



the process of recruitment. The role of the Vacancy Panel is to ensure that the process is fair and that the best person for the job is selected. The Vacancy Panel will also ensure that the process is transparent and that all candidates are given the opportunity to be considered. The Vacancy Panel will also ensure that the process is efficient and that the best person for the job is selected as quickly as possible.

The vacancy process

The Vacancy Panel will be responsible for the following tasks:

- 1. Meet with the 'call group'** - The Vacancy Panel will meet with the 'call group' to discuss the vacancy and to ensure that the process is fair and that the best person for the job is selected. The Vacancy Panel will also ensure that the process is transparent and that all candidates are given the opportunity to be considered. The Vacancy Panel will also ensure that the process is efficient and that the best person for the job is selected as quickly as possible.

The Vacancy Panel will also be responsible for the following tasks:

- 2. Oversee the preparation and writing of the pastorate profile.** - The Vacancy Panel will oversee the preparation and writing of the pastorate profile. The Vacancy Panel will ensure that the profile is fair and that the best person for the job is selected. The Vacancy Panel will also ensure that the process is transparent and that all candidates are given the opportunity to be considered. The Vacancy Panel will also ensure that the process is efficient and that the best person for the job is selected as quickly as possible.

- 3. Prepare the interview questions.** - The Vacancy Panel will prepare the interview questions. The Vacancy Panel will ensure that the questions are fair and that the best person for the job is selected. The Vacancy Panel will also ensure that the process is transparent and that all candidates are given the opportunity to be considered. The Vacancy Panel will also ensure that the process is efficient and that the best person for the job is selected as quickly as possible.

the URC. The URC will be responsible for the preparation of the Terms of Settlement. The URC will also be responsible for the preparation of the Terms of Settlement. The URC will also be responsible for the preparation of the Terms of Settlement.

3. **Oversee the preparation of the Terms of Settlement.**

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www.urc.org.uk/the-plan-for-partnership

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Not all of the above will apply to a non-stipendiary minister, but nonetheless a contract will need to be drawn up and care should be taken to ensure all the relevant areas are covered.

4. **Calling a ministerial candidate**

Please note: Churches, and in turn the members of the call group, must be aware that, under the policies of the URC, they are only able to consider one candidate at a time. The Moderators' meeting may allow a pastorate to consider two, or even three, profiles simultaneously, but they are only permitted to progress the call process with one candidate at a time.

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6. I've been asked to be interim moderator for the next 6 months. Do you

This is one in a series of booklets designed to give information to those who have been asked to consider taking on a role in the United Reformed Church.

The booklets can be read and downloaded at www.urc.org.uk/ask

Acknowledgements

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