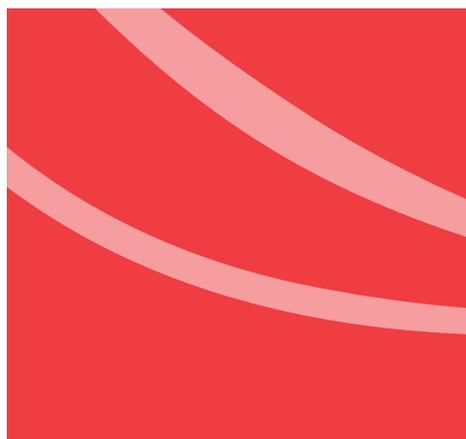
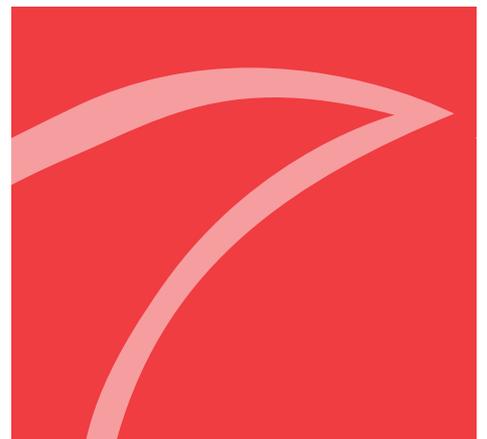




PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

5: Placements Meetings & Procedures



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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.

5.1 Notes for Members of the Placements Committee

Members of the Placements Committee have a responsibility to represent the ministers and the placement needs of their presbytery. They also have a responsibility to take seriously the placements needs across Victoria and Tasmania and to ensure that the Church places ministers to the greatest benefit of the life and mission of the Uniting Church in the Synod of Victoria and Tasmania.

Prior to each meeting of the Placements Committee members shall:

1. Be aware of the current and pending placement needs in their presbytery, and be familiar with the relevant profiles.
2. Ensure that for new placement listings the profile and terms of placement are forwarded to the Secretary of Placements Committee no later than 3.00 pm on the Friday prior to the Wednesday meeting.
3. Be ready to suggest suitable names for placements within their presbytery for consideration by the Committee. This may be best done by prior consultation with the PRC and/or the JNC and after careful consideration of personal profiles available to members. It is not normally advisable to discuss a specific placement with a minister whose name is to be proposed. It is not appropriate for members to approach Ministers in another Presbytery.
4. Check on the current status of conversations in progress since the last meeting of the Placements Committee. When a minister or congregation has decided to discontinue a conversation, the Placements Committee member should check that the minister and JNC have provided written advice to the Secretary of the Placements Committee, indicating the reasons why the conversation concluded.
5. Send e-mail advice to all members of the Placements Committee via the e-group of placements or other matters which will require attention at the forthcoming meeting. This includes information about calls finalised, placements concluding, pending vacancies, and dates of services of ordination, induction, commissioning or recognition. As the Executive normally meets a week prior to the Committee, this information plus any matters requiring attention of the Executive (eg. requests for help in identifying suitable names to propose) should be notified to the Placements Committee Secretary as early as possible.

At each meeting of the Placements Committee members shall:

1. Be able to speak to the placement needs of all placements for which names are sought. It is important that the particular challenges of each placement are fully described.
2. Suggest, if possible, the names of ministers for consideration for placements within their presbytery, giving reasons why the match may be appropriate.
3. Be able to advise the committee of the personal and ministry needs of those ministers who are members of their presbytery and on the Available for Placements list. When a minister is suggested for a new placement, the committee will expect an honest comment on the suitability of the minister for the suggested placement, her/his availability and readiness to consider a prospective new placement.

4. Recognise the needs of the whole church, and be willing to support proposals which may meet particular needs elsewhere, even if possibly disadvantaging their own presbytery.

Following each meeting of the Placement Committee members shall:

1. Ring to convey the Committee's decision to each minister from their presbytery whose name has been proposed for a new placement. This should convey to the minister that the collective mind of the church is that the proposal should be seriously explored through consideration of the placement profile and a conversation with the JNC. **This advice should be given to the minister/s concerned no later than the Friday following the meeting.** If contact with the minister has not been made by Friday, contact the Placements Committee member from the presbytery in which the proposed placement is located. An exception to this arrangement is that for Priority Placements, Exit Candidates, Ministers from other synods and Ministers of other denominations, the advice of a proposal is conveyed by the Placements Committee Secretary or nominee.
2. Advise the JNC chairperson of any placement in their presbytery for which one or more names has been proposed. **This should not be done before the Friday following the meeting and after checking with the Placements Committee member from the named minister's presbytery,** because it is important that the minister first hears of the proposal from their own presbytery. **Please note that with Priority Placements, exit placements and when the proposed minister is not currently a Uniting Church minister in the Synod of Victoria and Tasmania, the JNC should not be advised of the minister's identity until this has been authorised by the Placements Committee Secretary.**
3. The Placements Committee Secretary will advise both the minister and the JNC Convenor in writing of the decisions of the Placements Committee and the reasons for that discernment. The Placements Committee Secretary will also provide them with copies of the respective profiles. **JNCs should be reminded that these profiles are confidential, not be circulated outside of the committee, and should be destroyed once conversations have been concluded.**
4. Remind the JNC that an initial telephone contact should be made with the minister/s as soon as possible.
5. Encourage any minister whose name is on the Available for Placements list to complete a profile including the page from the Presbytery Pastoral Relations Committee and forward it to the Placements Committee Secretary. Advise each minister that the profile will be copied for all members of the Placements Committee and also given to the JNC for any placement for which the minister's name is offered for discernment. Advise ministers that they can withdraw or amend their profile at any time. Regularly remind all ministers whose up-to-date profile is not on file to comply, to assist the processes of the church.
6. Regularly monitor that due process is being followed in the progress of each of the JNCs in your presbytery, and with ministers proposed.

*Adopted 16 August 2002
Revised September 2014
Updated 9 February 2017
Adopted 21 February
2018*

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PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

5.1A Placement Committee 'ready reference' and Procedures

Reminder of role of Placements committee – our charter (Regulations 3.7.4.2 and 2.6)

Resources

List of resources on Placement Committee website:

<https://victas.uca.org.au/ministry-mission/placements>

- placements handbook 2006,
- protocols, policies and guidelines (Documents added and revised as needed)
- profile forms
- notification of retirement
- resources for JNCs

List of resources on Terms of Placement Committee website:

<https://victas.uca.org.au/resources/terms-of-placement-committee>

- Theology of Ministerial Stipends
- UCA Handbook of Ministerial Provisions and Charges
- Summary of Ministerial Provisions and Charges

List of resources on Assembly website:

<https://assembly.uca.org.au/resources/regulations>

- UCA Regulations
- Manual for meetings

Time of meeting

The Placements Committee meeting starts at 10.00 am and concludes prior to 4:00 pm.

