



PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

4: Chaplaincies & Agencies



PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

INDEX

Document No	Title	Page	Date approved	Date amended Or revised
4. CHAPLAINCIES AND AGENCIES				
4.1	Chaplaincy Placements in a Church School – procedures for Presbyteries	3	May-00	Aug-15
4.2	Chaplaincy Placements in a Church School – procedures for Schools	6	May-00	Jan-17
4.3	Placements Committee-Uniting AgeWell Guidelines for Appointing a Chaplain	9	13-Aug-10	Jan-14
4.4	Future Chaplaincy Appointments to UCA Schools	14	10-Jun-11	
4.5	Guidelines for Appointing a Minister to a UnitingCare Agency	17	14-Mar-14	

The documents in this folder are in the public domain, and may be copied for use in presbyteries.

Members of the Placements Committee are reminded that the agenda papers and minutes of the Placements Committee and the discussions within the Placements Committee are strictly confidential.

4.1 Filling a Chaplaincy Vacancy in a Church School Procedures for Presbyteries

These procedures were developed in 1999-2000 by consultation between representatives of UCA school principals and chaplains, the Synod General Secretary, Outreach Ministries Coordinator, Education Committee and Placements Committee, all agreeing that the overarching principle needs to be a commitment to communication and consultation between all involved in the process. They provide guidelines to the order in which steps should be taken (there may be some overlap between some procedures), and insight into the rationale behind the steps.

There are two differences between placements in schools and placements in congregations, which change the way that placements need to be negotiated:

- When there is an extended vacancy in a congregation, it is possible to find other clergy with appropriate training and experience to fill the gap with the help of the lay people in the congregation. When the vacancy is a school chaplaincy, there are very few suitable qualified clergy available who can be asked to provide supply and the members of the school community usually do not have the expertise to fill the gaps left by supply. The very structured nature of the school environment and the cycle of the school year make it critical to the chaplaincy ministry to be in place at the beginning of the academic year if at all possible.
- Church schools are constantly employing staff and have significant expertise in writing position descriptions and the procedures of advertising, short listing and interviewing. Together with the use of a generic chaplaincy position description (available from Synod Schools Liaison Team), this enables them to expedite procedures more efficiently than many congregations. But schools have less experience in the procedures of the church, and this affects the ways in which PLPs need to be involved with them in the placements procedures.

1. On notification of an impending vacancy, appoint a suitable PLP and notify the school of the PLP's name and contact details.

A suitable person is one who is conversant with the current education environment in the state, and also with church placement procedures.

2. The PLP consults with the school to clarify mission priorities, decide the appropriate specified ministry and agree to the appropriate profile (position description)

The PLP's main task is to help the school become familiar with placement procedures and move through them as smoothly as possible. The PLP needs to ensure that the preparation of the profile/position description is guided by the generic position description for Chaplains in UCA schools. The PLP also assists the school to identify mission and ministry emphases expected from the chaplain within the school community.

For School Chaplaincy placements it is not expected that the PLP chairs the interview or shortlisting panels.

PLPs need to be aware that:

- Most schools do not write their salary conditions to include specific allowances for travel, books etc, which limits the minister taking advantage of a Minister's Benefit Account (MBA).
- Current advice from Accounting Services is that in order to fulfil requirements for MBAs chaplains need to be paid by the church, not the school.
- While it is possible to arrange for payment to be made through the Synod pay office, with the school being invoiced by the Synod, if the chaplain's salary is significantly above the minimum stipend, it is arguable that s/he is not being disadvantaged by not taking advantage of the MBA.
- Attention must be drawn to the difference between Beneficiary Fund and standard superannuation provisions in schools; provision needs to be made for adequate reimbursement for long service leave since normal congregational provisions are not adequate for school chaplaincy.

3. Presbytery endorses the profile and submits it to Placements Committee, following the usual procedure for this

Once the school has developed the profile/position description, it is forwarded, along with the Terms of Placement, to the PRC. Listing with the Placements Committee is then sought by the presbytery. To enable the school to meet deadlines for local/interstate religious press, advertising for expressions of interest/applications may commence once the PRC has endorsed the profile, but applications should not close until after the next scheduled meeting of the Placements Committee.

The Placements Committee may at its own initiative, or at the initiative of the school or the presbytery, provide the name of a Minister/s suitable for the placement. If this occurs the Placements Committee will invite the Minister/s concerned to make application, addressing the key selection criteria. The Placements Committee will also advise the School of the name/s proposed, together with reasons and a copy of the profile of the Minister/s.

The Church expects that any Minister who makes application at the request of the Placements Committee will be short-listed for interview.

4. The School short lists, interviews, decides, in consultation with the PLP

Those short listed are interviewed, and the interview panel identifies its preferred candidate. The candidate is advised and a mutually acceptable starting date is agreed. If the candidate is in one of the UCA specified ministries the approval of the presbytery is required. PLPs can help the PRC understand why a particular person is considered by the selection committee to be the most suitable one for the position.

The Principal, in consultation with the minister, finalises the terms of placement and other issues such as;

- determining the Minister's preference in remaining with the Beneficiary Fund or transferring to the school's superannuation fund (the former is preferable)
- negotiating long service leave entitlements. It is not normally appropriate for a chaplain to take long service leave within five years of beginning a new placement – there are significant financial implications for the school if s/he does. If the preferred candidate has long service leave due in the near future, advice should be sought from Synod about the available options.

