

**PCC of St Nicolas Newbury with St Mary Speenhamland**  
**Employee Recruitment & Selection Process**

1. The new opportunity, requirement or replacement need for a paid employee of the Church is identified by the Rector, Warden, Treasurer, Support and Development or Resource Team leader, or other person as the case may be (“Sponsor”).
2. The Sponsor prepares the paperwork necessary for the PCC’s approval, as follows:
  - Job Description (on template)
  - Recruitment Support Document (on set form)
3. The Job Description and Recruitment Support Document are presented to the PCC for approval. Both papers **MUST** be circulated to the PCC in advance of a meeting at which a ‘go/no-go’ decision is requested.
4. The PCC considers the proposal following a presentation by the Sponsor. Where a go/no-go decision is requested, the PCC may : (a) reject the proposal outright; (b) decide to postpone a decision to the next meeting if it considers more information is required or a period of reflection is needed; or (c) decide to go ahead with the appointment.
5. Where the PCC decides to go ahead with the appointment, the PCC will, at that meeting:
  - **approve** the role on the basis of the Job Description (amended, if appropriate, as a result of the PCC discussion and vote).
  - **establish** an appointment team of three (or more) people, including the Sponsor, to handle the recruitment (“Appointment Team”) having regard to the recommendations in the Recruitment Support Document. *The Appointment Team (i) should be led by the Sponsor (unless the PCC stipulates someone else for that role); (ii) should include the person who will manage the employee, if different from the Sponsor; and (iii) should include a majority of PCC members. Changes to the Appointment Team should only be made with PCC consent or, if time does not permit, that of the Standing Committee.*
  - **stipulate** any particular requirements it thinks fit for the appointment process regarding timelines, advertising etc, based on the recommendations set out in the Recruitment Support Document.
  - **empower** the Appointment Team to handle the appointment process without further reference to the PCC, other than for information. *(If in any individual case the PCC is not willing to empower the Appointment Team and Sponsor to such an extent, this should be made clear at this stage and the Sponsor required to refer back to the PCC before sending out a formal offer of employment (described hereafter in this process as an “empowerment withheld” case).*

- authorise the Sponsor to make a formal offer of employment to the selected candidate on its behalf.
6. Following PCC approval, the Appointment Team advertises the job as stipulated or, if no specific instruction in the regard, as it considers appropriate – including an ‘internal’ advert to church members.
  7. The Appointment Team considers interest from candidates and the Sponsor sends out a letter giving the job description and information about St Nicolas to each candidate.
  8. When applications/CVs are received, the Appointment Team draws up a shortlist and arranges interviews.
  9. Interviews are conducted by the Appointment Team.
  10. Following the interviews, the Appointment Team selects the best candidate – and preferably an alternative in case the best candidate declines. Alternatively, if the Appointment Team is not satisfied with the calibre of the candidates interviewed, it may elect to re-advertise the position and return to step 6 in the Process.
  11. The Sponsor telephones the successful candidate to inform them that, subject to finalising paperwork (*and, if an ‘empowerment withheld’ case, PCC approval*), he/she is to be offered the position.
  12. The Sponsor (or another Appointment Team member) draws up an offer letter to the chosen candidate, on the terms of the approved Job Description. The offer letter MUST follow the St Nicolas Offer Letter template (attached), which includes the Principal Statement of Terms and Conditions and Acceptance Form. *It is recommended that someone with legal training reviews the offer letter before it is sent.*
  13. The draft Offer Letter is circulated to the Appointment Team as a whole for approval and is then signed by the Sponsor and sent to the candidate. *In an ‘empowerment withheld’ case, PCC approval is to be obtained at this stage, before the Offer Letter is sent to the candidate .*
  14. An accepting candidate must sign and complete the Acceptance Form, which forms part of the Principal Statement of Terms and Conditions.
  15. When the Sponsor receives the signed Acceptance Form from the candidate, s/he should forward it to the church office. The office should first notify PCC members of the successful recruitment and then inform the church as a whole through the Newsletter.
  16. The signed Offer Letter and Acceptance Form should be filed and retained by the church office.

17. When the new employee starts work, the Sponsor, the Appointment Team and all PCC members should take the lead in personally seeking out the new employee and welcoming him/her to the team.