

## Check Lists

### 1. For the Employing Body / Appointing Body Relevant Regulations are noted in parentheses

- 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)
- Receive advice from the Presbytery on whether the position will be a Pastor appointment (2.14.5(b))
- Advertise the position making clear that the person will have to comply with the Pastor Regulations
- Interview the applicants (2.14.7)
- If required, seek Presbytery permission to appoint prior to demonstration of Core Competencies (2.14.9(b))
- 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)

### 2. For Presbyteries

- Review Position Descriptions from Congregations and Agencies and determine whether the ministry is appropriate for designation as a Pastor appointment (2.14.5)
- Approve the Position Description and terms and conditions of appointment (Seek HR advice from the Synod) (2.14.3, 2.14.9)
- Participate in the appointment process (3.4.4(k))
- Assess for Core Competencies (2.14.9(a))

- 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
- Conduct a Commissioning Service when all the requirements have been met (2.14.11)
- 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

**3. For Placement Committees**

- Maintain a list of laypersons approved by the Synod body as suitable to exercise the Ministry of Pastor (2.14.6(b))
- Nominate persons approved by the Synod body under Regulation 2.14.6 (b) for consideration by JNC's
- Maintain a list of all Pastors within the Synod. These will be the persons advised by Presbyteries as having been appointed to Pastor positions, or lay persons appointed to a ministry location that was an approved placement (2.14.11)