

SLOUGH BAPTIST CHURCH POLICY	Vacancy Policy
POLICY NUMBER: SBCP-29	



Primary Responsibility:	Secretary	
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Issued:	27 th July 2020
Status:	Final
Review Period:	5 years
Next Review Date:	July 2025

DISTRIBUTION

Original	Slough Baptist Church Office
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1. Purpose and scope

The purpose of this policy is to set out the Church's policy for the appointment of employees of the Church, except for ministerial appointments, which is covered by the Church Constitution.

This procedure applies only to permanent posts.

2. Principles

The Church will use the current Guidelines on Employment provided by the Baptist Union as a basis when a vacancy arises for a non-ministerial employee:

- [Guideline Leaflet L08: Employment](#)
- [Guideline Leaflet L09: Christian Ethos Audit](#)
- [Appointing Paid Workers](#)
- [Safe Recruitment](#)

When a vacancy arises, or if possible in advance, the Trustees will set up a vacancy sub-committee which will include as a minimum one Trustee and three other members, to:

- Review the current guidelines provided by the Baptist Union on employment to make sure that the church is compliant with the guidance provided in these.
- Review and ensure compliance with equality legislation
- Draw up or review the post requirements and current or proposed job description and recommend changes to the Trustees if required
- Agree an appropriate line manager
- Agree a suitable salary with the Treasurer
- Advertise the post
- Review and Interview potential applicants
- Select the most suitable candidate

Once an applicant has been identified to fill the post the Church Secretary will:

- Send a letter offering the post to the chosen applicant, together with a contract of employment for them to sign and return and copies of the following church policies:
 - Equal opportunities (SBCP-05)
 - Disciplinary (SBCP-06)
 - Grievance procedure (SBCP-18)
 - Maternity/Paternity (SBCP-20)
 - Pensions (SBCP-11)
 - Poor performance (SBCP-27)
 - Redundancy (SBCP-22)
 - Staff appraisal (SBCP-31)
- Agree a start date
- Arrange for the new employee to have their responsibilities and duties explained to them by their line manager.