



# Request designate position as Ministry Location suitable for Pastor - Policy

## Purpose

To identify the process necessary to 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.

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. Ministry location - Request to designate position as Ministry Location - application

If the appointing body is a congregation, this position description is forwarded to the Presbytery. The position description will include the Level for the position. See "Ministry Location - Pay rates and levels Pastor in Ministry Location", found in Payroll/Lay Staff on the Hub..

2. 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)).
3. 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).
4. The Placements Committee member responsible for the ministry location, will report the outcome to the appointing body.
5. The appointing body will advertise the position in order to appoint a suitably qualified person.
6. All lay applicants are to complete the document "Placement - Lay Person Applying to serve in an Approved Placement - application"
7. A selection committee is formed. The appointing body will be responsible to determine the membership of the selection committee.



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8. 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 equivalent body) of the applicant's congregation
  - ii Gifts and graces of the applicant which are appropriate to the position
  - iii Applicant's spiritual maturity and sense of call
  - iv Applicant's capacity to exercise this ministry and potential to demonstrate the Core Competencies Regulation 2.4.3)
  - v Applicant's personality and character
  - vi Applicant's willingness to accept the doctrine, polity and discipline of the UCA.

***Completion of the above form in 6. will provide much of this information.***

10. Once a successful applicant is selected, the 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 Ministry Location - Permanent Employment contract for the applicant. The approved template is to be used. Once the applicant also signs the document 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.
15. Depending on the completion of the assessment, Ministry Location - 80-20 Assessment for Fringe Benefits, the successful applicant may be eligible for Fringe Benefit. Supply Ministry - guidelines for eligibility of lay people for Fringe Benefits outlines the criteria for eligibility.

### **Related Documents**

Ministry Location - Permanent Employment contract  
Pastor - Lay Person Applying to serve in an Approved Placement application  
Ministry Location - Ministry of Pastor pay rates and levels  
Ministry location - Request designate Ministry Location suitable Pastor application



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### Revisions & Reviews

#	Date	Reason	Author / Reviewer	Approved
1	01/01/2018	New process	D Fender, Ass Gen Sec	Ass Gen Sec
2	10/01/25	New process	L Hanson, Ass Gen Sec	L Hanson, Ass Gen Sec