Members are encouraged to come earlier to network, catch up on papers, help with housekeeping if they are rostered on etc. Reception is staffed at 9.00 am.

Pattern of the Placements Committee meeting

The meeting commences with Worship.

Fixed Orders of the Day are scheduled when appropriate.

Follow the Agenda through to adding names to the provision of names table – initially just names not comments.

Lunchtime.

After lunch, go back through the Provision of Names table to add comments.

After correspondence the tables of special services are checked and the meeting concludes.

Lunch provided. Each member is asked to contribute \$5 towards lunch.

Housekeeping

At the end of each Agenda there is a roster of Presbyteries and Housekeeping duties. On the Trolley at the door of G1 and 2 there is also a list of duties.

- To help set up for the meeting; glasses and water, papers, putting out and clearing of lunch, other dishes.
- To help pack up at the end of the day.

Travel

Travel claim forms are available in the attendance folder for members who do not receive a travel allowance and who travel more than 60 kms from home.

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Update

The email updates share information before the meeting to keep other members informed, to reduce meeting time and help the committee members plan ahead.

- Be specific – if two names have been given to one placement and one name concludes the committee needs to know which one.
- Updates do not replace correspondence re extensions, requests for transfers. Retirements must be also notified in a formal manner, on a retirement form signed by the Presbytery.

Correspondence use: placements.secretary@victas.uca.org.au

Distribution of meeting papers

The meeting papers are available (behind member login) on the Synod Website <https://victas.uca.org.au>. An email is sent out notifying members that the papers have been uploaded. All personal and placement profiles and the List of Minister's Available for Call are also available on the Placements Committee members section of the website.

Use of the whiteboards

The placements for which we are seeking names are listed on the whiteboards at the back of the meeting room. At any time members can write names that may be suitable beside the placements. It is a way of 'brainstorming' and keeps the suggestions in front of the committee. Sometimes a name that is written and found not suitable may trigger other suggestions of ministers or another possible placement for that particular person.

Agenda – The agenda begins with a reminder about the confidentiality and the declaration of interest instructions, the new placement applications are presented and received, any amendments to the pending placements list follows. Changes to approved placements within the Presbyteries are minuted along with any other placement related correspondence. Consideration is given to any ministers with particular needs, including those with a change in designation. Finally substantial time is devoted to providing names for the conversation table. Special service times are noted.

Reasons for Conversation Table (Orange List) – table of names nominated for conversation and the reasons given for putting the name against that placement. The reasons aid the presbytery rep when telling someone that their name has been put forward. These reasons also inform the letters written by the secretary to both a minister and to a JNC. The 'orange list' is printed after the finalisation of the Table of Provision of Names. It is usually placed near the door so that those who have to contact ministers can take the list with them. It is called 'the orange list' as it used to be printed on orange paper. **The list is Confidential.**

List of Minister's Available for Call (Green list) – Ministers available for call

At the beginning of the fifth year of placement names are added to the list of ministers available for placement. For three year terms (Exit, other fixed terms) names go on to the list at the beginning of the third year. It is called 'the green list' as it used to be printed on green paper. The list is available to JNC Convenors on request and to Placement Committee members. **The list is Confidential.**

Retirement back to Active Service – If a retired minister wants be considered for placement they need to ask their presbytery to be re-designated as Awaiting Placement.

Who contacts who and when

Ministers whose names are put given for a conversation are informed by one of their Presbytery representatives on Placements before the Friday after the meeting. They will then receive a letter from the Secretary of Placements informing them of the reasons their name was put against this placement and a copy of the placement profile.

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The presbytery reps for the placement wait until the Friday following the Placements meeting to inform the convener of the JNC of names given. This allows time for the minister to be contacted, by their own Presbytery. If this contact has not been possible, or if it is inappropriate at this time to contact the minister, then the minister's Placements rep needs to inform the Placements rep of the presbytery, not to contact the minister (they need to also let Secretary know so that the letters are not sent out). The JNC Convener should make contact with the minister as soon as possible, and also alert JNC members that meeting dates will need to be agreed.

The ministers' profiles are sent to the JNC convener by the Secretary, along with the Placements Committee's reasons for giving those names. The JNC convener then contacts the minister/s to arrange for conversations and ensures any additional documents which are attached to the placement profile are sent to the minister (Those people have already been informed by their presbytery reps that their names have been given.)

Who issues a call

- Congregation – congregation
- Presbytery – Presbytery
- Exit student – Placements Committee
- Minister from overseas – Placements Committee
- Priority call – Placements Committee
- Synod – Unit/General Secretary

Filling out **current profile forms** and Terms of Placement (ToP)
Fill in all boxes including Presbytery name and Placement name on ToP.

Alternate or New Placements Committee Members

It is the responsibility of presbytery representatives to brief new/alternate members attending the Placements Committee. Send names of Alternates as soon as is possible.

Role of executive

To prepare for the whole meeting of the Placements Committee

Process for listing placement and suggesting names

The profile is sent to the Placements Secretary as soon as it has been approved by PRC. At the meeting the presbytery representatives talk to the profile before the Committee makes a formal decision as to whether it should be listed for placement. The JNC can formally express interest in a minister by writing to the Placements Secretary. They can also make suggestions to their Presbytery representatives. PRCs are encouraged to suggest possibilities for their representatives to share with the Committee, and all members are expected to have read the profiles prior to the meeting and come with suggestions of appropriate ministers to be considered.

Tracking form

A tracking form is sent to JNC convenors with the letter giving the names and the profiles. It is to ensure that all steps in the process are followed. When a conversation reaches its conclusion (call or not) the completed form is to be returned to the Placements Secretary.

Protocols, Policies and Guidelines

A collection of Protocols, Policies and Guidelines assist and direct the Placements Committee. These are constantly amended and added to. Available on the Placements Committee Website.

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PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

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Confidentiality

As per [Document 5.2](#) Protocols, Policies and Guidelines. It is essential that agreed boundaries of confidentiality are upheld. Be clear about what can be shared with JNCs and what is confidential to the meeting.

Expressions of interest: formal expressions of interest from a minister or a JNC need to be in writing with reasons for the expression (email is fine) to the Secretary of the Placements Committee.

Please refer to [Document 5.1](#) 'Notes for members of Placements Committee' for more details.

*November 2013
Updated September 2014
Updated 17 February 2017
Adopted 21 February 2018*

This is a work in progress: Please forward feedback to placements.secretary@victas.uca.org.au

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5.2 Guidelines for Communication and Confidentiality for Placements Committee

Purpose

This paper highlights the importance of considering confidentiality during Placements Committee discussions. It sets out important ground rules for discussions and some strategies for applying these ground rules, with the aim of supporting Placements Committee members in their discussions.