The School then sends a letter of Call, along with three copies of the Terms of Placement to the Minister, who must respond in writing. The minister should send one signed copy of the Terms of Placement with their letter of acceptance to the school. The other two copies should be signed and forwarded to the Secretary of the PRC and the Secretary of Placements Committee.

[Back to Index](#)

5. Presbytery informs Placements Committee of the decision and proceeds as for any other placement

The Principal, in consultation with the presbytery, sets the commencement date (preferably but not necessarily the beginning of a month).

The presbytery in consultation with the Principal arranges for the induction (if ordained), or commissioning (if not ordained) of the new chaplain. Although this is the responsibility of the presbytery, the school should be actively consulted and involved, especially with respect to a suitable date and time and the people from the school community to be involved. It is not at all unusual in chaplaincy placements for the new chaplain to begin work some time before the induction so that members of the community with whom s/he is to minister have returned from vacation and are able to attend.

There may sometimes be good reasons why these procedures need to be varied. If the school feels that this is so in their situation, the variations need to be negotiated with the PRC and the Synod. Past experience has shown that when this does not occur, significant problems invariably arise and the process is slowed down rather than speeded up, but Presbyteries need to be open to facilitating any reasonable request.

Contact Information

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*Adopted May 2000
Amended 14 August 2015*

[Back to Index](#)

4.2 Filling a Chaplaincy Vacancy in a Church School Procedures for Schools

These procedures were developed in consultation with representatives of Uniting Church school principals and chaplains, the Synod General Secretary, Outreach Ministries Co-ordinator, Education Committee and the Advisory Committee on Ministerial Placements (Placements Committee). All agreed that the overarching principle needs to be a commitment to communication and consultation between all those involved in the process. They provide a guideline to the order in which steps should be taken, although there is some overlap between some procedures.

They also provide:

- insight into the rationale behind the steps where this is not self-evident.
- opportunity to choose the appropriate form of recognised ministry for the particular placement

They should be read in conjunction with the generic position description for chaplaincy positions in Uniting Church schools, which is available from the Synod Schools Liaison Team.

1 Notify your Presbytery of the impending vacancy

As Presbyteries have oversight of the life and work of the Church in their area, it is important that the school notifies the presbytery as soon as it is known that there is or will be a vacancy in a chaplaincy position.

Vacancies are dealt with by the Pastoral Relations Committee (PRC) of Presbyteries. The PRC will appoint a Presbytery Liaison Person (PLP) to act on behalf of the Church in assisting the school in the preparation of the profile/position description, the familiarisation of the UCA requirements and the selection of an appropriate person.

2 Consult with the Presbytery Liaison Person (PLP) assigned by the Presbytery in clarifying mission priorities, choosing the appropriate recognised ministry (Minister of the Word, Deacon or Pastor) and agreeing to an appropriate position description (profile)

The Presbytery should notify you of the name and contact details for the PLP. The PLP should be consulted regarding the profile/position description. This document will identify the mission priorities of the school and of the chaplaincy position.

A generic PD for school chaplains is available from Synod's Schools Liaison Team. This PD should be adapted to suit local circumstances. Details of the current stipend, allowances and conditions for UCA Ministers are available in the Ministerial Handbook - <https://www.victas.uca.org.au/tpc> . A Terms of Placement form will need to accompany the PD when presented to the Presbytery (PRC) and to the Placements Committee.

3 A copy of the Profile/Position Description along with the Terms of Placement is forwarded to the Presbytery (PRC) (ideally a week before their next meeting) for endorsement. If no revision is required, the PRC will forward the Profile/Position Description and Terms of Placement to the next monthly meeting of Placements Committee for final approval and listing as a placement. It should be noted that both the PRC and the Placements Committee may request revision. Such a request could delay the listing of the placement by a month. It is therefore particularly important that there is good liaison between school and PLP where a school wishes to create a new position or make significant changes to an existing position. Advertising can be taking place whilst the process of listing the vacancy is proceeding, but interviews should not take place, nor a letter of offer be sent out until the placement is listed by Placements Committee.

- 4 The Placements Committee may at its own initiative**, or at the initiative of the School or the Presbytery, provide the name of a Minister/s suitable for the placement. If this occurs the Placements Committee will invite the Minister/s concerned to make application, addressing the key selection criteria in the PD. The Placements Committee will also advise the School of the name/s proposed, together with reasons and a copy of the profile of the Minister/s concerned.

The Church expects that any Minister who makes application at the request of the Placements Committee will be short-listed for interview.

5 Short list; interview; decide.

The PLP will be involved in the shortlisting, and be part of the interview panel. The Church recommends that a serving chaplain also be included in any interview panel for a chaplaincy position. The PLP does not have the power of veto or the final say in the selection of an appropriate candidate. A PLP may have access to information about applicants which is not readily accessible to the school but which may prove helpful in making decisions about shortlisting.

Those shortlisted are interviewed, and the interview panel identifies its preferred candidate. The candidate is advised and a mutually acceptable starting date is agreed. If the candidate is in one of the UCA specified ministries the approval of the presbytery is required. PLPs also have a role in helping the PRC to understand why a particular person is considered by the selection committee to be the most suitable one for the position.

