

02.01.200

Church Worker Service Commencement Policy

This policy is to be read in conjunction with the parent policy, Church Worker Service Policy (02.01).

Purpose

The purpose of this policy is to outline a clear expectation that church entities will provide their church workers with firm foundations for service in a new role and/or place. This will require providing church workers with an appropriate level of service documentation and supporting them with sound induction processes at the start of their service.

Relevant to

This policy applies to:

- all entities of the church.

Objectives

The objective of this policy is to articulate and promote consistent practices which support the early stages of a church worker's service in any given church entity.

Policy Statement

The church requires its entities to support church workers at the commencement of their service by using consistent, clear and appropriate service documentation and induction practices. The establishment of agreed service expectations assist church workers to start well in their new roles; appropriate site induction and role orientation processes contribute to safe, healthy and effective places of work; and lodgement of necessary documentation and good record-keeping will help to ensure payroll, LCA, local and other legislative requirements are met, and evidence to that effect can be produced, if necessary.

To assist in the standardisation and documentation of service commencement processes the church will develop procedures and/or guidelines.

Definitions

Call document – document outlining the responsibilities of entities of the church and pastors or lay workers to each other.

Letter of offer – a letter outlining the terms and conditions of employment that a potential employee may be expected to sign.

Employment agreement – a formal agreement or contract stipulating specific terms and conditions of employment that an employee will be required to sign.

Volunteer covenant – a formal agreement that outlines what each party to the agreement is committing to undertake.

Position or role description – a document outlining the objective, primary responsibilities, general terms or appointment or call, and duties of a position which may also include a list of required and/or desired qualifications, skills and qualities.

LCA HRS – the LCA's Human Resource System (HRS) used to process payroll, and ultimately other human resource management functions.

Procedural Principles

The application of this policy will require:

- clear and comprehensive documented agreements related to service are completed and retained – for pastors this requires a call document; for employees an employment agreement; and for volunteers a covenant (commensurate with level of responsibility)
- accurate role or position descriptions (as used in recruitment or selection processes and commensurate with level of responsibility) to be prepared and made available to new church workers and explained in detail
- documentation to on-board church workers into the LCA HRS (or other local payroll/HR system) to be completed in a timely fashion
- a documented workplace site orientation process
- a documented role induction process
- relevant legislative requirements to be met (for example child protection requirements, local and national working with children requirements, local and national workplace health and safety requirements)
- retention of documented evidence of adherence to church and legal requirements.

The application of this policy will lead to:

- a shared, agreed and consistent understanding of requirements and expectations for service commencement practices and processes for church workers across the church
- the church being confident that church workers are receiving appropriate care, support and protection.

Responsible Person/s

- General Church Board (GCB) is responsible for implementing this policy and associated procedures across the church.
- District Church Councils (DCC) are responsible for implementing this policy and associated procedures within their respective districts.

- Congregation/parish councils are responsible for implementing this policy and associated procedures within their congregations/parishes.
- Governing agencies of all church-related entities are responsible for implementing this policy and related procedures that meet their particular requirements as long as they are consistent with the church's policy and associated procedures.
- The Church Worker Support Department is responsible for disseminating all policy and procedure information to GCB, DCC, and church entities, assisting with interpretation and implementation and compliance reporting.

Complementary Policies, Procedures and Guidelines

Pastor Call Process Policy

Employee Recruitment and Selection Policy

Volunteer Identification and Selection Policy

Working with Children legislation relevant to jurisdiction

Workplace Health and Safety legislation relevant to jurisdiction

LCA HRS documentation

Volunteer Guide

LCA (Template) Induction Handbook

Document Controls

| | |
|-----------------------|---------------|
| Document ID: | 02.01.200. |
| Prepared by: | CWSD |
| Reviewed by: | GCB/EOC |
| Policy ownership: | GCB |
| Approved publication: | December 2018 |
| Review date: | December 2021 |