Context

The work of the Placements Committee requires members to discuss a range of information and issues relating to Ministers considered for placements. The information discussed can be sensitive and requires an open, truthful, respectful, and confidential approach to ensure the best person is placed in a given position.

The Synod recognises that within the Placements Committee it can sometimes be difficult to know what information to disclose, what not to disclose, and how to approach more sensitive topics for discussion. It also acknowledges that there can be concerns regarding confidentiality based on sensitivities to the type of issues discussed; to those that become aware of these issues through their role on the Placements Committee, and how to then manage the information they now hold in the context of their everyday interactions with those discussed.

Objectives

Providing a set of explicit guidelines for Placements Committee members to follow when discussing Ministers for placement is intended to alleviate these concerns; facilitate more effective discussions; and support members in navigating appropriate disclosure and mindfully managing the implications for confidentiality.

Guiding Principles

The role of the Placements Committee is to find the best possible match between Minister and Placement to maximise the potential of positive service to the presbytery and congregations. As such discussions regarding Ministers and placements should be open, honest, respectful and truthful. It is important that within this context members raise any relevant complex or sensitive information that may affect placement, whilst remaining mindful of this overarching aim.

Key Ground Rules for Effective Discussions

Self-reflection:

- Be aware of and acknowledge your own background, shaping experiences, and biases that may impact your perception, judgements and assessment
- Explore any assumptions you have made
- Be open to having your perspective re-shaped by the experience of others

- Evaluate where you can build your skills and techniques in knowing when and how to communicate your message effectively given the context and audience
- Ask yourself how you can build trust and openness in your communication style

Communicating:

What

- Give an honest assessment of the gifts and graces of the minister and how they match the placement
- Give an honest assessment of current character and context of placement and leadership needs
- Give an assessment of both matching qualities and any potential areas of mismatch
- Discuss how the minister would deal with any known challenges in the proposed placement
- Highlight anything written in the profile that you feel is relevant

How

- Report accurately and support your statements with evidence that identifies the reliability, context, and sources of information:
 - ‘There seems to be a pattern ...’
 - ‘I know that in this circumstance this is how the person behaves in this context ...’
- When expressing an opinion or acknowledging in some way either a (mis)giving or a hunch (for this may indeed be a leading of the Spirit), be explicit about this
- When broaching difficult topics, think about the phrasing of what you are trying to say. Use open questions to explore any concerns rather than making statements eg ‘Does anyone know or have an experience of X in a multicultural setting?’
- Be explicit about what you don’t know

When

- Information should be communicated when it is relevant and appropriate within the Placements Committee Plenary session
- Some informal clarification on particular queries outside of the Placements Committee is ok, provided prior knowledge/discussion with the Placements Committee has taken place and confidentiality is considered when doing so.

Considering Confidentiality:

- Preserving confidentiality is crucial. Maintaining the confidentiality of what Ministers have shared outside the meeting, as well as what is shared inside the meeting is important
- Items discussed within the Placement Committee should remain confidential within that meeting, and not discussed within the Joint Nominating Committee, or with other Ministers without the prior agreement of the Placement Committee and/or Associate General Secretary

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- Reinforce the importance of confidentiality at the start and end of each meeting
- Show courtesy and respect of others' confidentiality
- If you have committed to keep something confidential – maintain that confidentiality! Tell the committee that you cannot comment because it would breach a confidentiality
- Be careful what third party information you pass on. No rumours or assumption
- When having everyday discussions with Ministers, be mindful of whether the information is coming to you in confidence or not. Understand what your boundaries are, and be clear with yourself and others about the confidentiality of this information when you feel there is a need
- If you are ever unsure about what information should or shouldn't be shared, and haven't been able to resolve this with the individual in question, speak to the Executive/Associate General Secretary

Strategy for Using these Guidelines

As with any behavioural change, these guidelines will become habit through increased and regular visibility, reference, and incorporation into relevant activities and discussions. As such this document will be:

- Incorporated into the agenda at the start of every meeting
- Circulated with the other documents prior to meetings
- Included in the training sessions for Placements Committee members
- Included in the JNC and PRC information
- Included in Placement Committee Guidelines

Additional Clarification

Further discussion is needed around:

- Placements Committee being told if any Minister is in the middle of a Synod process that might impact their availability for placement
- Whether Placements Committee can appropriately disclose Minister's histories
- Whether Placements Committee can be told of relevant Synod processes that have been successfully concluded

Recommendations

Any additional clarification items will be incorporated into this document once approved, and recirculated.

This document and its use will be reviewed on a yearly basis, or prior if there is a specific need.

Approved by Placements Committee 8 March 2013

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5.3 Priority Placements

Reg 2.6.4

- (a) The Placements Committee may designate certain approved placements as Priority Placements.
- (b) Priority Placements shall be made by the Placements Committee.
- (c) Subject to consultation with the Presbytery or other body concerned, the Placements Committee may approach any Minister in whatever year of placement to fill a Priority Placement.

The Placements Committee may designate certain approved placements as Priority Placements according to the following criteria [National Handbook of Procedures for the Placement of Ministers, Section 3]:

- (a) Strategic or developmental needs
- (b) Isolation (geographic or cultural)
- (c) A history of recent difficulties
- (d) Special ministries

Any request to the Placement Committee to designate an approved placement as a Priority Placement shall normally be made by the Presbytery, although the Placements Committee may itself take the initiative to designate a placement as a Priority Placement. The designation may be at the time of initial listing of the placement, or at any subsequent meeting of the Placement Committee.

When requesting a placement to be designated as a Priority Placement a written rationale should be presented prior to the meeting with reference to each of criteria (a) to (d) above (including a rating of each criteria on a scale of 1 to 5). Under criteria (d) the rationale should clearly identify what is 'special' about this placement.

At its meetings the Placements Committee will agenda Priority Placements for consideration ahead of other listed placements requiring the proposal of names and set aside sufficient time to carefully and prayerfully consider the request.

The name of any Minister (whether on the Available for Placement list or not) may be considered for a Priority Placement, but the Placements Committee will carefully and prayerfully discern the name of only one Minister to be approached in relation to a Priority Placement.

When the Placements Committee has identified the Minister, the Executive will take responsibility for one or two of its members to personally present the needs and urgency of the placement to the Minister. *The usual arrangement whereby Placements Committee members from the Minister's presbytery advise Ministers of a proposed placement does **not** apply to Priority Placements.*

One of those appointed to visit the minister will contact the Minister seeking an opportunity to visit on behalf of the Placements Committee. The Priority Placement should not be mentioned at this stage. (If the Minister concerned is not currently serving in the Synod of Victoria and Tasmania the conversation to present the challenge *may* need to be by telephone.)

