EMPLOYING STAFF

Churches
of Christ
in Western Australia Inc

Disclaimer: The following information is intended as a guide only. Churches should assess their individual circumstances and seek professional advice to ensure that all legal requirements of employment are met.

BEFORE EMPLOYING SOMEONE, BE AWARE OF LEGISLATION IMPACTING THE ROLE:

EQUAL OPPORTUNITY ACT (anti-discrimination)	**TAX FILE NUMBER DECLARATION**	**SUPERANNUATION**
TYPE OF CONTRACT (full-time/part-time/casual)	**FAIR WORK AUSTRALIA**	**EXEMPTED FRINGE BENEFIT TAX FOR MINISTERS OF RELIGION**

NOTE

If you are an incorporated association all staff, eg ministry, bookkeeping, administration, receptionist, clerical, all come under the Western Australian Industrial Relations Commission award coverage.

Confirmation may be found at this website Check WA award summaries for employees | Western Australian Government), which says:

"The state system covers businesses which operate as sole traders, unincorporated partnerships, unincorporated trust arrangements as well as any incorporated associations or not for profit bodies that are not trading or financial corporations."

For non-ministry staff. typically, the award would be the Clerks' (Commercial, Social and Professional Services) Award Industrial Agreement No. AG 30 of 1987.

Pay Rates are published on Wageline (commerce.wa.gov.au) where award summaries are found.

Determination of the pay rate requires consideration of the age, years of experience and grade of the employee.

APPLICATION FOR POSITIONS

When advertising a position, it is an ideal time to find out all of the information about applicants that may influence your decision on whether to appoint them or not. There are constraints on the bases of selection; that is there are matters on which you are not allowed to discriminate, so be sure to avoid discriminating on any of them.

Matters, in addition to the obvious items, that you may wish to ask about include:

- Criminal convictions
- Criminal charges
- Criminal accusations
- Terminations from previous positions
- Working with Children Check – holder or not
- Workers compensation claims history
- Days off sick in the last two years
- Medications which may affect working life

THE SELECTION PROCESS

Will the vacancy be advertised internally through digital communications/word of mouth or on public platforms? (e.g. SEEK) Consider whether internal candidates are canvassed and appraised before external candidates.

All roles should be supported by a Job/Role/Position Description that includes the following key components:

- Level of the job- job title
- Hours per week- full-time, part-time, casual
- Term of employment
- Salary- per hour or annual salary (determined by training, experience, role and size of ministry)
- Selection criteria- qualifications, experience, skills, personal attributes
- Responsibilities and tasks- specific to the role
- Other- understanding and agreeance on church vision and values

Key Selection Criteria should be evident to both the applicants and selection team.

> **KEY SELECTION CRITERIA ARE THE SKILLS, ATTRIBUTES, KNOWLEDGE AND QUALIFICATIONS THAT THE EMPLOYER HAS DEFINED AS BEING ESSENTIAL FOR SATISFYING THE REQUIREMENTS OF THE JOB AND CAN BE FOUND IN EVERY POSITION DESCRIPTION.**

Fill positions based on merit, character and competence; not influence, favouritism or corruption.
Any conflicts of interest for those involved in the selection process should be declared.

THE NEXT STEP- INTERVIEWING, SCREENING AND CONFIRMING

Potential candidates should be interviewed. Some features for an interview may include:

- Identify key behaviours, skills and knowledge
- Talk about experiences
- Talk about possible scenarios that may come with the job
- Practical task appropriate to the role

Examples of interview questions.

Prior to making an offer; referees, qualifications (if necessary), ministry accreditation (if necessary), working with children checks and national police checks should be completed and/or agreed upon.

SUCCESSFUL CANDIDATE

Once the position has been filled, the successful candidate should receive a verbal offer followed by a written offer confirming:
- Start date
- Review date
- Salary
- Hours per week
- Job title with description
- Terms and conditions of employment - signed contract
  Examples of Employment Contracts can be found here.

PERFORMANCE REVIEWS

It is recommended that staff performance reviews be conducted on a yearly basis. This gives both employer and employee an opportunity to discuss positive and negative aspects of the role.

Examples of reviews can be found <u>here.</u>

EXAMPLES OF HOW TO WRITE A JOB DESCRIPTION

- Make clear the vision and values of the church
- Describe the type of church (small; large; multi-generational; cultural diversity etc)
- Be specific in describing the role and title
- Include adjectives that describe the type of work
- List all basic information that candidates want to know from the get go, This may include location, days/hours of work, commencement, term, salary, part of a team, reports to etc)
- Write the advertisement in a personal and enticing way. Avoid being boring, overly descriptive and using too much jargon
- List key responsibilities of the job position, but not too many as it may overwhelm a potential candidate
- Use bullet points and easy to read sentences. Keep it to one page
- List preferable skills needed for the job but avoid unrealistic expectations. Someone who might be suitable for the job may get discouraged if a certain skill or qualification is listed that they do not possess. Skills can be learnt and taught.
- Replace phrases such as 'personal attributes will include' with 'key criteria may include'
- Avoid making the application process long and hard. This may deter potential candidates
- Avoid language that would be questionable, for example, 'youthful' or 'able-bodied' or 'married with a family'
- Avoid discrimination including age, sex, gender, background, marital status etc