



Governing Board, 18-19 Nov 2020
Agenda Item: 12
Document Name:
2GB2020_DOC12A CEC STAFF RECRUITMENT PROCEDURES
Purpose: For adoption

Staff Recruitment Procedures

Proposal to the Governing Board in November 2020

Draft 5 November 2020

The CEC Standing Orders § 16 states that the General Secretary shall appoint executive staff members after consultation with the Personnel Committee, with the approval of the Presidency, and according to the procedures fixed by the Governing Board, and that the General Secretary shall appoint the other staff of the Secretariat according to procedures fixed by the Governing Board, both on the recommendation of the Personnel Committee. This draft constitutes a proposal for such procedures.

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§ 1 Staffing plan

- (1) The Governing Board shall devise the staffing plan for the Secretariat on the basis of the financial plan agreed by the General Assembly, cf. Const. Art. 14 (3).
- (2) The staffing plan consists of the number of positions that are included in the budget.
- (3) The staffing plan shall be considered annually together with the annual budget in the spring meeting of the Governing Board.

§ 2 Vacancies and job description

- (1) When a vacancy arises, the General Secretary shall consider and recommend to the Personnel Committee whether the position should be filled, or whether the staffing plan should be reorganised to further the mission and work of the Conference.
- (2) For executive staff positions, the following shall apply:



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- a. The General Secretary shall draft a job description for approval by the Personnel Committee.
 - b. Based on the agreed job description, the General Secretary shall send the vacancy notice to all the Member Churches and Organisations in Partnership, publish it on the CEC website and communicate the vacancy notice in any other suitable way.
 - c. The preceding provision shall not apply to executive seconded staff positions, which shall be dealt with on a case by case basis.
- (3) For other staff positions, the General Secretary shall publicly announce the vacancy notice in the way he or she finds suitable.

§ 3 Consideration of applications

- (1) For executive staff positions, the following shall apply:
- a. The General Secretary shall compile an anonymous list of the basic information related to the position/function of the applicants and send it to the Personnel Committee for consultation on which candidates should be called for interview. The shortlist should include the General Secretary's recommendation on which candidates that should be interviewed. The consultation can take place by email or virtually, provided that such communication can ensure the required confidentiality.
 - b. In the case of executive seconded staff, the procedures for executive staff are followed, as appropriate, and as a partnership between CEC and the seconding church.
- (2) For other staff positions, the following shall apply:
- a. The General Secretary shall consider the applications and call those he or she considers most qualified for interview.

§ 4 Interviews

- (1) For executive staff positions, the following shall apply:
- a. The Interview Panel shall consist of the Chair of the Personnel Committee or another member of the committee and the General Secretary. At the discretion of the General Secretary, another staff member may be invited to join the Interview Panel. The Interview Panel shall conduct the interviews and come to an agreement on a prioritization of the candidates.
 - b. For executive seconded staff, the procedures for executive staff are followed, as appropriate. The Interview Panel shall normally include a member of the seconding church.



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- (2) For other staff positions, the following shall apply: The General Secretary shall conduct the interviews. The General Secretary may invite a member of the Personnel Committee and/or (a) staff member(s).
- (3) For internships, the following shall apply: The General Secretary shall normally conduct the interviews. The General Secretary may delegate the interviews to the Executive Secretary responsible for supervising the intern.
- (4) If there are more than one qualified candidate, the Interview Panel may conduct a second interview or an assessment test before taking its decision.

§ 5 Selection and approval

- (1) For executive staff positions, the following shall apply: Having checked the references of the interviewing panel's preferred candidate, the General Secretary shall submit this candidate for approval to the Presidency.
- (2) For other staff positions, the following shall apply: The General Secretary shall appoint the person he or she considers as most qualified after the interviewing process.

§ 6 Miscellaneous provisions

- (1) The appointment of the Assembly Coordinator shall follow the procedure for appointment of executive staff members, but with the chair of the General Assembly Planning Committee as an extra member of the interview panel.
- (2) The General Secretary shall have the power to approve paid internships, substitutions or similar temporary staff, with contracts limited for up to six months, after consultation with the Chair of the Personnel Committee and within the approved budget, cf. the CEC Standing Orders § 16 (2) c.
- (3) Conflict of interest: If the General Secretary, a member of the Personnel Committee or any other person involved in the appointment process has, directly or indirectly, a real or apparent conflict of interest relevant to a decision, he or she must inform the President and the members of the Personnel Committee and recuse himself or herself from the process. If the person in question is the President, he or she must inform the Vice-Presidents and the members of the Personnel Committee.
- (4) After the appointment process is finalized, the GDPR provisions shall apply.
- (5) This procedure enters into force immediately after approval by the Governing Board and remain in force until revised or replaced by the Governing Board.