



PROTOCOLS, POLICIES AND GUIDELINES FOR PLACEMENTS COMMITTEE

2: Advertising & Expressions of Interest



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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.

2.1 Advertising Placements: Guidelines

1. Making Known Vacant Placements

All placements must be listed with the Placements Committee, and the Committee will normally consider suitable names for each placement. However, for some non-congregational placements the Placements Committee may be unable to offer names and need to rely on advertising.

The list of current and pending vacancies is regularly published in *Crosslight* and on the Synod website. Ministers and JNCs have the opportunity at any time to express to the Placements Committee an interest in a particular placement/person. However, as many non-congregational placements may be filled either by a person in one of the specified ministries or by a suitably qualified lay person, it is important that a wider field of potential candidates is made aware of the vacancy. Transparency demands that such vacancies be more widely advertised.

On occasions a dual process of both Placements Committee providing names for a conversation and advertising will occur. Sections 3 and 4 of the guidelines below provide for this.

2. Vacancies in Congregational Placements

Criteria for advertising in congregation placements will normally be for reasons such as:

- a prolonged vacancy that has not been able to be filled by normal processes;
- the vacancy requires particular skills or expertise that may not be typical for most ministers;
- the vacancy requires a minister to have particular cultural and/or context awareness.

A congregational vacancy can be advertised only with the approval of the Placements Committee. Requests to advertise will be made by the presbytery after consultation with the congregation/s involved. In making such a request the presbytery must provide reasons why the placement should be advertised. If permission is given, the advertisement should indicate that expressions of interest are to be made to the Secretary of the Placements Committee.

3. Vacancies in non-congregational Placements

All non-congregational placements may be advertised, using the steps outlined below. It is important that the processes followed are fair, transparent, and respect the role of the Placements Committee.

(a) Where the body seeking the placement is related to a presbytery:

If the body seeking the placement is related to a presbytery (eg a school or a UnitingCare agency), the presbytery should be advised of the vacancy, and 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. These documents are forwarded to the presbytery (usually through the PRC) for approval. The presbytery then forwards the profile to the Placements Committee for listing.

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.

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.

Expressions of interest may be made direct to the JNC or other appropriate local selection panel.

A copy of the advertisement should be sent to the Secretary of the Placements Committee.

(b) Synod or Assembly placements

If the body seeking the placement is the Synod or the Assembly or a commission of either, the body concerned is free to advertise once the appropriate council of the church has approved the profile/position description and Terms of Placement. The closing date for expressions of interest should not precede the next scheduled meeting of the Placements Committee.

A copy of the advertisement should be sent to the Secretary of the Placements Committee.

4. Placements Committee actions

The Placements Committee may itself initiate the proposal of a name of a suitable person for an advertised placement. In such circumstances the Placements Committee will inform that person 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 JNC of its action and the reasons why the person has been proposed.

The Church expects that the JNC/Selection Committee will include with those short-listed for interview any Minister who responds positively to a proposal by the Placements Committee.

If the body seeking a non-congregational placement 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".

When permission to advertise is given, Document 2.1 will be sent by the Placements Committee Secretary to the body seeking to advertise a placement. When placing an advertisement the following advertising template should be used to ensure that expressions of interest are made through the Secretary of the Placements Committee. The advertisement should include:

<p style="text-align: center;">[UCA logo or Synod livery]</p> <p style="text-align: center;"><i>[Name of the placement or congregation/s]</i></p> <p style="text-align: center;">Expressions of interest are invited for a <i>[time fraction, eg 'full-time']</i> ministry placement at <i>[name of the placement or congregation/s]</i> to commence <i>[date of start of placement]</i>.</p> <p style="text-align: center;"><i>[Short statement describing the context of ministry and/or the kind of ministry required.]</i></p> <p style="text-align: center;">Inquiries can be made to the Secretary of the Placements Committee of the Synod of Victoria and Tasmania at placements.secretary@victas.uca.org.au</p> <p style="text-align: center;">Applications close <i>[date after the next Placements Committee meeting (usually second Friday each month)]</i></p>
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*Adopted 12 September 2003
Amended November 2007; 12 August 2011
Latest amendment 11 May 2012*

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2.2 Expressions of Interest in Placements

Paragraph 2.4 – *Provision of Names*, in the ‘National Handbook of Procedures for the Placements of Ministers’ states:

In its discernment of appropriate names the Placements Committee, which includes members from several inter-related councils, is engaged in a process of prayerfully seeking God’s will ... The Placements Committee considers any expressions of interest from a Minister or Joint Nominating Committee and may include these names in those conveyed to the Joint Nominating Committee for conversations.”

- Ministers may lodge an expression of interest in up to three present or pending placements at any one time.
- Joint Nominating Committees (JNCs) may lodge an expression of interest in ministers who are currently on the ‘Available for Placement’ list for that placement;
- expressions of interest must be advised in writing to the Secretary of the Placements Committee, advising the reason for the interest.

Any intimation of interest in a particular placement made to any other member of the Placements Committee, while that may be reported in the committee’s prayerful discernment, will not be regarded as a formal expression of interest.

- The Secretary of the Placements Committee will promptly receipt the expression of interest. The receipt shall include advice:
 - that the minister’s name will be prayerfully considered by the Placements Committee when that placement is under consideration;
 - that expression of interest does not guarantee that consideration will necessarily result in the minister’s name being offered to the JNC by the Placements Committee;
 - that if the minister’s name is offered to the JNC they will be advised by their Placements Committee presbytery representative; and
 - that in the case of placements that have been advertised:
 - if the minister’s name IS offered to the JNC by the Placements Committee that her/his name will be shortlisted against any other names the JNC determine to consider; and
 - if the minister’s name IS NOT offered to the JNC by the Placements Committee s/he is free to apply directly without prejudice.

*Adopted 11 May 2012
Latest amendment 11 November 2016*