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| **AGENDA** **TEMPLATE**  Advisory Committee on Ministerial Placements    The Uniting Church in Australia  QUEENSLAND SYNOD |

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| **DATE** |  |
| **OVERSIGHT BODY** |  |

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| Category 0 – Shadows *(e.g. Minister Bulimba UC, 75% or Rev. Mary Jane)* |
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| Category 1 – New Vacancies / New People *(Profile/ PD required)* |
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| Category 2 – Existing Vacancies *(Unsuccessful JNC/ Name sought)* |
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| Category 3 – Placements in Progress  *(<Placement name>: JNC conversation with <name> is continuing/not continuing)* |
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| Category 4 – Issue/Acceptance of Call/Appointment  *(<Placement’s name> <FTE%> Letter of Call/Appointment issued to <Ministry agent’s name, commencement on <date> and acceptance received on <date>)* |
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| Centralised Process *(Update – e.g. Advertising end date)* |
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| Retirement *(Retirement of <Ministry agent’s name> on <date>)* |
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| Current Supply  *(<Placement name>, <FTE%>, <Ministry agent’s name> from < date> to <date>, reason for supply <LSL, Vacancy or Sickness>)* |
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| Long Service Leave  *(Long Service Leave of <Ministry agent’s name> from <date> to <date>)* |
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| Ordination/Induction/Commissioning/Conclusion *(<Ministry agent’s name> on <date)* |
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| Additional Business  *(E.g. Extension – <Placement’s name> <Ministry agent’s name> extended until <date>)*  *(E.g. Resignation from UCA – <Ministry agent’s name> on <date>)*  *(E.g. Deceased – <Ministry agent’s name> deceased on <date> and <name> is the next of kin)* |
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| Additional Business *(Items for consideration by the Secretary of Placements for discussion)* |
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