

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	SEARCH COMMITTEES	Policy Number	PPM-A4.1
Date of Approval by Council	Nov. 19, 2003		
Revision Dates	July 2018 (draft) Sept. 14, 2022	Date of next Review	September 2025

PURPOSE:

To provide basic guidelines for search committees tasked by Council to recommend a candidate for any vacant lay position.

The search process for any ministerial vacancy will follow Section I1.6 of *The Manual*, with the procedure following referenced as a supplemental source of guidance.

PROCEDURE:

1. Council will appoint a search committee as soon as possible following determination of a vacancy amongst the lay staff at Grace United Church.
2. The Search Committee will normally consist of three members of the congregation who will consult as necessary with members of Council, the Minister, and Ministry & Personnel. Due diligence should be exercised in finding a committee member with personnel/human resources experience.
3. Negotiating parameters (including hours of work, salary and benefits), target hiring timeframe and an up-to-date job description will be confirmed by Council and communicated to the Search Committee by its first meeting.
4. The first meeting of any newly formed Search Committee will be called by a designated member of Council and will focus on reviewing the committee's role, selection of a Chair and Secretary from amongst the committee, circulating the Council-approved job description, and planning of next steps.
5. The Committee will have an initial advertising budget of \$500. Once the committee has confirmed its advertising plans, requests for additional budget will be considered by the Stewards according to Policy D2.1 (Purchasing). All advertising will normally be billed to Grace United Church and invoices submitted to the Church Treasurer for payment.
6. The committee will prepare suitable advertising messages and decide where to place them for best exposure using traditional and online media. The Public Relations Coordinator will provide assistance with posting the job description on the church website and accessing the church's existing advertising accounts with media.
7. Resumes will be submitted to the Chair of the Search Committee (or designate) by email or mail by the deadline specified by the committee. If the Search Committee feels it helpful and appropriate, candidates can be asked to provide relevant additional information, such as examples of previous work or other demonstration of necessary skills (eg. specific computer software).
8. All applications will be treated in a confidential manner and the information used only for purposes of selecting the most qualified candidate.
9. The committee will decide the appropriate number of qualified candidates to interview. The committee should agree on possible times for interviews and ask qualified candidates to

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

rank their availability for those times. The Committee should decide how much time to allocate for each interview, as well as providing for time to discuss the qualifications of each interview afterwards. Interviews will take place at the church.

10. The Chair of Ministry & Personnel (or designate) will provide the Search Committee with guidance on appropriate interview questions (including human rights issues, etc).
11. Candidates should provide at least three references, including at least one employment reference. Candidates should expect to be asked for their references during the interview.
12. Qualified candidates being seriously considered for a second interview must have all references thoroughly checked to the satisfaction of the Search Committee. In the event the candidate was previously an employee of Grace United Church, the Chair of Ministry & Personnel should be asked to provide feedback based on any existing employment record.
13. The committee will select no more than three candidates for a second interview. The Minister and Council Member(s) who the position will work most closely with will be invited to join the Chair of the Search Committee for this interview.
14. The Search Committee will take into account the feedback of the Minister & Council Member(s) participating in the second interview in coming to a final decision.
15. The Chair of the Search Committee will provide Council with the committee's recommendation, including highlights of the candidate's qualifications.
16. Following approval by Council, a conditional offer of employment from the Chair of Council will be made to the successful candidate including the necessary documentation for obtaining a Vulnerable Sector Reference Check from their local police service. This check must be completed at their own expense and meet with the approval of the Ministry & Personnel Committee according to Policy G4.1 (Screening) before employment begins.
17. Unsuccessful candidates who reached the interview stage will be notified that the position has been filled only after the successful candidate has formally accepted the position.
18. Ministry & Personnel will retain the successful candidate's application in their employee file. The applications of the top two unsuccessful candidates will be retained for eight months in case they may be needed. All other applications will be confidentially destroyed.
19. The Search Committee will be disbanded once the successful candidate begins working. In the event the candidate fails to complete their (six-month) probationary period, a new Search Committee will be formed, ideally with at least one member from the original committee to provide some continuity.
20. The Chair of Council and the Chair of Ministry & Personnel (or their designate) will be available for consultation throughout the search process.

REVISION HISTORY:

09/14/2022 under Procedure Item 2 Add: Due diligence should be exercised in finding a committee member with personnel/human resources experience.

POLICY REVIEW:

Time Frame: Every three years and immediately prior to forming a Search Committee.

Committee Responsible: Council Executive

Revisions to the policy require Council approval.

CROSS REFERENCES:

The Manual, Section I1, PPM- A3.1 (Privacy), PPM-D2.1 (Purchasing), PPM-G4.1 (Screening)
PPM-A4.1 Search Committees