At the visit to the Minister the Placements Committee representative/s will:

- Name the vacant placement, and advise the Minister of the reasons why the Placements Committee has proposed this Minister for the placement.
- Provide the minister with the Profile, including the Terms of Placement.
- Request the Minister to hear the proposal as an expression of the careful and prayerful discernment of the Church.
- Advise the Minister that the Placements Committee expects that as part of the Minister's own discernment s/he will visit the placement and meet its Joint Nominating Committee
- With the Minister, will undertake to keep in touch with each other over the discernment involved.
- Pray with and for the Minister.

After visiting the Minister the Placements Committee representatives shall immediately advise the placement's presbytery representatives on the Placements Committee, that the Minister is aware of the Priority Placement proposal. The presbytery or the JNC should make contact with the Minister within 48 hours to provide any further information and to extend an invitation to visit the placement.

The Minister and the placement will treat the proposal as a call of the Church. This call needs to be tested, and will require a face-to-face conversation between the Minister and the placement. When visiting the placement, the Minister and the JNC engage in a process of discernment of the will of God in relation to the placement and the Minister.

After discerning conversations, if the Minister and JNC indicate a willingness to proceed towards effecting the new placement, they advise the Secretary of the Placements Committee.

Where, following discernment, the Minister and/or the JNC terminate the conversation, they each must provide the Secretary of the Placements Committee with written reasons. The next meeting of the Placements Committee will be asked to discern and propose the name of another Minister and the process is repeated.

When the JNC and the Minister discern God's will leading them together, the Placements Committee shall issue a Call [Reg 2.6.5 (a) (iii)]. The letter of Call will be sent by the Secretary of the Placements Committee, to whom the Minister's reply shall be addressed.

The Presbytery then arranges an induction in the normal way.

*Adopted September 2003.
Latest amendment March 2010*

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5.4 Process for Exit Placements

Important Note: The timeline in the following guidelines refer to dates to be adhered to when candidates expect to exit at the end of the calendar year. Dates will be different for candidates who exit at other times. The process will remain the same.

During first semester of each year the Secretary of the Placements Committee visits the Theological College to meet with those students who are in the final year of the Second phase of Ministerial Education. The purpose is to explain the processes for the placement of those exiting the Theological College to enter the Third Phase of Ministerial Education. The Formation Coordinator will advise which candidates are expected to exit, and at what date in the year they will be ready for placement.

At its July meeting the Placements Committee will seek to identify potential placements for exit candidates, taking particular advice of the presbytery's assessment of whether the placement is suitable for an exit candidate.

It is anticipated that **by August** of the year of exiting, the candidate's presbytery will have certified that the candidate is ready for placement.

By **August** of each year the Secretary of the Placements Committee will meet with each candidate and her/his partner (where appropriate) for informal discussion on the ministry emphases they will bring to a first placement. It is also an opportunity for the candidate and/or partner to provide confidential information which may affect the appropriateness of particular spheres of ministry, including geographical considerations.

This will be followed **in early September** by each candidate meeting individually with the Executive, the Placements members from the candidates Presbytery and with the Formation Coordinator of the Theological College present. This group seeks to discern how the gifts and graces of each candidate can best be used by the church, taking account of the personal and family needs of the candidates.

At its **September** meeting the Placements Committee, with the Formation Coordinator of the Theological College present, hears a five minute presentation from each exiting candidate, who will speak briefly concerning their faith journey and call to ministry, the emphases they hope to bring to ministry and any personal considerations they wish to share with the members of the Committee. Questioning of the candidates is not appropriate at this stage. When all candidates have made their presentations, the candidates withdraw.

The Exit Candidates are introduced by their Presbytery's Placements members and give a five minute presentation concerning their faith journey and call to ministry, the emphases they hope to bring to ministry and any personal considerations they wish to share with the members of the Committee. The presentation will be followed by questions from the Committee.

The Placements Committee considers options for placement of the exit candidates, together with supporting reasons. The outcome will not be finalised until later in the meeting when all listed placements have been considered.

When the Placements Committee proposes an exit candidate, only that one name will be offered to the placement. Similarly, an exit candidate will be proposed for one placement only.

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As soon as convenient after the conclusion of the meeting (the same day), the Secretary of the Placements Committee will advise each candidate of the decision of the meeting in respect of that candidate. If the candidate name is to be offered for a placement, the secretary will arrange for a placement profile to be sent. The Secretary will then contact a Placements Committee member from the placement presbytery to give the “all clear” for advice to the placement.

The Convenor of the JNC for the placement shall contact the candidate **within three days** to provide any appropriate further information. They will invite the candidate (and partner where appropriate) to visit the placement to meet with the JNC, in order that both the candidate and JNC may engage in a process of discerning the will and purpose of God. Both the candidate and the JNC shall treat the proposal of the Placements Committee as a call of the church. That call needs to be tested.

The testing and discernment may be completed with one visit, but more than one may be requested by either the candidate or the JNC, and either may suggest that opportunity be given for the candidate to meet with a wider group of people on a subsequent date.

When a candidate (and partner and/or family) visits, the members of the JNC will show appropriate hospitality, provide opportunity to inspect the properties, especially the Manse, and offer orientation to the local area.

When the JNC and the candidate are agreed that it is appropriate and when the approval of Presbytery has been obtained to proceed to Call, the JNC should invite the congregation to express its support of the proposal. Both the candidate and the JNC then advise the Secretary of the Placements Committee that they wish to proceed to Call. The resolution of the congregation should be “to request the Placements Committee to issue a Call to NN”. Terms of Placement signed by the Church Council and the PRC will be sent to the Secretary of the Placements Committee for inclusion with the Call.

The Secretary of the Placements Committee will report to the Committee and propose that the Committee “issue a call to NN to serve in the AA placement from (date) subject to receipt of a certificate that the candidate has fulfilled the requirements of Phase 2”.

The letter of Call and the Terms of Placement will be sent by the Secretary of the Placements Committee, and the candidate will respond **within fourteen days**. Upon receipt of the response, and the signed Terms of Placement, the Secretary of the Placements Committee will advise the placement and the Presbytery concerned.

Exit Students awaiting placement

- A student should not undertake any supply in any place which has submitted a profile to the Placements Committee and where they would wish to be considered for call;
- If a student is undertaking supply ministry in a place which completes a mission study and becomes ready to submit a profile, then if they wish to be considered for call to the placement they should withdraw from that supply ministry arrangement;
- All short-term ministry opportunities must be negotiated via the presbytery, not between the placement and student directly.

*Adopted 17 October 2003
Latest amendment 14 August 2015
Updated 13 February 2017*

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PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

5.5 Conflict of Interest

Members of the Placements Committee have the privilege and responsibility of undertaking an important and sensitive role within the Uniting Church. As members of the Uniting Church community they bring not only a deep commitment to the UCA, but also knowledge and experience which arises from their membership of and participation in the wider UCA community, usually experienced over many years. Similarly as members of the Uniting Church community they have opportunities (past and present) to have known and/or worked with many ministers or congregations through their involvement in presbytery/synod or through participation in committees, conferences, courses, etc.

