



Placements Committee

Purpose

To identify the process necessary establish that a ministry location may be designated as appropriate for the exercise of the ministry of Pastor.

Scope

This process applies to congregations, presbyteries and agencies within the bounds of the Synod of Queensland.

Process

1. A congregation, presbytery or Synod agency (appointing body) decides to create a new ministry location that may be suitable for the exercise of the Ministry of Pastor.
2. The appointing body draws up a position description, which must contain at least one of the tasks listed at Regulation 2.2.2(a). The position description template approved by the Placements Committee must be used.
3. If the appointing body is a congregation, this position description is forwarded to the Presbytery.
4. The Presbytery (in the case of a congregation or presbytery ministry location) or the Synod agency approves the position description and designates the position as appropriate for the exercise of the Ministry of Pastor (Regulation 2.6.9 (a)(i)).
5. The Presbytery or Synod agency will forward the position description to the Placements Committee (Regulation 2.6.9 (b)). The Placements Committee will review position description to ensure that it represents a ministry location and not a placement according to Regulation 2.2.1 (a).
6. The Placements Committee responsible for the ministry location, will report the outcome to the appointing body.
7. The appointing body will advertise the position and appoint a suitably qualified person.
8. A selection committee is then to be formed. The appointing body will be responsible to determine the membership of the selection committee.
9. In the interviews the selection committee must take into account the issues covered in Regulation 2.3.3 (b) which include:
 - i. Confidential testimonials from an appropriate Minister and the Church Council (or



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- ii. equivalent body) of the applicant's congregation
 - iii. Gifts and graces of the applicant which are appropriate to the position
 - iv. Applicant's spiritual maturity and sense of call
 - v. Applicant's capacity to exercise this ministry and potential to demonstrate the Core
 - vi. Competencies (Regulation 2.4.3)
 - vii. Applicant's personality and character
 - viii. Applicant's willingness to accept the doctrine, polity and discipline of the UCA.
10. Once a successful applicant is selected, selection committee will notify the appointing body.
 11. Where the appointing body is a congregation, the body will notify the Presbytery of the decision.
 12. The Presbytery or Synod will advise the appointing body if the successful applicant is able to demonstrate the two core competencies (knowledge of the Basis of Union and the Code of Ethics and Ministry Practice) required by the Assembly (Regulation 2.6.9 (c)(i)). If the applicant is unable to demonstrate core competencies, the PRC may grant permission to make the appointment subject to the applicant successfully demonstrating the core competencies within three months.
 13. The appointing body will prepare and sign a Letter of Appointment for the applicant. The approved template is to be used. Once the applicant also signs the Letter of Appointment, they may commence work in the position, noting that there will be a 3 month probationary period. If the person fails to demonstrate the Core Competencies within 3 months, the appointment is terminated (Regulation 2.6.9 (d)).
 14. Once the applicant has demonstrated the core competencies, the appointing body will take steps to commission the person into the ministry of Pastor, for the time that they serve in the ministry location. Normally this will happen in the context of worship within the appointing body.

Related Documents

Ministry location position description (PC-TOO-001)

Revisions & Reviews

#	Date	Reason	Author / Reviewer	Approved
1	01/01/2018	New process	D Fender, Ass Gen Sec	Ass Gen Sec