

S6.4 APPOINTMENT OF CHURCH OFFICE STAFF

STATUS

S6.4.1 These By-Laws establish the procedures and various responsibilities to be exercised in regard to the appointment of staff in the Church Office. There are separate By-Laws for the appointment of the Moderator (S6.2), the Perth Theological Hall staff (9.1), and chaplains (3.9).

LEADERSHIP STAFF

S6.4.2 Leadership staff means the General Secretary, Associate General Secretary (ies), Consultants, Managers, Directors, Executive Officers or similar leadership officers. Such officers are appointed, reviewed and terminated according to the procedures following.

ESTABLISHMENT OF LEADERSHIP POSITIONS

S6.4.3 The General Council may from time to time determine to establish a specific leadership position in the Church Office staff, and may determine the responsibilities of the position.

S6.4.4 The General Council is not thereafter obliged to fill the position, except that a person must be appointed to fill the role of Secretary of the Synod (Reg 3.5.18).

APPOINTMENT OF LEADERSHIP STAFF

S6.4.5 When a new Church Office leadership position is established or a previously established position becomes vacant, the General Council will appoint a Selection Committee consisting of a chairperson and four other persons of whom at least two shall be members of the General Council and including the General Secretary for all positions except that of General Secretary.

S6.4.56 The Selection Committee prepares an information paper for the position, including the position description, working relationships, accountability and review procedures, provisions for pastoral and vocational support, terms of appointment and the proposed length of the appointment.

S6.4.7 Expressions of interest for the position will be sought through advertising either within the Church or publicly, and the Selection Committee may invite persons considered suitable to apply.

S6.4.8 The Selection Committee will interview the applicants or a selection of the applicants.

S6.4.9 When the Selection Committee is agreed on a recommended applicant for the vacant position, it submits its nomination to the General Council (or an ordinary or special meeting of the Synod in the case of the appointment of the General Secretary). The report should include appropriate supporting documentation (including a description of the processes followed, the relevant portions of the position description, and the ways in which the recommended person fulfils the requirements of the position). The General Council (or the Synod in the case of the General Secretary) determines whether to make the appointment.

DETERMINING THE APPOINTMENT

- S6.4.10 The report of the Selection Committee will be treated as a confidential document and distributed at the time of the presentation of the report to the General Council or Synod. The report will be taken as a fixed order of the day 30 minutes prior to a substantial break in the meeting of the General Council or Synod.
- S6.4.11 Questions on the report will not be taken at the time of its presentation. Members of the Selection Committee will be available during the meeting break for questions about the recommended applicant, the suitability of the applicant for the position or any other matter relating to making the appointment.
- S6.4.12 Following the meeting break, the Selection Committee will report on the questions asked and how they were answered.
- S6.4.13 The proposal to make the appointment will then be voted on by secret ballot and a majority of those present and voting will be required for the appointment to be made. The decision will then be announced.

TEMPORARY APPOINTMENTS

- S6.4.14 Temporary appointments may be made due to sickness or other leave or following a resignation.
- S6.4.15 A temporary appointment of General Secretary shall be made by the Standing Committee on the recommendation of the General Council. Other temporary appointments may be made by the General Council or the General Secretary.

REVIEW OF LEADERSHIP STAFF

- S6.4.16 Not less than six months nor more than twelve months before the term of a leadership officer is due to expire, or at any time at the direction of the General Council or at the request of any body to which the position is related, or at the request of the officer, the General Council will arrange for a review of the officer. The review group will consist of a chairperson and four other persons of whom at least two shall be members of the General Council and including the General Secretary for all positions except that of General Secretary.
- S6.4.17 (a) In conducting the review, the review group will meet with the officer and may meet with or seek reports from any other persons or bodies that it believes can assist it in its task.
- (b) The review group will prepare a report on its findings and make recommendations as to the extension or otherwise of the term of the appointment and on any other matters it considers pertinent.
- (c) A decision on the extension or otherwise of the term of the appointment will be made by the General Council (or the Synod in the case of the General Secretary).

TERMINATION OF LEADERSHIP STAFF

- S6.4.18 Leadership staff may be terminated at any time by the General Council. Any decision to terminate will normally be made as a result of a review of the position conducted by a review group constituted as provided in By-Law S6.4.16 above. The review may be established at the direction of the General Council or at the request of the General Secretary or any other body to which the position is related.

S6.4.19 An officer may at any time request that the appointment be terminated in which case the General Council will either accept the request as a resignation or arrange for a review group to be established.

SUPPORT AND OTHER STAFF

S6.4.20 All support and other staff in the Church Office are appointed by General Secretary.

S6.4.21 The General Secretary may terminate the appointment of support and other staff in accordance with their terms of appointment or contract of service.