It is inevitable and desirable that the knowledge and experience members bring will be expressed in meetings of the Placements Committee. Because the Church is a community created by Christ and sustained by the Spirit, it is important for members to seek to avoid personal subjectivity, and also to recognise that at times there may be an actual or potential conflict between a personal interest or experience and the duty to make decisions for the benefit of the whole church.

Because of the nature and size of the church community and the relationships formed between members of the church there will be times when members cannot completely avoid conflicts of interest. However, it is how they are disclosed and managed that is important.

Early in each meeting of the Committee there will be an agenda item "Conflicts of Interest". At that point members should declare any real or possible conflict of interest on matters listed on the agenda for the meeting. If a conflict arises later in the meeting it should be declared at that point.

Members should declare a conflict of interest when:

- a their name is under consideration for a placement;
- b the name of a close relative (eg spouse, sibling, offspring or parent) is under consideration for a placement;
- c the congregation in which they hold membership is being considered for a placement;
- d the congregation under consideration is one in which the member recently concluded a placement;
- e a minister under consideration for a placement is in a ministry team relationship with a member;
- f they are aware of any other real or potential conflict of interest.

In the event of (a) or (b), the member will leave the room while the matter is under discussion.

In the event of (c) to (f), the member shall declare the conflict of interest at the beginning of the discussion, may offer a comment, and will then leave the room while the matter is under discussion unless the meeting decides that the person should stay.

At any point in a meeting the Chairperson may advise a member that he/she has a conflict of interest and/or advise a person with a conflict of interest to leave the meeting for a particular item of business.

*Adopted 8 October 2010
Amended 14 August 2015*

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5.6 Placements Committee-Pastoral Assistance Committee Relationship

Placements Committee responsibilities in regards to Pastoral Assistance as outlined in the By-Laws for the Pastoral Assistance Committee.

The Pastoral Assistance Committee has a number of functions, one of which pertains to the Ministers Awaiting Placements Fund. In regards to this, the Placements Committee and Presbyteries have a significant role in ensuring the responsibilities and function of that fund are met.

The section of the By-laws of the Pastoral Assistance Committee that pertain to the Ministers Awaiting Placements Fund are printed in full at the end of this paper, however, in summary, the roles are to:

Presbyteries

- Write to the Secretary of Placements Committee on behalf of the minister advising of the dates of need and seeking confirmation of the minister's eligibility to receive assistance from the Fund. (By-law 4.3.1 (a))
- Provide advice to the Placements Committee on the minister awaiting placement regarding any restrictions on his/her availability, and where appropriate, his/her suitability for continuing in the ministry. (By-law 4.3.1 (b))
- In circumstances where a minister resigns their placement without having been called or appointed to another, the PRC must be consulted and give their agreement that there are valid reasons in order, normally, for that minister to apply for financial support from the Synod. (By-law 4.3.2 (a))
- Decide, in consultation with the Placements Committee on any course of study or other prescribed program to be undertaken by ministers who are receiving financial benefits from the Fund. (By-law 4.3.3 (a))
- Assist ministers receiving support to undertake supply ministry, where responsible bodies are without a minister or where the minister is absent on annual leave, long service leave, or sick leave, during the period that they are awaiting placement. (By-laws 4.3.3 (b&c))

Placements Committee

- Receive correspondence from the presbytery on behalf of a minister or from the minister directly. This letter must advise the period that support is being requested and asks the Placements Committee to confirm the eligibility of the minister for support. (By-law 4.3.1 (a))
- Request advice from the Presbytery regarding any restrictions the minister may have placed on his/her availability and on the minister's suitability for continuing ministry. (By-law 4.3.1 (b))
- Determine the eligibility of the minister to receive financial support. (By-law 4.3.1 (c))
- Notify the Pastoral Assistance Committee of the minister's eligibility. It is then the role of the Pastoral Assistance Committee to establish the financial circumstances of the minister and determine the level of support. (By-law 4.3.1 (d))

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The responsibilities of both the Presbyteries and the Placements Committee are interrelated and require each body to communicate well with each other and with the Pastoral Assistance Committee.

It is clear from the PAC By-Laws that it is the responsibility of the Placements Committee to determine the eligibility of a minister to receive funds. In order to do this, it is the suggestion of the Executive that a register be kept by the Secretary of the Placements Committee of those ministers whose names have been forwarded to the Pastoral Assistance Committee and the dates for which they were declared eligible to receive funds. When pastoral assistance is sought for a minister, the Secretary will refer to the register and advise the Placements Committee of any pertinent information that will assist in their determining the eligibility of a minister.

Adopted 12 July 2013

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Extract from the By-Laws for the Pastoral Assistance Committee

Most recently amended by Standing Committee minute 05/29.1 dated 27 July 2005

4.3 In relation to the Ministers Awaiting Placement Fund:

- (a) The purpose of the Ministers Awaiting Placement Fund (the Fund) is to provide financial support to ministers who are awaiting a call or appointment to a new placement;
- (b) The Fund shall be derived from the annual levies from responsible bodies which are paid as part of the quarterly fixed charges as determined from time to time by the Synod;

4.3.1 Procedure

- (a) The presbytery on behalf of the minister, or the minister seeking support from the Fund, shall apply in writing to the Secretary of the Advisory Committee on Ministerial Placements for confirmation of his/her eligibility for financial support and advise the period for which support is required from the Fund.
- (b) The Advisory Committee on Ministerial Placements shall request the presbytery to provide advice on the minister awaiting placement regarding any restrictions on his/her availability, and where appropriate, his/her suitability for continuing in the ministry, before recommending any financial support.
- (c) The Advisory Committee on Ministerial Placements shall determine the eligibility for receiving financial support, the duration of which shall normally be for periods of not more than a total of three months, or until the minister obtains paid employment, whichever occurs first.
- (d) The Committee, following receipt of the notification of eligibility for support from the Advisory Committee on Ministerial Placements, shall establish the minister's financial circumstances and the level of support required.

4.3.2 Limitations

The provision of financial benefits from the Fund may be limited under some circumstances, as follows:

- (a) Ministers who resign their placement without having been called or appointed to another will not normally be considered for financial assistance unless prior to giving notice of resignation, they have consulted with their Pastoral Relations Committee (PRC) which agrees that the minister has valid reasons for seeking to resign his/her placement and has the support of the PRC in applying for financial support from the Synod.
- (b) Where a minister has placed severe restrictions upon his/her availability, the Synod has no on-going financial obligation, unless some flexibility is allowed in the application of this principle where there are special family or health needs.