The Principal, in consultation with the presbytery, finalises other terms of placement:

- determining the Minister's preference in remaining with the Beneficiary Fund or transferring to the school's superannuation fund (the former is preferable)
- negotiating long service leave entitlements. It is not normally appropriate for a chaplain to take long service leave within five years of beginning a new placement - there are significant financial implications for the school if s/he does. If the preferred candidate has long service leave due in the near future, advice should be sought from Synod about the available options.
- Any other terms of placement that require negotiation.

The School then sends a letter of Call and three copies of the Terms of Placement. The minister must respond in writing and return a signed copy of the Terms of Placement to the school. The other two copies should be signed and forwarded to the Secretary of the PRC; and the Secretary of Placements Committee. Note that it is normal for UCA Ministers to give 3 months' notice of their intention to leave a placement. It is possible to have this time reduced, but this is negotiated by the presbytery with the Minister and the Minister's current presbytery.

6 Steps following a minister's acceptance of the placement

The Presbytery informs the Placements Committee. The Presbytery in consultation with the school, will arrange for the induction (if ordained), or the commissioning (if not ordained) of the new chaplain. The consultation will include such issues as suitable date, time and venue and appropriate people from the school community to be involved in the service.

It is recognised that there may sometimes be good reasons why these procedures might need to be varied. If you feel that this is so in your situation, the variations need to be negotiated with the Presbytery and the Synod. Past experience has shown that when this is not the case and a school acts without negotiation, significant problems invariably arise and the process is slowed down rather than expedited.

Contact Information

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Amended 14 August 2015
Updated 31 January 2017*

[Back to Index](#)

4.3 Placements Committee-Uniting AgeWell Guidelines for Appointing a Chaplain

1. Introduction

This paper seeks to clarify issues of appointing chaplains within Uniting AgeWell (UA) facilities within Victoria and Tasmania.

The Uniting Church in Australia processes for appointing ministers to their tasks in the Church may be unfamiliar to UA managers. Furthermore, some of the language the Church uses for describing ministers' work and describing the accountabilities required within the Church's structures does not always translate easily into ministry situations outside congregational life. In a multidisciplinary environment such as an aged care facility the management of chaplains can appear to differ markedly from their co-workers within an organisation.

Attempts are made here to help Church and agencies understand each others' language and appreciate the particular place that the ministry of chaplains holds in a UA facility.

A 'Q&A' format is used to present this information and, in some cases, two answers are offered – one in language familiar to people used to the church placements procedures and the other for those less familiar with these processes.

2. Why is employing a chaplain so different from most other types of employees in Aged Care?

There are a number of factors that contribute to this.

- Ministers and pastors are trained and ordained or commissioned by the Church. In effect the Church is their registering body. It gives them authority to provide ministry in the name of Church. No one else carries this authority. Most health care professions have a similar body beyond the place of employment that gives them authority to practice. Presbytery has oversight particularly in relation to the functions listed in the UCA Regulations – Reg 2.9.1 and 2.9.2.
- UA chaplains are nonetheless accountable to the Manager of the Facility where they operate. Their ministry forms an intrinsic part of a UA facility's ability to meet the government's accreditation standards and they operate with quite specific ministry boundaries and reporting requirements.
- Most ministers and pastors work in congregational ministry and the guidelines for their employment engagement and disengagement have developed to be best suited to that context.
- Ministers and pastors are not paid a salary that is affected by their level of education or years of service. They are paid a living allowance called a stipend and other allowances to provide for accommodation, transport, communication and continuing education.
- Normally ministers and pastors have limited tenure in any one place of employment. The limit is usually ten years with a minimum period of five years.

3. Who can be a chaplain?

- An ordained minister of the Uniting Church in Australia;
- A lay person whose education and competencies meet those required for the position and who will comply with the accountability requirements of a Pastor (Reg 2.4.3); and
- An ordained minister on secondment from another Christian denomination.

[Back to Index](#)

4. How are chaplains appointed?

The appointment process for Uniting Church ministers varies greatly from the usual application/interview/appointment process. Each Synod is responsible for establishing a Placements Committee [Reg 3.1.5 (h)] who then exercises an overview of placements having regard to the interests of the whole Church. [Reg 3.7.4.2 (b) (iii)]. Consequently, ministers and pastors rarely “apply” for positions. Rather, the minister/pastor submits a general profile about their gifts, skills and ministry practice to the synod Placements Committee. The Placements Committee receives similar profiles from congregations and agencies. It is the Placements Committee’s role to consider the gifts and skills of ministers and pastors, and the needs of each placement, and recommend to the Joint Nominating Committees (a group both similar and different to interview panels) the names of ministers and pastors considered suitable for that placement. The minister or pastor is then asked to enter a conversation with the JNC regarding the ministry placement. It is through this conversation that discernment as to whether this placement is the best place for the minister/pastor to exercise their skills might take place. This conversation is significantly different to an interview process, particularly in its power dynamics. Neither party necessarily wants something that the other can offer, rather both the minister/pastor and the JNC/Panel discern together.

The process of discernment with a UCA minister/pastor will be enhanced by the “interview panel” engaging in a “conversation” with any ministers whose names are offered through the Placements Process.

