

9.3.8 Guidelines for employing people in the local church

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It is important that all local church councils be aware of employment law and the obligations they face as an employer. This includes matters concerning employment, health and safety, discipline, and financial practices.

Lay Ministry

This section refers to the appointment of a person who has not been ordained to a ministry position within the local church.

- The appointee must be (or become) a member of the local church. This ensures that they are under the discipline of the Partner Churches.
- The Coordinating and Participating Partners must be consulted.
- The appointee must be aware that they are working in a partnership environment and must agree to work with all the local church partners.
- A police check must be conducted BEFORE any contract is signed.
- The appointee must sign an employment contract
 - It is advisable to refer this to an employment expert (national church office or external).
 - It should be signed by the appointee, the local church council, and the Coordinating Partner of the local church.
 - The contract will outline the duties of the appointee, their remuneration, leave entitlement, and discipline processes.
 - The term of the contract should be for no more than 1 year, reviewable at 9 months. This is a requirement of the partner churches.
- The appointee must sign a Code of Ethics (UCANZ or an acceptable alternative).
- The appointee should have pastoral supervision (costs paid by the local church).

Other Appointments

This section refers to a church administrator, secretary, caretaker, organist, etc.

- All paid positions within a local church must have an employment contract.
- The employment contract must meet all legal requirements.
- The local church council is responsible for ensuring compliance with employment, health and safety, remuneration, leave and discipline.