

Appointment to a Ministry Location Identified as suitable for Ministry of Pastor

Check Lists

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|---|
| <input type="checkbox"/> Appointing Body (usually a Church Council) |
| <input type="checkbox"/> Presbyteries |

- Decide that a Ministry position is required and prepare a Position Description
- Consult with the Presbytery about the position and the Position Description (2.14.3) and terms of appointment (2.14.9)
 - Review Position Descriptions from Congregations and Agencies and determine whether the ministry is appropriate for designation as a Pastor appointment (2.14.5)
- Receive advice from the Presbytery on whether the position will be a Pastor appointment (2.14.5(b))
 - Approve the Position Description and terms and conditions of appointment (Seek HR advice from the Synod) (2.14.3, 2.14.9)
- Advertise the position making clear that the person will have to comply with the Pastor Regulations
 - Participate in the appointment process (3.4.4(k))
- Interview the applicants (2.14.7)
 - Assess for Core Competencies (2.14.9(a))
- If required, seek Presbytery permission to appoint prior to demonstration of Core Competencies (2.14.9(b))
 - Receive and address any requests for a probation period during which time the Core Competencies must be demonstrated (2.14.9(b))
 - Check that the employing body is following the HR advice provided by the Synod
- Arrange for the supply of relevant equipment and for salary to be paid, working with children checks” if appropriate, establish a personnel file including a record of competencies demonstrated (Core and General), arrange an orientation to the position, etc
- Liaise with the Presbytery to conduct a Commissioning Service when all requirements have been met (2.14.11)
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 - Advise the Placements Committee of the Commissioning of a Pastor and the nature of the ministry being exercised (2.14.11)
 - Arrange for the assessment of General Competencies that are relevant for the ministry to which the person has been appointed. (2.14.13)
 - Develop a learning agreement with the Pastor to address the development of the required competencies
 - Monitor the progress of the Pastor’s learning agreement
 - Advise the Synod Ministerial Education Board, annually, of the Pastor’s learning agreement and progress and provide feedback concerning the assessment and supervision of the Pastor