

PAID EMPLOYEES

All paid employees in the parish and across the Diocese are employed by the Diocese. The contracts of employment are approved and signed by the Diocese. The Diocese is the employing body and the legal entity for the employment arrangements. Consequently, all Duty Statements and Job Descriptions, the contract of employment and terms and conditions of employment must be approved by the Diocese before a commitment is made to an individual. This enables the Diocese to ensure the documents and commitments are industrially correct and appropriate, and are fit for purpose and comply with Safe Church obligations.

The Oversight Committee. This is a Sub-Committee of the Parish Council established in each parish with a minimum required membership of the Committee set out in line with The Parochial Statute 2017. This Committee is required to ensure there are job descriptions in place for all the roles carried out in the parish; to make sure that proper supervision, performance expectations, training and resourcing are in place for the individuals, as part of our Safe Church commitment.

On the Diocesan website will be found all the templates for the different roles which can be used to meet the needs of the parish. Any variations for local circumstances must be advised to the Diocesan office and kept on record. If you are creating a new role, please speak to the Diocesan Secretary to ensure the Role Description and Duties are in line with the hourly rate that needs to be paid.

It is worth noting whether a position is paid or voluntary, all positions should have a Duty Statement and Accountabilities and Responsibilities clearly stated; including who is supervising the person in this position.

Changes to the arrangements must be negotiated with the appropriate supervisor and any changes discussed with the Oversight Committee before they are made; and any changes to the hours worked (if paid) must be advised to the Diocesan Secretary and Payroll Officer to ensure these changes are implemented in a timely manner. This includes all holiday and sick leave notifications or Leave Without Pay.

All positions, whether voluntary or paid, are subject to expectations of reasonable behaviour, accountabilities and responsibilities being ensured by the individuals, in other words their duties and responsibilities must be fulfilled and support provided to enable this to happen. The Code of Good Conduct is in place for people to follow and forms part of any Church Worker arrangement.

If this is not occurring, the performance or conduct of the person will be brought to their attention in a respectful and helpful manner, and support and assistance will be offered to ensure the standards expected by everyone are maintained and delivered for the community. If this is not possible, and does not occur after a reasonable period of time, those involved will bring the working relationship (whether paid or voluntary) to an end. The parish and Diocese and the worker have the right to expect accountability on all aspects of this working relationship.

Job Descriptions

Approval by Parish Council

When a role is identified by the parish council as being necessary, the Oversight Committee will work on the role description, duties and other obligations, liaising with the Diocesan Office to confirm suitability. There must be a clear correlation between the role, the skills and expertise required and the 'fit' with the Anglican Church's ethos. The Parish Council must approve all the paperwork before any employment arrangements are commenced. All paperwork must be provided to the Diocesan Office once it has been approved by Parish Council.

Terms and Conditions of Employment

Approval by Parish Council

All the terms and conditions of employment, once finalised by the Oversight Committee must be approved by Parish Council. Any variations that occur and are agreed between the parish and the individual, must be approved by Parish Council and the Diocese.

Approval by Diocesan Office

All job descriptions, terms and conditions of employment, contracts must be approved by the Diocesan Office and all the paperwork supplied to the Diocesan Office to ensure correct payment is made of the salary.

When the contract is signed by the employee, it must be forwarded to the Diocesan Office, to the Diocesan Secretary for the Diocese to sign the contract on behalf of the parish.

Selection Process

Interview Process

When Parish Council has approved the recruitment of an individual to fill an identified role, it is important to undertake a thorough recruitment process.

This includes:

- Preparing and providing the Duty Statement, hours of employment, rate of remuneration, place of employment and any other arrangements that have been agreed by Parish Council and endorsed by the Diocesan Office.
- Advertising the position to attract applications. This might be through regular advertising, in the community, and in the parish, through the parish communication channels.
- When making a shortlist of the applicants, there must be a clear correlation between capacity to do the job, i.e., the individual having the necessary skills and experience, and the ability to do the work that is required.

- An interview process must be followed with at least two people interviewing, preferably a male and a female. If uncertain about the process, please ask the Diocesan Office for advice. There are questions that cannot be asked and the process must be objective and the best person selected as the preferred applicant.
- The interview process should preferably include at least two rounds, an initial conversation and a second conversation including the priest.

Reference Checks

Once a preferred applicant has been selected, reference checks must be carried out with agreed questions reasonably similar for all the applicants being interviewed, and it is not sufficient to place weight on personal knowledge of the applicant where this occurs. Bias and personal preference must be named if this is the situation in a local community, and a well-known parishioner applies and the parish council must be aware of the potential conflict and bias.

Safe Church Process

The Safe Church obligations, require the parish and the Diocese to make sure the appointment of individuals into paid employment is done with transparency and accountability and as part of a team process, so no single person can carry undue influence and the best person for the job is appointed to the role to the best of our ability and if the person is known, all the unintended consequences are considered.

The Reference Checks should include making sure there is an appropriate Police Clearance, include a Driving Licence check (if driving is involved in the role), and most importantly, the individual must be aware of the Anglican Church's vision, mission, values and ethos; and consequently, if there is no 'fit' with the culture, irrespective of an individual's capacity, skills and expertise, the appointment should not be made.

It is critical if there is consideration of turning a voluntary church worker role into a paid church worker role, that the role description is reviewed and updated. It is important individuals are not simply moved across into a paid role because they've been in the church a long time. Remuneration arrangements cannot be personalised without putting the parish and Diocese at risk of breaching industrial relations obligations.

The Oversight Committee is responsible for ensuring recruitment processes are appropriate, safe and have integrity, transparency and accountability throughout the process.

Review of Employment

All roles and performance should be reviewed on an annual basis, to confirm the Duty Statement and Job Description are up to date, fit for the purpose, and the salary is appropriate. In addition, the performance of the individual should be monitored on an ongoing basis to make sure training and support is provided appropriately and if there are concerns, these are addressed promptly.

The Oversight Committee will be responsible for ensuring this is happening.

Both The Parochial Statute 2017-2018 and The Licensing Statute 2017 have Church Worker and Clergy performance development processes and complaints handling processes for the Parish to follow with the Diocese.

Termination of Employment

If the employment of a paid or voluntary churchworker for any reason needs to be terminated, the Diocese and the Oversight Committee must be advised, together with the Parish Council.

Termination can occur through resignation for a range of reasons; and, termination can also be required due to poor performance by the individual or because the role is no longer necessary or cannot be afforded by the parish. In all such circumstances, other than normal resignation, please consult with the Diocesan Office.