

23 July 1997

## Circular to Ministers and Churchwardens

### **Re: Employment Policy**

Earlier this year the Standing Committee adopted guidelines designed to put diocesan organisations, including schools, in closer contact with parishes, and try to ensure that positions are filled through advertising to parishioners of our own churches. The full policy statement is -

- “1. To maintain the Christian ethos of organisations and schools constituted by ordinance of the Synod of the Diocese, the Standing Committee considers it vital that senior management positions in those organisations (including schools) be held by Christians. The Standing Committee also encourages the appointment of suitably qualified Christian persons to other positions in organisations and schools.
2. The Standing Committee recommends that all full-time positions, and part-time positions which are more than 50% of a full-time position for more than 6 months, be advertised through parishes of the Diocese and, where desired, through the Diocesan Newspaper or Magazine *Southern Cross*. Sometimes there may be a need to advertise in the secular press also.
3. Mailings to parishes should be addressed to the ‘Minister and Churchwardens’ and include an advertisement which can be pinned to a church notice-board. Name and address details are in the Parochial Information section of the Diocesan Year Book (use the rectory address or post office box for parishes, provisional parishes and assisted provisional parishes) or labels can be bought through the Diocesan Registrar, Archdeacon Peter Smart, at St Andrew’s House.
4. The Standing Committee encourages Ministers and Churchwardens to inform their congregations of these employment opportunities and display the advertisements on their notice boards.
5. In the advertising of positions care must be taken to avoid infringing relevant Anti-Discrimination legislation. When in doubt legal advice should be obtained. In an advertisement, the use of a general phrase such as ‘this job would ideally suit a person of Christian conviction’ is usually acceptable.”

The Standing Committee is grateful to you for helping to give effect to these guidelines by making known to your parishioners the existence of employment opportunities. Thank you for your help and it does benefit us all to have the right people in the right places in diocesan organisations.

I cannot speak for other organisations, but the Sydney Diocesan Secretariat has benefitted greatly from the advertising of positions through parishes.

With best wishes.

**WARREN GOTLEY**  
**Diocesan Secretary**