Please refer to attached Flow Chart:

1. Director of Mission (DOM) becomes aware of an impending vacancy.
2. UA Human Resources (HR) customises the generic chaplain position description in conjunction with the DOM and the relevant UA manager or regional manager.
3. DOM advises the relevant Presbytery of the vacant position and asks the Presbytery to appoint a representative for the appointment process.
4. HR sends the position description to the UCA Placements Committee with Terms of Placement. HR may also advertise the placement at this point.
5. Placements Committee asks the DOM to speak at the next Placements Committee meeting regarding the position.
6. Placements Committee Secretary advises HR if any names have been put beside the position and advises each minister or pastor named. The Placements Committee may suggest up to three names of ministers for consideration for the position. Names put forward by Placements Committee will be regarded as having been short-listed for conversation/interview.
7. HR may advertise the position on the UA website or in Crosslight. The Presbytery representative and the DOM will be part of the short-listing process.
8. HR organises interviews/conversations. The panel of up to 5 members (known in the Uniting Church as the Joint Nominating Committee (JNC)) should comprise the relevant UA Manager/Regional Manager, the Director of Mission, an HR representative and the Presbytery representative.
9. HR circulates questions to the panel prior to the conversation/interview date.
10. HR organises conversations/interviews with all names put forward by the Placements Committee and any other short-listed applicants who have applied as a result of published advertisements. The panel will make its recommendation to the appropriate manager for appointment. UA, via HR, provides suitable template letters of appointment/call.
11. HR notifies the Placements Committee regarding outcomes.
12. HR generates a letter of call with the Terms of Placement and sends a copy to the Placements Committee.

[Back to Index](#)

5. How do I know what the appropriate remuneration is for a chaplain?

The terms of remuneration of ministers are set by the Synod. Payments to chaplains who are Uniting Church Ministers or pastors will be made through the Synod pay office and costs will be invoiced to the relevant UA service(s). This provides the most effective way to manage a ministry worker's entitlements that comprise stipend, allowances, ministers benefit account, long service leave levy, etc. Payment to Chaplains who are lay people will be according to the EBA rate for Pastoral Care Workers or the Pastor Level 4 classification rate and will be administered through the UA payroll.

6. What are the lines of responsibility and accountability in Uniting AgeWell chaplaincy?

- Chaplains are accountable to the Site Manager for their day to day ministry.
- Where holistic care teams have been established in a facility the chaplain will be included in that team.
- At the conclusion of the first three months of an appointment the Chaplain, the Site manager, the Director of Mission and a representative of the Presbytery will review the initial period of ministry and identify and address any issues arising.
- There will be an annual appraisal with the Site manager, a representative from the Presbytery and the Director of Mission.
- Work from home or off-site will require the prior approval of the Site Manager.
- A chaplaincy placement is a UA position except when the placement also incorporates ministry to a congregation. Where a Chaplain has other UCA responsibilities (eg a congregational placement) a Memorandum of Understanding must be developed to the satisfaction of the parties.
- A chaplain has a professional accountability to the Church. UA will enable chaplains to fulfil their professional accountability and will enable the Church to fulfil its responsibilities to the chaplains. This accountability will be overseen by the Director of Mission.
- The Church through its councils (ie Synod and Presbytery) is committed to ensuring that chaplains comply with the staff requirements of UA.
- UA Chaplains are required to have pastoral supervision. They normally choose their own supervisor from beyond their immediate context of ministry. This supervision does not replace any management supervision required within a chaplain's place of work.
- The relevant Presbytery will conduct a service of Induction or Commissioning as soon as practicable after the appointment of a new Chaplain, in consultation with the Director of Mission.
- UA Chaplains in the Uniting Church are required to participate in continuing professional development. Ministers are expected to take 10 days per year (pro rata) of paid study leave. Education programs should be specific to the context of ministry and be planned in consultation with the chaplain's manager.
- Where a chaplain is in one of the specified ministries of the UCA attendance at presbytery and synod meetings will be in their own time or by negotiation with the chaplain's manager.
- Chaplains will adhere to the Code of Ethics of the Uniting Church. One stipulation of that code is that they comply with all codes and requirements of an employing body. This will include management matters relating to performance, annual appraisal and discipline. In order to help maintain the highest levels of ethical standards it is a requirement for all ministers and pastors to attend two (half day) sessions each year for education in relation to the Code of Ethics. It is expected that UA chaplains will be released from normal duties for up to one (1) day in order to attend education as required by the relevant presbytery.

[Back to Index](#)

- To assist UA facilities and their chaplaincy programs it is recommended that managers liaise regularly with the Director of Mission.

7. Why has time accountability sometimes presented difficulties?

- Ministers who have worked in a congregational setting are used to working very flexible hours. These nearly always include evening meetings and weekend preparation and Sunday conduct of worship. Strangely their time commitment is often described in their position description and terms of placement as time off rather than as a number of hours on. Add to that the fact that they do not usually account to anyone else for their time 'at work' and you have a very different way of working from those who work set hours on set days.
- Notwithstanding all that, chaplains appointed to a UA position will need to comply with the normal hours of work expectations of the relevant facility and keep his or her manager informed of times required away from the facility.

8. Part-time chaplaincy positions

Where a position exists for a part-time chaplain then UA may liaise with the relevant presbytery who will determine if there is an appropriate congregational placement to which the chaplaincy can be linked.