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4.3.3 Other Considerations

- (a) Ministers awaiting placement who are receiving financial benefits from the Fund may be required to undertake a course of study or engage in such other prescribed programmes as are decided by the presbytery, after consultation with the Advisory Committee on Ministerial Placements.
- (b) Ministers awaiting placement will usually be required to undertake supply ministry, where responsible bodies are without a minister or where the minister is absent on annual leave, long service leave, or sick leave, during the period that he/she is awaiting placement. Any supply or other income received whilst awaiting placement must be remitted to the Committee to be offset against payments from the Fund (with the exception of travelling allowance for supply).
- (c) Responsible bodies without a minister, or where the minister is absent on annual leave, long service leave or sick leave are to be encouraged to obtain supply ministry firstly from amongst those ministers being supported by the Fund before seeking supply from any other source.

5.7 Guidelines for the Placement of Ministers of Other Denominations (including overseas churches)

A. General Comments

The difference between “Placement” and “Reception”

These guidelines are about the appointment into a Uniting Church placement of a Minister who is and will remain a Minister in good standing in another denomination – one who is not seeking reception as a Minister of the UCA. It is assumed these ministers of other denominations will normally serve in the UCA for a defined term, and then return for further service with their own denomination.

These processes are quite distinct from the process for Admission of Ministers from other denominations, whereby a minister of another denomination applies to become a Minister of the UCA. In the UCA’s understanding, when such a Minister has fulfilled all the requirements of the Admission of Ministers Committee, s/he ceases to be a minister of the original denomination.

The appointment of a minister of another denomination into a UCA placement does not prevent that minister from later applying for reception as a Minister in the UCA.

The Placement Process

As soon as the Presbytery is aware that a placement needs to be filled in a migrant-ethnic congregation, representatives of the Presbytery need to confer with the Church Council and the Secretary of the Placements Committee about the process to be used.

Is there a suitable person already in Australia?

If there is, the JNC can get references from people known to the Synod, and it will shorten the time as there will be no visa to obtain. For these reasons, the Placements Committee will seek to identify first any suitable UCA Ministers, or ministers of another church within Australia with which the UCA is in partnership.

The Synod cannot support a visa application for an overseas minister unless it genuinely believes that there is no suitable person available in Australia.

Cultural issues

A Presbytery should seek independent advice about the migrant-ethnic culture, and about its church culture, from people who are not members of the congregation, to ensure it does not simply impose European norms. It will also ensure that claims about the culture are not used as excuses for decisions that have really been made for other reasons. The Synod Cross-cultural Mission and Ministry Committee may offer independent comment on questions of cultural compatibility.

In any migrant-ethnic congregation two cultures are interacting. Those who minister there need to be able to relate to people from the migrant culture, recently arrived in Australia, using the language of that culture. They must equally be able to relate to the children of earlier migrants, who have grown up in Australia, using the English language, and face the issues and problems of Australian society.

The Profile

Congregations often need to be helped to understand the importance of the congregational profile. It can easily be seen as a piece of unnecessary bureaucracy. They need to be helped to understand that the profile is a document in which the congregation, the presbytery and the Synod make an agreed statement about ministry and mission in that congregation.

The Presbytery needs to stress that, once the new minister has arrived, the congregation will not be free to send the person away again if their ministry is unsatisfactory. If they later have serious complaints, they will need to present them to the presbytery. If the presbytery finds that the minister is being blamed for not fulfilling an expectation that was not mentioned in the profile, the presbytery will find it hard to support the congregation's claim.

Presbyteries must check that the expectations on the minister are reasonable. Migrant-ethnic ministries are among the most demanding placements in the Uniting Church. In Melbourne, most migrant-ethnic congregations draw their membership from across the whole metropolitan area and beyond. It is not uncommon to find that members expect regular visiting to an extent that defies the laws of arithmetic in a city the size of Melbourne. Indian Christians have an expectation that ministers will call and bless a new house before the family moves in. Indian ministers may even be called on to bless the houses of Hindu families who cannot obtain a Hindu priest. These expectations are often invisible to presbyteries.

The profile will normally need to make clear that the person needs to be able to lead worship and offer pastoral care in two languages and across two cultural traditions. The familiar tension over traditional or contemporary music in Anglo congregations is replaced by a three-way distinction between cultural traditional Christian music, Anglo traditional and contemporary music in whatever language.

Submission of names to Placements Committee

Provision of names by the Placements Committee is a rather different process to that involved when ministers move within a Synod. The JNC may receive the name of a person not known to any members of the JNC, and will meet the person and consider the proposed name.

With migrant-ethnic congregations considering a minister already in Australia, the dynamic is rather different. The minister may be in another Synod or denomination, and may not be known to any member of the Placements Committee, but will often be well-known through a migrant-ethnic network. Indeed several members of the JNC may have met the person, and may well have suggested the name to the Placements Committee because they already have a view about the person.

With ministers being considered from overseas, names may arise from the General Secretary or Secretary of Placements Committee contacting the denomination, from contact the members have with the home church, or from suggestions by other ministers from or familiar with that culture. The JNC will need to consider these names and obtain a profile from the minister in question and submit it to the Placements Committee when it suggests that name. This means there has to be conversation between the JNC and the minister before the name comes to Placements Committee. This cannot be avoided.

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Consideration of the person - Consideration by the JNC

A person from overseas needs to be considered at the same time by the JNC and by the Synod Committee on Admission of Ministers.

The JNC will normally consider the profile and discuss a possible call with the minister by phone or video conference. It will obtain comment from referees, and may well seek a video of the minister conducting a service.

Once the JNC is about 80% clear that it wishes to call the particular minister, the General Secretary of Synod contacts the minister's denomination to ensure that the minister is in good standing. The lending denomination may also have expectations about the length of time it is willing to release the minister, and these must be respected.

The minister will need to visit the congregation to consider the call. The visiting minister would normally preach, which makes it hard to keep the name confidential.

Consideration by the Synod [NB not for those seeking reception as a UCA Minister]

The suitability of a minister to be on loan from another denomination is assessed by the Synod Committee on Admission of Ministers, who then make comment to the JNC and/or the presbytery. This must happen during the week that the person is in Australia for conversation with the congregation. It is unfortunate but unavoidable that this meeting can only come at a point when the JNC is probably well-advanced in its thinking about the person. Wherever possible, this Synod Committee should include a person who understands the minister's language and church culture, but who is independent of the receiving congregation.

Issuing the Call

Once the JNC is satisfied, including taking seriously any advice from the Synod Committee on Admission of Ministers, the call is presented to the Presbytery and then to the Congregation.

Who pays?

The cost of bringing a minister to Australia needs to be clarified early in the process. While a minister is being considered, the cost of bringing the person to Australia and accommodating them here is the responsibility of the congregation. Once a minister has been called, the Synod commonly meets half the reasonable cost of moving the minister, spouse and family to Australia.

The Congregation may need to consider helping the minister with furniture for the manse.

