



Placements Committee

Purpose

To outline the steps required to advertise a vacant placement.

Scope

The process applies to the advertising of approved placements to be filled by a call of a congregation, Presbytery or Synod of the Uniting Church in Australia, Queensland Synod.

For a vacancy that is to be filled by the call of the Synod, steps (a) and (b) below do not apply.

Process

1. A vacancy to be filled by the call of a congregation or Presbytery can only be advertised with the permission of the Placements Committee or the secretary of the Placements Committee when acting on the delegation of the Placements Committee. A vacancy to be filled by the call of the Synod may be advertised without permission (Regulation 2.6.7).
2. Decentralised process
 - a. A Joint Nominating Committee (JNC) may request permission by email to advertise from the secretary of the Placements Committee.
 - b. The secretary of the Placements Committee will write to the chair of the JNC and advise that approval has been given to advertise.
 - c. It shall be the responsibility of the JNC to manage the advertising of the vacancy.
 - d. Advertising is to indicate:
 - i. that inquiries about the vacancy are to be directed to the chair of the JNC or other person nominated by the JNC;
 - ii. that applicants must address the selection criteria contained in the position description (where one has been prepared);
 - iii. that lay people making application must be accompanied by the approved Placements Committee application form;
 - iv. that all applications are to be sent to the secretary of the Placements Committee;
 - v. a closing date for receipt of applications.
 - e. On the day after the closing date for the receipt of applications, the secretary shall forward all applications to the Presbytery representative on the Placements Committee responsible for the placement.
 - f. The Placements Committee representative will arrange for two members of the JNC, one from the body who will issue the call, and one from the body with oversight, to prepare a short list of no more than three names.



Placements Committee

- g. When compiling the shortlist they shall ensure that all applicants meet minimum eligibility standards and will make an initial assessment of the suitability of each applicant.
- h. When compiling the shortlist, they may refer to the secretary of the Placements Committee for advice or assistance or to approach any or all applicants to discuss matters relating to their eligibility.
- i. The short list of names will be communicated to the secretary.
- j. The secretary will notify the people on the short list so that discernment conversations may be initiated.
- k. The secretary will notify those applicants who have not been shortlisted.

3. Centralised process

- a. Requests to advertise will be brought to the Placements Committee by the relevant Presbytery Minister. When making such a request the Presbytery Minister will provide reasons why the placement should be advertised.
- b. The Placements Committee will consider all requests for approval of advertising. The secretary will provide written notification when approval to advertise is granted.
- c. It shall be the responsibility of the JNC to manage the advertising of the vacancy.
- d. Advertising is to indicate:
 - i. that inquiries about the vacancy are to be directed to the chair of the JNC or other person nominated by the JNC;
 - ii. that applicants must address the selection criteria contained in the position description (where one has been prepared);
 - iii. that lay people making application must be accompanied by the approved Placements Committee application form;
 - iv. that all applications are to be sent to the secretary of the Placements Committee;
 - v. a closing date for receipt of applications.
- e. On the day after the closing date for the receipt of applications, the secretary shall forward all applications to the Placements Committee member responsible for the placement. The Placements Committee representative will arrange for two members of the JNC, one from the body who will issue the call, and one from the body with oversight, to prepare a short list of no more than three names.
- f. When compiling the shortlist they shall ensure that all applicants meet minimum eligibility standards and will make an initial assessment of the suitability of each applicant.
- g. When compiling the shortlist, they may refer to the secretary of the Placements Committee for advice or assistance or to approach any or all applicants to discuss matters relating to their eligibility.
- h. The short list of names will be communicated to the secretary.



Placements Committee

- i. The short list of names will be provided to the Placements Committee for approval. The chair and secretary will decide whether this is to be done at a meeting of the Placements Committee or by flying minute.
- j. At any time before or after shortlisting, the Placements Committee may offer additional names to be considered, provided that no more than three names will be recommended to the JNC (Regulations 2.6.6 (g)).
- k. Following the Placements Committee meeting, the secretary will notify all applicants of the outcome of their application.

References and related documents

Uniting Church Regulation 2.6.6 (iii) and 2.6.7 (c)

Steps in filling a congregational placement

Lay Person Applying to serve in an Approved Placement

Revisions and reviews

#	Date	Reason	Author/reviewer	Approved
1	17 Sept 2017	Revision to incorporate decentralised process	D Fender, secretary, Placements Committee	Placements Committee, 20 Sept 2017 17.273