9. Are ministers/chaplains who are working in the aged care environment required to have a Police Records Check?

Yes. The *Aged Care Accountability Principles (1997)* requires all staff members to have a Police Records Check and chaplains are considered to be staff members for this purpose.

10. How can I arrange for a temporary chaplain if our permanent chaplain resigns or takes extended leave?

The Uniting Church has a system of temporary chaplains/ministers (mostly retired ministers) called supply ministry. In most cases it will be possible to arrange supply ministry to meet short-term chaplaincy needs.

Contact your presbytery or the Director of Mission who may be able to assist you.

11. Related documents:

- Placement guidelines of UCA
- Regulations regarding placements
- Code of Ethics
- Letters of offer/call templates
- Summary of Ministerial Provisions and Charges

Note: Any revisions of this document need to be negotiated cooperatively between the Placements Committee and Uniting AgeWell.

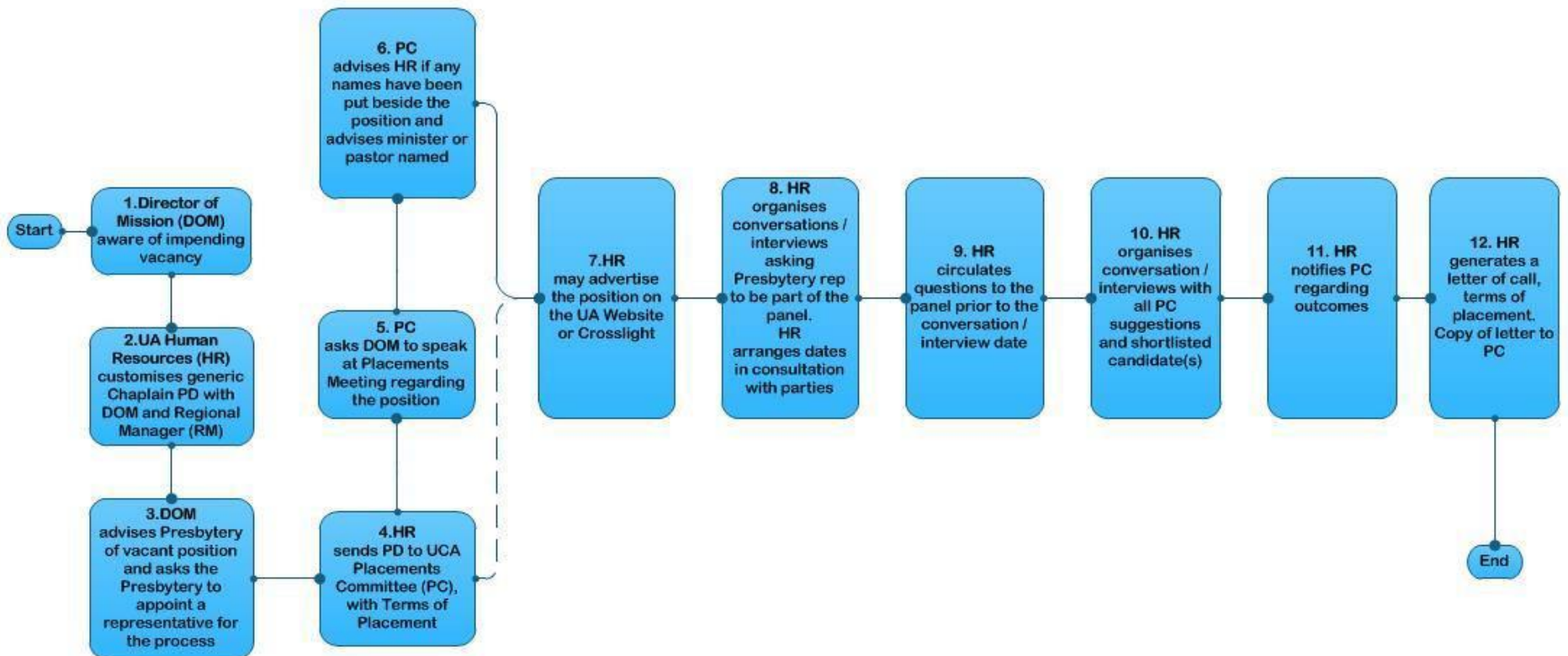
*Adopted August 2010
Latest amendment January 2014*

[Back to Index](#)

Uniting AgeWell – Appointment Procedure of a Chaplain

First Issued May 13 Current Version Jan 14

V5



[Back to Index](#)

PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

4.4 Process for communicating current UCA Regulations and Procedures regarding future Chaplaincy appointments to UCA Schools

1. Introduction

This report is presented in response to the Synod Standing Committee's resolution:

(a) To request ACOMP and the presbyteries to implement a process to explain the current remuneration policy to schools with the aim of achieving agreement from UCA schools that all future chaplaincy appointments will comply with current regulations, and that these conversations and agreements be completed by October 31st 2011. In effect, and notwithstanding the variations that will exist within some schools, all new placements (the listing of which are lodged after 16 April 2011) will comply with current regulations. (Standing Committee Meeting April 16. SC11.16.6)

According to the recommendation above, the Placements Committee and presbyteries have been requested to implement a process to communicate to UCA schools the guidelines for future Chaplaincy appointments to ensure consistency and compliance with the current UCA Regulations regarding Terms of Placement within the Synod of Victoria and Tasmania.

