



*These procedures correspond with the Ministry Employment Readiness policy and outline the process for implementing the policy.*

## **Ministry Employment Readiness Procedures**

### **1.0 Responsibilities**

- 1.1 **Member Services Manager** oversees the Ministry Employment Readiness Process and, if necessary, recruits a team to work with ministry.
- 1.2 **Ministry Employment Readiness Team** works with ministry to build capacity to enter into a successful relationship with a new minister.

### **2.0 Process**

- 2.1 Member Services Manager or designee will meet with the board or designated leadership team of the ministry and:
  - 2.1.1 Advise them of the need for a Ministry Employment Readiness Process and the benefit this has for the spiritual community.
  - 2.1.2 Learn what has occurred from the board's perspective, and how this has impacted the spiritual community including:
    - 2.1.2.1 Reasons for the minister's departure,
    - 2.1.2.2 The activities pursued since the minister's absence,
    - 2.1.2.3 The ministry's current situation,
    - 2.1.2.4 Making an initial assessment regarding status and needs of the spiritual community.
- 2.2 Should deeper work be needed, an Employment Readiness Team may be formed to work with the ministry to
  - 2.2.1 Develop the physical, emotional, and professional preparedness for hiring a minister.
  - 2.2.2 Offer guidance that would support the ministry in having a successful experience with their next minister.
  - 2.2.3 If needed create a Plan of Action for the ministry to complete prior to entering the employment process.
  - 2.2.4 This team will work collaboratively with the Member Services Manager in developing skills and competencies for ministry's success for their next minister relationship.
  - 2.2.5 Member Services Manager or designee will oversee the completion of plan of action.
  - 2.2.6 When deemed ready for employment, the ministry will be eligible to begin their minister search and work with UWM in the field employment process.