b. Recruitment

**🞎 IDENTIFY THE ROLE AND LENGTH OF TIME THE ROLE IS TO BE FILLED**

All appointments should be to clearly defined roles, having a written position description and defined start and end dates for the position. This includes, but is not limited to:

* **Rostered helpers:** (ad hoc helpers on a roster) help once a month or less; not a part of the regular ministry team; must not be given responsibility for or left alone with a group of children or other vulnerable people.
* **Team members:** appointed by the church to be in a ministry team; must be 18 years of age or older if caring for minors; accountable to their team leader.
* **Junior team members:** (under 18) take on valuable roles under adult supervision.
* **Team leaders:** have responsibility for a ministry team for a particular program or event; team leaders are accountable to their ministry coordinator.
* **Ministry coordinator:** have an oversight role over many programs. The coordinator is responsible for ensuring all programs and events within an area operate according to the policies and guidelines.

**🞎 FORM RECRUITMENT TEAMS**

It is good practice for this team to include representatives of both genders. In most cases the team needs no more than 2-3 people. Include the team leader & ministry coordinator.

**🞎 MINIMUM ATTENDANCE REQUIREMENT**

Where it is possible, have a minimum qualifying period under which any prospective volunteer must be an adherent e.g. attendance at the church for a minimum of 6 months.

**🞎 SCREENING**

* **Safe Ministry Check:** All volunteer and paid workers to complete
* **Working With Children Check:** required for all people over 18 working with children
* **National Police Record Check:** required for all leaders
* **Referee Check:** Minimum of 2 referees
* **Endorsement:** Senior Pastor/Governing body to endorse appointment

**🞎 POSITION INTERVIEW**

A position interview should be undertaken to explore whether the applicant is suited for the role. This interview should be carried out by the recruitment team for the specific ministry in which they are seeking to serve. This can be a casual meeting or a more formal interview.

**🞎 INDUCTION**

Ensure all leaders have received appropriate information/induction training to enable them to successfully share in the ministry. This induction process should include prayer for the leader and communication that this person is an endorsed leader.

**🞎 MINISTRY REVIEW**

After the length of time set out for the life of the ministry program and team, organise a ministry review. This process should be made clear to workers at the time of appointment, as part of the induction process. This could be done at the end of each year, ready for a new year of ministry next year. This provides an opportunity for leaders to say they will or will not be available next year/time, which is important for the health of committed teams.