The Placements Committee offers the following process to presbyteries to ensure a common approach to this matter, thus communicating consistent information, using a common time frame. Given that presbyteries are responsible for approval of Terms of Placement for all placements within their oversight, the following outlines a process that rests mainly with presbyteries, and provides for appropriate support being offered by elements of the Synod.

2. Initial Communication process

- i. A letter is to be written by the Associate General Secretary (AGS) to the Principals of all UCA schools (and cc'd to presbyteries and the Chair of each school's governing body) alerting them to guidelines recommended by the Synod Standing Committee regarding the future Terms of Placement and future Chaplaincy appointments. Principals will be advised that two (or three) people from the Presbytery in which they are located will be seeking an appointment with them to clarify the new guidelines. Principals may wish to also include the School Human Resources Manager in the meeting. This letter will also contain information outlining that presbyteries have responsibility of approval of Terms of Placement for all ministerial placements within their oversight, hence the approach from them to the schools to discuss this matter.
- ii. Each Presbytery Standing Committee that has UCA schools within its bounds is concurrently asked by the AGS to identify two (or three) suitable people to communicate the new process to the School Principals and HR departments. People selected would need to have a good working knowledge of UCA schools. It may be a:
 - Presbytery minister;
 - School liaison officer, Culture and Context Unit;
 - Synod representative on a school board;
 - Presbytery Chair; or
 - PRC Chair.

[Back to Index](#)

- iii. Appointments are then sought with the Principals by the Presbytery delegates with the sole purpose of communicating the guidelines for future chaplaincy appointments. It is the expectation this will make processes clearer for the Schools and Ministers interested in Chaplaincy appointments. A clear UCA Chaplaincy Appointment Guidelines Document will be made available to the schools both in hard copy and electronically for future reference. See below in Item 4.

3. Communication process for Present Chaplains

Concurrent with the approach to Principals, Presbytery Ministers Pastoral Care are to make appointments with all UCA Chaplains within the Presbytery's oversight to communicate the recommendation of the Synod Standing Committee.

Chaplains need to know the rationale behind the regularising of the Terms of Placement across all ministry placements, and will need to be assured they will not have their present Terms of Placement altered.

Rationale

- Ministers are inducted into placements that may be in a school, agency, or congregation, or other part of the church.
- The Terms of Placement Committee sets the recommended Terms of Placement for all ministry placements within the Uniting Church in this Synod.
- All placements are considered to be of equal importance and therefore a common Terms of Placement have been approved by the Synod for minister remuneration. All Ministers receive a stipend and allowances in keeping with the Terms of Placement, which is approved by the Presbytery and the Placements Committee.
- For ministers in receipt of a stipend and allowances, it is important to ensure that appropriate practices are followed which are in keeping with tax and legal obligations for the use of the stipend, allowances and Ministers Benefit Account.
- Currently, there is a wide variance in remuneration arrangements across Uniting Church Schools, many of which are not in keeping with the approved terms of Placement.
- The Guidelines will clarify stipend arrangements for UCA Schools and Uniting Church Ministers who are called into ministry within a Uniting Church School.

There will also need to be follow-up with the Synod Chaplaincy Development and Support Officer so that a consistent message is communicated, and Chaplains have opportunity to clarify any questions they may have. (The AGS is requested to liaise with the Synod Chaplaincy Development and Support Officer regarding this matter.)

4. Suggested Guideline Document for future Chaplaincy appointment

Process for future School Chaplaincy appointments in UCA schools

- i. The School contacts the Presbytery as soon as there is a Chaplaincy vacancy. A suitable person from within the Presbytery will be identified to work with the School HR department and Principal through the process of selecting another person to fill the Chaplaincy vacancy and to help with preparing the role description.
- ii. The Presbytery concurrently contacts the Synod through the AGS. The AGS will then inform the Commission for Mission that a vacancy has occurred.

[Back to Index](#)

PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

- iii. A dual process now occurs which respects both the School's and the Uniting Church's selection processes:
 - a. A role description is developed with Terms of Placement (as outlined on the Synod website) that comply with current UCA Procedures. The role description and Terms of Placement need to be approved by the Presbytery (typically through the Pastoral Relations Committee) before proceeding to the Synod Placements Committee and advertising.
 - b. Schools will advertise the Chaplaincy position, as is usual practice but will also work with the Synod Placements Committee (through the Presbytery) in search of suitable candidates. The Presbytery representative (indicated in i above) will be expected to participate in the selection panel and assist the School in utilising UCA placements processes in conjunction with the School's usual recruiting processes.
- iv. If the Synod Placements Committee identifies a suitable person/s considered to have the gifts and skills for the School Chaplaincy position it is expected that this person/s will be shortlisted for interview. It is not assumed that a person identified by the Placements Committee will be the successful applicant.
- v. If the successful applicant is a Uniting Church Minister s/he will be appointed under the Terms of Placement expected for all Ministers within the Synod of Victoria and Tasmania.
- vi. If the successful applicant is a layperson s/he will be appointed with respect to the UCA's Ministry of Pastor Regulations.
- vii. If the successful applicant is an ordained minister from a denomination other than the UCA, the Terms of Placement and expectations in relation to ministry within the Uniting Church will be in keeping with current Synod policies regarding the appointment of a minister from another denomination.
- viii. The Presbytery and School will liaise together regarding arrangements for the Chaplain's induction/commissioning. The Presbytery will be responsible for the liturgical framework of the induction/commissioning service.

