# Recruitment and Selection Process for Lay Ministers in Parishes and Agencies

Anglican Church Diocese of Perth

Parish/agency determines to fill a vacant role for a Lay Minister.

The parish/agency contacts the HR Manager regarding the appointment of a potential Lay Minister.

The position description template is provided to the parish/agency by the HR Manager.

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Using the template the position description is updated to reflect the specific position and returned to the HR Manager, together with the completed recruitment requisition form (with parish minute), candidate's CV and written reference checks (concise).

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Before progressing the appointment, the HR Manager will inform the Episcopal Office of the proposed appointment, and an interview is arranged for the candidate with a Bishop.

The Bishop will need a copy of the recruitment requisition form, the candidate's CV and reference checks prior to the interview.

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Following the approval of the Archbishop, HR notifies the Safe Ministry Team which will ensure all documents, compliance and training are complete prior to a licence being issued (HR to advise Episcopal Office of the commencement date).

When safe ministry check is complete, the Safe Ministry Team will advise HR.

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HR to prepare an employment contract for the approval of the Diocesan Secretary.

HR emails the employment contract and onboarding paperwork to the candidate for completion and return to HR.

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On receipt of the completed onboarding documents, HR to finalise administration tasks and inform Payroll.

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