



## Placements Committee

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### Purpose

### Scope

Each Joint Nominating Committee (JNC) is to have a Chairperson. In addition to their role as a member of the JNC, the Chairperson must ensure that the JNC functions properly, that there is full participation from all members and that all relevant matters are discussed and that proper procedures are followed.

### Process

1. Access the Placements Committee website and be familiar with the current processes and procedures. In particular review the General process with dual track and the Role of the Joint Nominating Committee. If there are any areas that you are uncertain about, consult the FAQ section of the website, or seek advice from the Presbytery Minister or Secretary of the Placements Committee.
2. Contact the body appropriate for appointing the JNC to ask if the JNC has been appointed. (See Definitions for membership of JNC).
3. Convene the first meeting of the JNC. At this meeting lead the JNC through:
  - a. Ensuring members know each other;
  - b. Watching and reflecting on the JNC training material;
  - c. Clarifying expectations and roles of the JNC Chair and members;
  - d. Reviewing and clarifying the understanding of the placement profile and the priorities for ministry identified within it;
  - e. Deciding whether the JNC will pursue the optional dual track placement process, see Steps in filling a congregational placement (PC\_PRO\_002) for more information.
  - f. If the optional dual track is chosen, communicating this decision with the Secretary of the Placements Committee ([placements@ucaqld.com.au](mailto:placements@ucaqld.com.au));
  - g. Deciding whether and when to advertise the vacant placement (see Advertising Vacancies PC\_PRO\_011).
4. If the decentralised process is chosen:
  - a. Receive the ministry agent profile database link from the Secretary of the Placements Committee;
  - b. Share the link with the members of the JNC, ensuring that it is not shared any further;
  - c. Lead the JNC through a process of selecting up to 3 ministry agents to request a conversation with. You may wish to seek advice from the Presbytery Minister about suitability of names.



- d. Lead the JNC through completing a letter of introduction for each minister identified. This letter of introduction will highlight key areas of connection between the minister's profile and the placement's profile.
  - e. Forward the request and letter/s of introduction to the JNC.
5. If the centralised process is chosen, there is nothing to be done until the Placements Committee forwards recommended names to the JNC.
- a. Once the Placements Committee forwards name/s, contact the ministry agent/s who have been recommended to the placement as soon as possible. It is critical that unnecessary delays are avoided.
  - b. Convene a meeting of the JNC (see Role of Joint Nominating Committee PC\_PRO\_008). This may occur before any names are provided from the Placements Committee. Items on the agenda for this first meeting will include:
    - a. explain process
      - i stress confidentiality
      - ii explain that this is a process of shared discernment and therefore the framework will be one of focussed conversation and not interview
      - iii set dates for future meetings to ensure there are no unnecessary delays in the process
      - iv if not done previously, review the congregation's profile and priorities – clarify thinking e.g. "what do we mean by 'Leadership of Worship'?"
      - v review the profile (and any letter of introduction) of the minister/s recommended to the JNC
      - vi discuss giftings and priorities held in common and those where there are differences, for the decentralised process this is best done through comparing the letters of introduction;
      - vii identify what areas you would like to explore in conversation with the minister and how you might do this
      - viii plan to provide a generous, safe and hospitable space for conversation with the minister/s.
6. Maintain appropriate contact with the placement, including other ministry agents in the placement and the Church Council Chairperson in order to extend to them the courtesy of keeping them appropriately informed.
7. Recognise that the role of Chairperson is about:
- a. guiding the process not determining the outcome
  - b. ensuring that the correct process is followed
  - c. taking adequate care without slowing the process
  - d. ensuring the ministry agent/s who are in conversation with the JNC are aware of what is happening at all times
  - e. representing the wider church and its interests in this particular placement.
8. Following initial conversations, at the point where it appears a call is emerging, the following issues need to be explored:
- a. expectations about travel and car allowance
  - b. resource allowance



- c. whether there is office support, how much and what type
- d. whether there is an office at the church for the ministry agent
- e. whether there will be assistance with mobile phone, computer and internet access
- f. how wedding and funeral fees are handled
- g. who pays for stationery relating to weddings
- h. where the ministry agent will live
- i. expectations about timing of annual or study leave
- j. who will pay for supervision – presbytery, congregation or ministry agent
- k. Whether the ministry agent has commitments as a chaplain or roles in the wider church and how these will be integrated into the workload of the minister and if there is payment for chaplaincy roles whether the payment goes to the congregation or the ministry agent.

### References & Related Documents

Uniting Church in Australia Manual for Meetings

Steps in filling a congregational placement

Role of Joint Nominating Committee

Adverting Vacancies

### 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