

SLOUGH BAPTIST CHURCH POLICY	Vacancy Policy
POLICY NUMBER: SBCP-29	



Primary Responsibility:	Secretary	
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DISTRIBUTION

Original	Slough Baptist Church Office
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1. Purpose and scope

The purpose of this policy is to set out the Church's policy for the appointment of employees of the Church, except for ministerial appointments, which is covered by the Church Constitution.

This procedure applies only to permanent posts.

2. Principles

The Church will use the current Guidelines on Employment provided by the Baptist Union as a basis when a vacancy arises for a non-ministerial employee:

[Guideline Leaflet L08: Employment](#)
[Guideline Leaflet L09: Equality Law and the Church](#)
[Safer Recruitment](#)

When a vacancy arises, or if possible in advance, the Trustees will set up a vacancy sub-committee which will include as a minimum one Trustee and three other members, to:

- Review the current guidelines provided by the Baptist Union on employment to make sure that the church is compliant with the guidance provided in these.
- Review and ensure compliance with equality legislation
- Draw up or review the post requirements and current or proposed job description and recommend changes to the Trustees if required
- Recommend working hours
- Agree an appropriate line manager
- Agree a suitable salary with the Treasurer
- Advertise the post
- Review and interview potential applicants
- Select the most suitable candidate for recommendation to the Trustees

The appointment of the selected candidate shall be endorsed by the Trustees, prior to an offer being made to the selected candidate.

Throughout and after the selection process, the vacancy sub-committee members will maintain the confidentiality of all applicants, in line with the church's Data Protection Policy, SBCP-35.

Where a potential applicant for a role is also a Trustee, care must be taken to prevent a conflict of interest. The potential applicant must declare an interest in any discussions related to the appointment and recuse themselves from related decisions. The provisions contained in paragraph 20.2 of the church constitution shall be followed.

Once an applicant has been identified to fill the post the Church Secretary will:

- Send a letter offering the post to the chosen applicant, together with a contract of employment for them to sign and return and copies of the following church policies:
 - Equal Opportunities (SBCP-05)
 - Disciplinary (SBCP-06)
 - Grievance Procedure (SBCP-18)
 - Maternity/Paternity (SBCP-20)
 - Pensions (SBCP-11)
 - Poor Performance (SBCP-27)
 - Redundancy (SBCP-22)
 - Staff Appraisal (SBCP-31)
- Agree a start date
- Arrange for the new employee to have their responsibilities and duties explained to them by their line manager.

Dependent on the role to be filled, the candidate may need to complete certain background checks before employment may commence, including items such as:

- Provision of references from previous employers (or others)
- Safeguarding checks via the DBS
- Proof of the right to work in the UK