

SECTION 4: RECRUITMENT STAGE 1 - APPROVING THE POST

This section provides information on:

- **Appointment panel**
- **Documents to be prepared**
- **Liaison with the District Lay Employment Sub-Committee**

The church, circuit or district should appoint a Committee or Appointment Panel to take the process forward.

The following documents should be prepared and sent to the District Lay Employment Secretary:

- Background information relating to the post
- Brief details of the person or group who will manage the employee together with an outline of the management responsibilities
- The job description with basic terms and conditions of employment
- The person specification
- The Income and Expenditure estimates for the funding of the appointment
- The advertisement
- The draft employment letter
- The Statement of the Terms and Conditions of Employment
- The Residency Arrangement (if appropriate)
- The proposed acknowledgement letter which will include the timetable for the processing of the appointment.

The District Lay Employment Sub-Committee, or its Secretary, will review the documents and either make suggestions or confirm approval of the documents to the employing body.

The Committee or Appointment Panel will then appoint an interviewing panel to advertise the post, short-list, interview and, if given the authority, appoint to the post. It will be helpful for the dates to be determined at this point in order that this information can be given to candidates and to the Chair of the District or their representative as may be required under CPD Standing Order 574. The practice of setting the timetable in advance also avoids undue delays in the process.

If any changes are made to the documents after the approval by the District Lay Employment Sub-Committee, you should confirm the changes with the Sub-Committee before the final documents are sent to the prospective applicants.

Occasionally an appointment becomes vacant again within a reasonable period after the documentation is confirmed by the District Lay Employment Sub-Committee; it then becomes necessary to re-advertise the vacancy and make a further appointment. In these circumstances, if the documentation has not been changed in any way, the Sub-Committee may be prepared to authorise the re-appointment without a further exchange of documentation.

All proposed extensions and variations to existing contracts should be referred to the Sub-Committee.

It may assist the body planning the employment and the District Lay Employment Sub-Committee if the pro forma included at [Appendix 4.1](#) is used.