# Hamilton South Baptist Church

# Appointments Policy

## Purpose

* To ensure that the appointment process can be shown to be robust and without bias.
* To ensure that practical steps are taken for the protection of all parties.
* To ensure that the laws of the land are met as applicable.

**Roles**

* The congregation is the appointer of Elders, Pastoral Staff, and lead ministry roles, both paid and voluntary, and ratify all such appointments.
* The congregation delegates authority for appointment selection in the following situations:
  + To a selection team for a Senior Pastor, according to the appropriate process.
  + To the Elders for the appointment of paid staff other than a Senior Pastor, according to the appropriate process.
  + To the Elders and Pastoral Staff for ministry area leaders, according to the appropriate process.
  + To ministry area leaders in appointing team members, according to the appropriate process. Ministry team members are appointed under the oversight of the Pastoral Staff, and do not require ratification at a church meeting.
  + The delegated selection team will be responsible for developing the job description, person specification, selection criteria, advertising, short listing, interviewing and bringing a recommended appointment.
  + Any unresolved issues during the appointment process should be referred to the Elders, who will call a church meeting if deemed necessary.

**Process**

* Selection teams shall include where possible a minimum of a member of the Pastoral Staff, an Elder, and at least one other church member.
* Where a conflict of interest occurs, e.g. the applicant is a family member, that selection team member is not eligible to take part in making the decision for selection, and will therefore require replacement.

#### Where the position is a paid role working with children (Child is defined as under the age of 18 and not in a marriage or civil union. [VCA2014 S5.1]) that person shall require:

* + Verification of identity through passport, drivers licence or birth certificate.
  + Personal interview, contact of referees, and police check.
  + Evaluation of information and assessment of risk this person would pose to the safety of children if engaged.
* Where the position is a voluntary role working with children, a police check is required if 18 or older.

**Documents**

* Our appointment policy is governed by the following documents:
  + The Hamilton South Baptist Church Constitution.
  + The Baptist Union of New Zealand Administration Manual.
  + The Vulnerable Children Act 2014.

## Review

This policy will be reviewed on an annual basis or at such other times as deemed necessary.

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| **Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |