



Recruitment Policy

Introduction

Our church is committed to good practice and fairness in all our recruitment processes and practices.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Work within all of the legislation that helps us to recruit safely;
- Seek advice from those with HR and recruitment expertise to help us develop and maintain good recruitment and selection practices in our church.
- Make sure that those involved in writing job information and advertising roles, those who interview and select candidates, and those who are responsible for induction of new staff receive training to help them act fairly and consistently.
- Review our recruitment processes regularly to make sure we are getting it right, taking action to improve wherever needed.

Deciding to recruit

The decision to recruit into a new role or to replace a leaver in an existing role will be made by the church trustees, usually on the recommendation of the minister/line manager. Before deciding to recruit, we will think about the work in detail, and will produce a short role profile to help us clarify exactly what the role involves and what skills and experience will be necessary in the post-holder.

Advertising

Any vacancy at our church will be distributed to all staff and placed on our website, as well as distributed to associations, colleges and external job sites. If you already work for us and think you have the right qualifications, experience and skills, we encourage you to apply. We may occasionally use employment agencies to help us recruit.

We aim at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Our equal opportunities policy applies to all stages of our recruitment. This means that shortlisting, interviewing and selection will always be carried out without regard to gender, marital and civil status, colour, race, nationality, ethnic or national origins, age, religion or belief, gender reassignment, sexual orientation, pregnancy or maternity leave or trade union membership unless we have made specific exemptions due to the role or our beliefs. (Please see our equal opportunity policy for more detail.)

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability. All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.

Our interviews focus on the needs of the job and skills needed to perform it effectively. A note is kept of every recruitment interview and will be kept for six months after the recruitment process is finished.

References

We will ask you for at least two references from people who you have worked for or with in recent years. If you are coming to us as your first job after education, we will ask for references from your tutor or head teacher. If you have qualifications, we will ask you to show us your original certificates when you come for interview. Your offer of employment will be made subject to us being satisfied with your references and qualifications.

Occupational Requirement

If you are employed by us in a leadership role, or if your role requires you to provide advice on pastoral, missional or theological matters, it is an occupational requirement that you are a practicing Christian and that you agree with the Baptist declaration of principles.

We may not apply this occupational requirement to other staff roles. We would look to recruit those who are in sympathy with the Christian ethos of our church and our charitable purposes.

Safeguarding Checks

If a role involves responsibility for work with children, young people and/or adults at risk, we will make sure that all necessary safeguarding checks, including a relevant DBS check, will be carried out before a new member of staff starts in role.

Induction

We commit to making sure that all new staff receive support and training as part of the induction process to make sure that they can start well in a new role.

Review of this policy

This policy will be reviewed, and where necessary updated, every 2 years.

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