The minimum period

Unless otherwise agreed with the home church, the period of secondment is normally for an initial term of five years.

Ministers who intend to remain in Australia beyond five years, especially if they wish to be considered for further placements in Australia, may wish to consider making application to become Ministers of the Uniting Church. This would mean that they relinquish the status of ministers in their original church.

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Celebrating Marriages

Currently the Uniting Church is having difficulty when it seeks to register a minister of an overseas church to conduct marriages. Churches would do well to check on the current situation with the General Secretary.

Appointment of a Mentor

All Ministers are expected to receive supervision. When a minister has arrived from overseas, it may be particularly helpful if the presbytery is careful to appoint a mentor from outside the new minister's culture. The mentor would, among other things, help the minister to understand the functioning of the Uniting Church, and identify issues in Australian society that are impacting on members of the church and resources for dealing with them.

B. Guidelines

1. General Principles

- 1.1 Normally only a Uniting Church Minister may be considered for a UCA ministerial vacancy. Any proposed exception must be justified to the presbytery and the placements committee.
- 1.2 The case for an exception normally will be one or more of the following:
 - (a) Reasonable attempts have been made to find a Uniting Church Minister without success;
 - (b) The placement is in an ecumenical context, where experience of another church would be of particular value;
 - (c) A migrant-ethnic congregation requires a minister from that culture, fluent in that language;
 - (d) The position is one which is highly specialised and would normally be advertised;
 - (e) The appointment is made as part of an exchange of ministers or in an agreed cooperation arrangement with another church.
- 1.3 The placement process, including the role of the Placements Committee, the presbytery and the congregation in approving a Call, should follow Uniting Church processes as far as possible. Any departure must be agreed between the Church Council, presbytery, Placements Committee and the Secretary of Placements Committee before the nominating process begins.
- 1.4 All ministers of other denominations appointed to placements in the UCA must express their willingness, whilst in the placement, to live and work within the faith and ethos of the Uniting Church as described in the Basis of Union, and to abide by the Code of Ethics.

2. Short-term appointments

- 2.1 Congregations are not entitled to enter into a 'private arrangement' with a minister of another denomination, and must act in consultation with the presbytery.
- 2.2 A congregation wishing to invite a minister of another denomination into supply or other short-term situation (normally one year maximum) must seek approval of the presbytery.

- 2.3 Any proposal to appoint a minister of another denomination for more than one year, or to extend a shorter appointment beyond one year, should be regarded as a placement, be listed by the Placements Committee, and dealt with using the placement process in Reg. 2.7.16 and the following sections of these guidelines.

3. Placements where a UCA Minister is not readily available

- 3.1 Where a congregation and presbytery has been seeking to fill a placement without success, and becomes aware of a suitable minister of another denomination, the process follows the normal process in Reg. 2.7.16, with the following additions.
- 3.2 The presbytery needs to obtain a profile of the minister and lodge it with the Placements Committee before it asks for the person to be listed for conversation with that placement. This of necessity means that the presbytery must ask the minister about their availability before bringing the name to the Placements Committee.
- 3.3 Before the JNC resolves to seek to call that person, the Secretary of the Placements Committee contacts the minister's denomination to establish their good standing.
- 3.4 The minister meets with the Synod Committee on Admission of Ministers. The presbytery should heed their advice before it makes its decision.

4. Ecumenical Contexts

- 4.1 The presbytery or other appointing body needs to obtain a profile of a minister being considered and lodge it with the Placements Committee before it asks for the minister to be listed for conversation with that placement. This means that the presbytery must ask the minister about availability before bringing the name to the Placements Committee.
- 4.2 Before the JNC resolves to seek to call that person, the Secretary of Placements Committee must contact the person's denomination to establish their good standing.
- 4.3 A meeting with the Committee on Admission of Ministers may be judged less necessary in such cases. The presbytery should confer with the Secretary of Placements Committee about this.

5. Placements in migrant-ethnic Congregation

- 5.1 Where the presbytery and congregation expect to fill a vacancy with a minister from an overseas church, the following process should be followed as far as possible.
- 5.2 The presbytery and Church Council should study this process and agree on any departure from it before selection begins. The Secretary of Placements Committee, who must negotiate with the other church, needs to be aware of and concur with any such variation.
- 5.3 Some common causes for variation are:
- (a) the need to advertise the placement (which implies an expectation that all short-listed will be considered concurrently),
 - (b) names may be nominated by the parent denomination,
 - (c) the denomination of origin may have other placement processes which need to be considered.
- 5.4 The profile should be prepared as normal.
- 5.5 The Terms of Placement should be similar to those of other placements.
- 5.6 The profile should be approved by Church Council, presbytery, and Placements Committee.

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- 5.7 The JNC considers names of ministers to suggest to the Placements Committee. Possible names may arise:
- (a) from the overseas denomination's leadership,
 - (b) from members of the congregation,
 - (c) from UCA leaders familiar with that church and culture.
 - (d) from ministers overseas who express interest.
- 5.8 Before the Placements Committee is asked to approve a conversation with a minister, the JNC must contact the minister to establish that s/he is willing to be considered. It makes no sense to bring a name to the Placements Committee unless this availability has been established. The minister should also be asked to provide a profile, or at least a CV and other relevant information.
- 5.9 The profile or other information about the proposed minister/s is tabled with the Placements Committee and permission for a conversation sought.
- 5.10 The Secretary of Placements Committee contacts the minister's denomination to establish good standing and to seek its advice, including advice about the period of time the minister is released to the UCA.
- 5.11 If the Placements Committee approves the name, the JNC conducts conversations with minister/s, initially by letter, phone and/or email. The minister must now provide a profile if this was not done earlier. The referees are consulted.
- 5.12 If the conversation proceeds well, the minister is invited to visit the congregation and meet the JNC in person, and may be invited to lead worship. No call should be considered without this personal meeting. The cost of this visit is normally the responsibility of the congregation.
- 5.13 When this visit occurs, the minister is expected to meet with representatives of the Synod Committee on Admission of Ministers. They will advise the presbytery if they have concerns about the minister's appropriateness to serve within the Uniting Church.
- 5.14 Once the JNC is satisfied, they seek leave from the presbytery. The presbytery heeds any comment from the Committee on Admission of Ministers in making its decision.
- 5.15 The proposal to Call is then placed before a congregational meeting. If approved, a letter of Call should then be sent to the minister.
- 5.16 The Secretary of Placements Committee will then make application to Immigration authorities to sponsor the minister.
- 5.17 The Church Council and the Secretary of Placements Committee need to discuss who meets the costs of moving the person and family to Australia.