5. Conclusion

Presbyteries are reminded that the Synod Standing Committee requests that the following process is completed by 31 October 2011. Presbytery Placements Committee representatives have discussed this matter in detail and will be able to resource the Presbytery in its further consideration. Also, the Associate General Secretary is available to advise Presbyteries regarding this matter if required.

Approved by Placements Committee 10 June 2011

[Back to Index](#)

4.5 UnitingCare Victoria and Tasmania Guidelines for Appointing a Minister to a UnitingCare Agency

1. Introduction

This paper seeks to clarify issues around appointing ministry positions within UnitingCare Agencies within Victoria and Tasmania.

The Uniting Church in Australia's processes for appointing ministers to their tasks in the Church may be unfamiliar to UnitingCare Agencies. Furthermore, some of the language the Church uses for describing ministers' work and describing the accountabilities required within the Church's structures does not always translate easily into ministry situations outside congregational life. In a multidiscipline environment such as a UnitingCare Agency the management of ministers can appear to differ markedly from their co-workers within an organisation.

Attempts are made here to help Church and agencies understand each others' languages and appreciate the particular place of ministry in some UnitingCare Agencies.

The Uniting Church has a number of specified ministries. These include two ordained ministries (Minister of the Word and Deacons, usually referred to as 'ministers') and a lay ministry (Pastors).

A 'Q&A' format is used to present this information.

2. Why is employing a minister so different from most other types of employees in UnitingCare?

There are a number of factors that contribute to this.

- Ministers and pastors are trained and ordained/commissioned by the Church. In effect the Church is their registering body. It gives them authority to provide ministry in the name of Church. No one else carries this authority. Other professions have a similar body beyond the place of employment that gives them authority to practice. (eg Teachers, accountants, health care professionals). Presbytery has oversight particularly in relation to the functions listed in the UCA Regulations – Reg 2.9.1 and 2.9.2. Ministers and pastors in UnitingCare Agencies are nonetheless accountable to the CEO of the Agency where they operate. Their ministry sits within the requirements of government funding and ongoing agency accreditation processes.
- Most ministers and pastors work in congregational ministry and the guidelines for their employment engagement and disengagement have developed to be best suited to that context.
- Ministers and pastors are not paid a salary that is affected by their level of education or years of service. They are paid a living allowance called a stipend and other allowances to provide for accommodation, transport, communication and continuing education.
- Normally ministers and pastors have limited tenure in any one place of employment. The limit is usually ten years with a minimum period of five years.

[Back to Index](#)

3. How are Ministers/Pastors appointed?

How does the Uniting Church Process work?

The appointment process for Uniting Church ministers varies greatly from the usual application/interview/appointment process. Each Synod is responsible for establishing a Placements Committee (Reg 3.1.5(h)) who then exercises an overview of placements having regard to the interests of the whole Church. (Reg 3.7.4.2 (b)(iii)).

Consequently, ministers and pastors rarely “apply” for positions. It is the Placement Committee’s role to match minister and placement and request that they have a “conversation” with each other to discern whether they should be in ministry together.

There is significant difference in the dynamics of such a conversation as compared to an application-interview process. The minister has not applied for the position, they may in fact be quite happy to stay where they are. However, part of the discipline of ministry is to be open to respond to the call of God through the church.

This process of discernment takes place by the minister/pastor submitting a general profile about their gifts, skills and ministry practice to the Synod Placements Committee. The Placements Committee receives similar profiles from congregations and agencies. It is the Placements Committee’s role to consider the gifts and skills of ministers and pastors, and the needs of each placement, and recommend to the Joint Nominating Committees (JNC - a group both similar and different to interview panels) the names of ministers and pastors considered suitable for ministry in that placement. The minister or pastor is then asked to enter a conversation with the JNC regarding the ministry placement.

It is through this conversation that discernment as to whether this is the best place for the minister/pastor to exercise their skills takes place. This conversation is significantly different to an interview process, particularly in its power dynamics. Neither party necessarily wants something that the other can offer, rather both the minister/pastor and the JNC discern together.

How would this discernment take place for an Agency position?

For a UnitingCare Agency, the Interview Panel, of which at least one member would be appointed by the presbytery (a Presbytery Liaison Person – PLP), takes the role of the JNC. This group would be responsible for interviewing applicants and for having conversations with any ministers/pastors offered through the placements process. It is expected that the interviewing of any applicants would take place in the normal manner. However, the process of discernment with a minister/pastor will be enhanced by the interview panel engaging in a “conversation”. The PLP(s) would be able to guide the Panel through this process of discernment.

How do the Agency and Presbytery work together?

When a UnitingCare Agency is looking to create a ministry position or fill a ministry vacancy within the agency, the relevant presbytery should be advised. The presbytery will appoint one or more Presbytery Liaison Persons (PLP) to assist in the formulation of the profile/position description, and the development of the Terms of Placement (as outlined on the Synod website). These documents are forwarded to the presbytery (usually through the Pastoral Relations Committee) for approval. The presbytery then forwards the profile to the Placements Committee for listing.

How does the UCA Placements Process and Advertising work together?

Advertising may take place once presbytery approval of the profile/position description and Terms of Placement have been received. However, the closing date for expressions of interest should not precede the next scheduled meeting of the Placements Committee.

