



B04 Recruitment Policy Ettalong Baptist Church

Purpose:

This policy is written to ensure that the recruitment processes and procedures within Ettalong Baptist Church are based in Scripture, adhere to current legislation, and reflect the principles of the Ettalong Baptist Church Leadership Document, and The Ettalong Baptist Church Constitution.

The policy applies to leadership positions paid and unpaid within the church.

Procedure:

1. Before any recruitment process is undertaken, the documents listed above must be reviewed to provide process guidance and information on competencies for each role.
2. Whilst basing the recruitment process in biblical and spiritual truth, and on guidelines provided by the wider Baptist Church administration, e.g. on gender, age, qualifications etc, the recruitment process must adhere and comply with current employment legislation. This legislation would include but would not be limited to:

Federal law:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.
- Fair Work Act 2009.

These laws should be read in conjunction with the relevant NSW law and set the minimum requirements that support the recruitment process. Relevant guidelines from the Baptist Association of NSW & Act should also be considered.

3. Simply put, it means that any recruitment process must be fair, unbiased and based on the requirements for the role set out in relevant documentation.
4. Positions are created in replacement of existing staff or in response to growth needs of the church. New positions are supported by a document that justifies the new role.
5. The recruitment process for paid pastoral roles will be the responsibility of a special recruitment committee, formed to fill the specific vacancy identified. This committee will have a minimum of three people.
6. The recruitment process for volunteer leader roles is as set out in the Ettalong Baptist Church leadership document.
7. Any candidate with conflict of interest concerns within the special committee should be declared before the recruitment of paid pastoral staff.



8. Selection criteria will be outlined in detail within a job description for the Ministerial/Pastoral role, (as outlined in the Leadership document should be evaluated by way of interview, reference and some observation (i.e. of preaching style).
9. Each person involved in the recruitment process should provide objective feedback around each criterion in written form. This feedback would then be evaluated by the head of the special committee appointed to carry out the specific paid pastoral recruitment process.
10. The recruitment process for paid pastoral roles should be carried out in a confidential manner. The special committee will set the minimum criteria around the recruitment of a pastoral role. Questions will be established with model answers and responses. Notes must be kept of the process for six months and a letter (or email) acknowledging response for the position and verbal feedback provided to unsuccessful candidates who are interviewed.
11. Paid positions must be screened in accordance with our recruitment and screening procedures and using the Safe Ministry Screening Questionnaire.