit student in the placement
 - the length of time the exit student has already served in the placement



Placements Committee

- any particular needs of the exit student, their family or the placement
- any stated or implied expectations that surrounded the initial appointment of the exit student.

17. If the Placements Committee discerns an ongoing call, it shall issue a new letter of call to the exit student. This new call will be backdated to the commencement of the placement (Regulation 2.6.6 (m)). In this instance there is no need for a congregational meeting to be held to request a call be issued.

18. The Secretary of the Placements Committee will arrange for a letter of call to be sent to the candidate. This letter will also be signed by a representative of the Presbytery and the placement. The exit student will respond within 14 days.

19. Upon receipt of the response, the Secretary of the Placements Committee will advise the placement, the placement's Presbytery and the candidate's Presbytery (if different from the placement Presbytery).

Related Documents

Participation of ministers in the placements process

General Placements process with dual track

Revisions and reviews

#	Date	Reason	Author/reviewer	Approved
1	14 June 2017	New process	D. Fender	Placements Committee 17.225