[Back to Index](#)

If the Agency chooses to rely on the processes of the Placements Committee and not advertise, the Placements Committee will take action to ensure that the availability of the placement is widely known, and invite expressions of interest to be made to the Secretary of the Placements Committee. This may be through the Synod monthly e-newsletter and/or "Crosslight".

For non-congregational placements it is recognised that a requirement to await listing by the Placements Committee may lead to unnecessary delays in securing publication in the church press in various states. It is appropriate to always advertise in Crosslight, whether or not wider press (secular, ecumenical or journals of other synods) is also used. A copy of the advertisement should be sent to the Secretary of the Placements Committee.

In response to advertising, expressions of interest/applications should be made direct to the Agency. Should a Uniting Church Minister apply directly to the Agency, their application should be treated in the same way as any normal applicant.

How will names be given by the Placements Committee?

The Synod Placements Committee may identify up to three suitable person/s considered to have the gifts and skills for the ministry position. In such circumstances the Placements Committee will request that person/s to make a written response to the placement profile/position description, in keeping with the expectations of the employing body. The Placements Committee will also notify the interview panel/JNC via either the convenor or the PLP(s) of its action and the reasons why the person has been proposed. It is expected that this person/s will be shortlisted for conversation/interview.

It is not assumed that a person identified by the Placements Committee will be the successful applicant.

4. How do we know what the appropriate remuneration is for a chaplain?

The terms of remuneration of ministers and pastors are set by the Synod.

Payments to agency ministers who are Uniting Church Ministers or Pastors will be made through the Synod pay office and costs will be invoiced to the relevant UnitingCare Agency. This provides the most effective way to manage a ministry worker's entitlements that comprise stipend, allowances, ministers benefit account, long service leave levy, etc.

If the successful applicant is a Uniting Church Minister s/he will be appointed under the Terms of Placement expected for all Ministers within the Synod of Victoria and Tasmania.

If the successful applicant is a layperson s/he will be appointed with respect to the UCA's Ministry of Pastor Regulations.

If the successful applicant is an ordained minister from a denomination other than the UCA, the Terms of Placement and expectations in relation to ministry within the Uniting Church will be in keeping with current Synod policies regarding the appointment of a minister from another denomination.

What happens when the appointment has been made?

The Presbytery and Agency will liaise together regarding arrangements for the Minister/Pastor's induction/commissioning. The Presbytery will be responsible for the liturgical framework of the induction/commissioning service.

5. What are the lines of responsibility and accountability for UnitingCare Agency ministers?

- A minister/pastor has a professional accountability to the Church. The UnitingCare Agency will enable ministers to fulfil their professional accountability and will enable the Church to fulfil its responsibilities to the minister.

[Back to Index](#)

- The Church through its councils (ie Synod and Presbytery) is committed to ensuring that ministers/pastors comply with the staff requirements of UnitingCare Agencies.
- Ministers and pastors in the Uniting Church are required to have pastoral supervision. They normally choose their own supervisor from beyond their immediate context of ministry. This supervision does not replace any management supervision required within a minister's place of work.
- Ministers and pastors in the Uniting Church are required to participate in continuing professional development. This is expected to take at least 10 days per year with each minister/pastor entitled to 10 days paid study leave per annum. Education programs should be specific to the context of ministry and be planned in consultation with the minister's/pastor's manager.
- Ministers and pastors will adhere to the Code of Ethics of the Uniting Church. One stipulation of that code is that they comply with all codes and requirements of an employing body. This will include management matters relating to performance, annual appraisal and discipline. In order to help maintain the highest levels of ethical standards it is a requirement for all ministers and pastors to attend two sessions each year for education in relation to the Code of Ethics. It is expected that Agency Ministers will be released from normal duties for up to 1 day in order to attend education as required by the relevant presbytery.
- To assist UnitingCare and their ministry roles it is recommended that managers liaise regularly (say, each three months) with their minister's Presbytery Minister: Pastoral Care or another suitable person from the presbytery.

6. Why has time accountability sometimes presented difficulties?

- Ministers and pastors who have worked in a congregational setting are used to working very flexible hours. These nearly always include evening meetings and interviews and weekend preparation and Sunday conduct of worship. Strangely their time commitment is often described in their position description and terms of placement as time off rather than as a number of hours on. Add to that the fact that they do not usually account to anyone else for their time 'at work' and you have a very different work expectation from those who work set hours on set days.
- Notwithstanding all that, ministers and pastors appointed to a UnitingCare Agency position will need to comply with the normal hours of work expectations of the relevant agency and keep his or her manager informed of times required away from the agency.

7. Are ministers/pastors who are working in the UnitingCare Agencies required to have a Police Records Check and a Working With Children Check?

UnitingCare agencies adhere to the UnitingCare Childsafe organisation policy. It is standard practice for all staff to have both a Police Records Check and a Working with Children Check. Agency ministers would be considered to be staff members for this purpose.

8. How can I arrange for a temporary minister if our permanent minister resigns or takes extended leave?

The Uniting Church has a system of temporary ministers (mostly retired ministers) called supply ministry. In most cases it will be possible to arrange supply ministry to meet short term ministry needs.

Contact your presbytery for assistance.

Adopted: 14 March 2014

[Back to Index](#)