



Placements Committee

Purpose

To outline the steps required to be followed to fill an approved vacancy as a priority placement.

Scope

Regulation 2.6.4 provides that the Placements Committee may designate certain approved placements as Priority Placements. When determining whether a placement is a priority placement the following criteria will be used:

- a. Strategic or developmental needs
- b. Isolation (geographic or cultural)
- c. A history of recent difficulties
- d. Special ministries
- e. Protracted vacancy

Process

1. At any meeting of the Placements Committee the Placements Committee member responsible for a vacant placement may request that a vacancy be considered as a priority placement. The Placements Committee may itself take the initiative to designate a placement as a Priority Placement. The designation may be at the time of initial listing of the placement, or at any subsequent meeting of the Placement Committee.
2. In its determination, the Placements Committee will consider the above criteria.
3. The name of any Minister (whether on the Available for Placement list or not) may be considered for a Priority Placement.
4. The Placements Committee may discern the name of one or more Minister. If more than one Minister is identified, a prioritised list will be created. Only one Minister will be approached at a time, according to the prioritised list.
5. The Moderator will personally present the needs and urgency of the placement to the minister. When speaking with the minister the Moderator shall:
 - a. Name the vacant placement, and advise the Minister of the reasons why the Placements Committee has proposed this Minister for the placement;
 - b. Provide the Minister with the Profile.
 - c. Request the Minister to hear the proposal as an expression of the careful and prayerful discernment of the Church.
 - d. Advise the Minister that the Placements Committee expects that as part of the Minister's own discernment s/he will visit the placement and meet its Joint Nominating Committee.
6. After speaking to the Minister, the Moderator will also advise the Chairperson of the Church Council where the Minister is currently in placement, the Presbytery Ministers of the Minister's presbytery and the priority placement and the Secretary of the Placements Committee.



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7. Within 48 hours of being notified by the Moderator, the Secretary will write to the Minister and Chair of the JNC advising them of the discernment of the Placements Committee.
8. The Chair of the JNC will call a meeting of the JNC. Copies of the Minister's profile will be made available to the members of the JNC. Electronic files must be deleted at the conclusion of the call process.
9. The Church expects that, unless there are exceptional reasons that make the match inappropriate, a proposed conversation between the Minister and placement will take place. At any time a Minister or JNC may decline to proceed with a conversation and must advise the Placements Committee in writing of the reason for doing so. A decision about whether to proceed to Call shall be made within two months.
10. Where, following discernment, the minister and/or the JNC terminate the conversation, they each must provide the Secretary of the Placements Committee with written reasons.
11. When conversations lead to discernment that a Call is appropriate, the JNC and the minister will negotiate any points of concern, and also the date the new placement will become effective. While it is not normal practice, the minister and the JNC may agree that it would be appropriate for the minister to meet the Church Council, or a wider group of members, prior to a decision to proceed to Call (2.6.6 (m)).
12. The chair of the JNC notifies the Presbytery, through the Presbytery Minister, of the decision of the JNC.
13. A meeting of the congregation will be called to allow the congregation to express its mind. A resolution from the meeting is worded as: 'the XX congregation gives its agreement to the Placements Committee issuing a call to NN' (Reg 2.6.5 (a) (iii)).
14. The Presbytery Representative for the placement will bring the resolution to the next meeting of the Placements Committee and request that the Placements Committee issue a call.
15. Within three days of the decision to issue a Call, a letter of Call is prepared by the Secretary the Placements Committee. This letter is to be signed by a person nominated by the placement and the Presbytery and the Secretary of the Placements Committee. The Secretary is responsible for forwarding the letter of call to the minister. Templates for Letters of Call and Terms of Placement are available from the Secretary of Placements Committee. These are updated annually.
16. The letter of call is to include the date on which the placement is to commence (reg 2.6.6 (n)). It is usual that the commencement date of the placement will be no earlier than three months. There is no maximum period in which the call needs to be taken up. In considering a commencement date in excess of six months from the letter of call, consideration should be given to the needs of the minister, the placement they are leaving and the placement that is issuing the call.
17. The Minister responds in writing to the placement, Presbytery and Secretary Placements Committee, within fourteen days accepting the agreed Terms of Placement.
18. If at some later time, the commencement date needs to be altered, this should be mutually agreed between the minister, placement and presbytery. After the alteration has been agreed, the Secretary of the Placements Committee is to be notified.
19. The Presbytery, in consultation with the minister and the congregation, sets the date of the Induction service.



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20. The Minister takes up responsibilities in the new placement by the 15th day of the month (or the 21st day of the month if an inter-synod move. (NB placements normally date from the first day of a month, but removal leave is granted (reg 2.7.2 (c)).

References & Related Documents

Uniting Church Regulation 2.6.4, 2.6.5 (a)(iii) and 3.7.4.2.(b)(v)

Steps in filling a congregational placement

Revisions & Reviews

#	Date	Reason	Author / Reviewer	Approved
1	8 Jan 18	Review and update previous documentation	D Fender, Ass Gen Sec	D Fender, Ass Gen Sec