6. Advertised Placements

- 6.1 Ministerial placements may not be advertised without permission from the Placements Committee.
- 6.2 Permission to advertise implies that the appointing body is free to consider any applicant, and to consider all applicants concurrently, subject to the Secretary of Placements Committee receiving assurance that the person is a minister in good standing.
- 6.3 In some cases, the Placements Committee may require that the name considered be reported to it and it be given the opportunity to advise before the appointment is made.

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7. Ecumenical co-operation

- 7.1 Appointments in co-operating congregations are made according to the relevant agreements between the co-operating churches.

8. Oversight and Discipline

- 8.1 Ministers of another denomination exercising a ministry in the Uniting Church are responsible to the presbytery or other appointing body for the exercise of their ministries and to the appropriate authority in their own church in matters of faith and discipline.
- 8.2 Such ministers must express their willingness while in the placement to live and work within the faith and ethos of the Uniting Church as described in the Basis of Union, and abide by the UCA's Code of Ethics and Ministry Practice.
- 8.3 As with any minister, any placement of a minister of another denomination may be terminated by the presbytery or other appointing body of the Synod with reasonable notice, and the exercise of ministry in the Uniting Church may be suspended without notice by the Moderator.
- 8.4 Any complaints about a minister of another denomination should be treated as nearly as possible in the same way as complaints about a minister of the Uniting Church, and reference should be made to the appropriate authority in the minister's own church if disciplinary action needs to be taken.

9. Participation in the Wider Church and its Government

- 9.1 Presbyteries and other appointing bodies should ensure that, as far as possible within the Regulations, ministers of other denominations serving in the Uniting Church are encouraged to participate fully as ministers in the work of their presbytery as a council of the church and in other appropriate bodies of the Uniting Church.
- 9.2 Official responsibilities in co-operating parishes and related forms of participation should be according to the relevant agreements between the co-operating churches governing the appointment, with due allowance for the work load which results from participation in the councils of more than one church.

*Adopted 30 January 2004
Latest Amendment Nov 2007*

5.8 Procedures for Intentional Interim Ministries

1. Definition

Intentional Interim Ministry (IIM) is a particular form of interim ministry in which specified tasks, responsibilities and/or ministry emphases for a designated period of time are undertaken pursuant to an agreement between the congregation (or other body), the presbytery and the minister.

2. Initiation of an IIM in a particular placement.

- 2.1 The decision to provide interim ministry through IIM shall be made by the presbytery, normally at the request of, or after consultation with, the congregation or other body concerned.
- 2.2 An IIM should be initiated only as part of the strategic ministry and mission planning of the presbytery and its congregations and other bodies.

3. In what circumstances should IIM be provided?

- 3.1 IIM should only be provided when it is clear to the presbytery that there are quite specific and important tasks to be completed prior to the commencement of the next regularly settled minister.

Situations in which IIM may be appropriate include:

- healing after a time of division in the congregation;
- trauma relating to the conclusion of a placement (eg sudden death of a minister, removal of a minister through discipline or other termination procedures);
- recognition that a change in direction of congregation's ministry is necessary/desirable, because of substantial demographic or sociological changes in the community; and
- the need to address particular power bases or other destructive undercurrents.

- 3.2 During the entirety of an IIM the regular placement will be vacant, and Presbytery Representatives to the JNC will be appointed. Subject to all proper presbytery and Placements Committee procedures being followed, steps to fill the vacancy in the regular placement can be commenced at any time during the IIM, although the new placement could not begin until after the agreed date of conclusion of the IIM.

- 3.3 IIM is not normally appropriate in congregations with more than one designated placement unless each of the regular placements is vacant (ie an IIM should not normally be part of a team ministry where one or more of the ministers will continue beyond the IIM).

4. Length of IIMs

Any IIM will be for an agreed period, normally not less than twelve months and not more than twenty-four months.

5. Procedure for Appointment

- 5.1 The Presbytery shall determine that a particular placement is suitable for IIM.
- 5.2 The presbytery, normally in consultation with the congregation or other body shall prepare a short profile for the IIM, indicating:
 - 5.2.1 The length of the IIM;
 - 5.2.2 A statement of intentions and expectations for the IIM, including the issues, projects, ministry emphases which are to be addressed during the IIM;
 - 5.2.3 Whether the IIM will be undertaken on a full-time basis, or other time fraction;
 - 5.2.4 The names of the presbytery representatives to the JNC for the placement.
 - 5.2.5 Terms of placement for the IIM, including provision of all the allowances and benefits which apply to ministers in regular placements.
 - 5.2.6 Whether the placement is in the congregation or the presbytery.
- 5.3 The Presbytery will request Placements Committee to list the IIM as a limited tenure placement required, to be filled by appointment following Placements Committee initiative.
- 5.4 Placements Committee will consider the needs of the placement, and place an initiative on a minister.
 - 5.4.1 In its consideration of names of persons potentially suitable for the IIM Placements Committee will include, but not be limited to, those ministers who have completed an approved course on IIM;
 - 5.4.2 In determining names of ministers suitable for the IIM Placements Committee will seek to identify available ministers who have gifts for and experience relative to the needs identified in the profile.
 - 5.4.3 Priority will be given to any ministers approved by the Synod to minister full-time in intentional interim ministry.
- 5.5 In response to the initiative the minister and the presbytery will enter negotiation. The presbytery will normally include representatives of the congregation or other body in the processes of negotiation.
- 5.6 Upon negotiation being completed satisfactorily Placements Committee will recommend to the presbytery that the presbytery appoint the Minister under the terms of Reg 2.8.1. The letter of appointment will include the statement detailed in 5.2.2. above.
- 5.7 The IIM will be recognised as a limited placement, and from the date of the placement the minister will be placed on the roll of the presbytery (Reg 2.9.1) and classified under Reg 2.6.1 (b) (i) – Designated as in active service in an approved placement.
- 5.8 The commencement of an IIM will be recognised by the presbytery in an Induction service conducted in the congregation.

6. The regular placement

- 6.1 From the time the concluding placement is to become vacant the presbytery will appoint representatives to the JNC.
- 6.2 The appointment of presbytery representatives to the JNC will continue notwithstanding the commencement of an IIM. The role of the presbytery representatives to the JNC is restricted to working with the congregation/s in filling the next regular placement to date from the conclusion of the IIM.
- 6.3 The presbytery may request the presbytery representatives to the JNC to also be agents of the presbytery in reflecting with the IIM on progress towards the achievement of the intentions and expectations of the IIM.
- 6.4 The IIM will seek to prepare the congregation to anticipate and welcome the next regular placement.
- 6.5 The minister undertaking the IIM will take no part in the processes of selection of the next regularly placed minister.
- 6.6 Under no circumstances can the minister undertaking the IIM be considered for Call as the next regularly settled minister.
- 6.7 At the conclusion of an IIM the presbytery (or its representative/s) will lead a litany of release and thanksgiving in the congregation.

*Approved by JPSAC 20 February 1998
Latest amendment Placements Committee 12 August 2011*

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