
Description

Sydney Presbytery is committed to a smooth transition and integration into the work and ministry for all new Staff, Volunteers and Committee members.

This Policy seeks to ensure that every person is inducted so that they may become more competent and connected to their role and the wider work of the Presbytery.

Applicability

This policy applies to those with a formal position description, contract, terms of placement or a volunteer agreement to work within or as Sydney Presbytery staff.

It also seeks to be a guide for those with responsibility of oversight and management for inducting new people into their roles, responsibilities, and the wider work and ministry of the Presbytery.

Policy

1. The Executive Minister to provide any new person with documentation and inductions to provide that person with a reasonable understanding of their responsibilities and rights, the processes, and work area.
 - a. This can be delegated to the employee's direct Team Leader (if applicable) or in relation to Presbytery Committees, staff representation on such a committee.
2. Each new person should be familiarized, and provided with the latest version of the Uniting Church Regulations, Manual for Meetings, and have a general understanding of working within the Uniting Church's ethos.
3. Each new Minister and or Lay Ministry Placement be familiarized or re-familiarized with the corresponding Code of Ethics.
4. That each new person be provided with an induction to the policies of the Presbytery

A reasonable amount of time to respond to the processes, questions and clarification is to be established.

5. That each person who may regularly attend and/or work in the Presbytery building¹ be given access to the rooms and offices that they may need.

An acknowledgement of the receipt for any keys or codes will be recorded by the Business Manager.

¹ At the time of writing : 37-47 St John's Road, Glebe

6. That the person be made aware of how to access meeting rooms, make bookings, and use the technology of the office.
7. The new person will review their role description with their direct supervisor within a week of commencement
8. Any person on site be made aware of the emergency exit points, external meeting areas post evacuation and first aid facilities.

Non Adherence to policy

1. Should a new person not feel that they have been made reasonably aware of their responsibilities, role, site induction or processes, they should refer directly to the Secretary of their Committee, with the expectation of reasonable resolution within one working week.
2. Should the Presbytery have satisfactorily inducted a new person into their role and responsibilities, and it is felt the new member is not fulfilling their responsibilities, they should approach the person directly and ensure that the person is aware of their responsibilities.

This will be monitored for improvement or brought to the Executive Minister's attention should further concerns remain.

Document Control

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