

New Minister - Induction and Orientation Checklist

When / How To Use This Form

For New Ministers: This form is to be completed by the new minister and a Church Council representative, to ensure a thorough appointment and orientation process. After completion, a signed copy is to be given to the new minister, with the original stored in the minister's file.

SECTION 1: GENERAL INFORMATION – MUST BE COMPLETED

Minister Name		Position	
Synod Unit / Congregation	Glen Waverley Uniting Church	Commencement Date	

SECTION 2: APPOINTMENT DOCUMENTATION – PRIOR TO COMMENCEMENT

Action	Date of Completion	Completed By
Satisfactory National Criminal History Check and Working with Children Check (minister)	/ /	
Conditions of Employment, New Starter Documentation, Fair Work Information Statement (provided by Presbytery)	/ /	
Appointment Letter & Position Description (provided by Presbytery)	/ /	
Authorisation – Mobile Phone, Laptop, Landline (Property Committee)	/ /	
IT – Email Access & Wiki Authorisation (Communication Committee)	/ /	
Identification Badge Order Placed (Office)	/ /	
Ensure placement has active external supervision (minister)	/ /	
Ensure that appropriate accommodation is provided (Property Committee)	/ /	
Church master key (Property Committee)	/ /	

SECTION 3: COMMENCEMENT

Action	Date of Completion	Completed By
Inform Church office of the new employee's commencement and provide relevant contact details. (Church Council)	/ /	
Colleague Introductions – Council introduction, Ministry Team introduction and relevant contact details provided. (Church Council)	/ /	
Site Tour - Show kitchen and bathroom facilities, and all other facilities of GWUC, ie: stationary cupboard, recycling bins etc. (Property Committee)	/ /	
Demonstrate use of telephones, photocopiers, fax machines and computers as well as any equipment they will be using. (Property Committee)	/ /	
Demonstrate use of GWUC Wiki, GWUC email and other role specific programs. (Communication Committee)	/ /	
Coordinate hours of work with ministry team (Ministry Team)	/ /	
Discuss pay roll, pay cycle details & leave process/forms. (Treasurer)	/ /	
Ensure the minister has returned all completed new starter paperwork for processing. (Church Council)	/ /	
Ensure the Church Council has received transfer of membership documents form old congregation, if applicable. (Church Council)	/ /	

SECTION 4: FIRE AND EMERGENCY

Action	Date of Completion	Completed By
Introduce first aid officer(s) and location of first aid kits and incident registers. (Property Committee)	/ /	
Advise of the emergency evacuation procedure for your work area and location of emergency procedures. (Property Committee)	/ /	
Show location of fire exits, extinguishers, fire alarm and evacuation points, and assembly area for employees. (Property Committee)	/ /	
Introduce Fire Wardens and Health and Safety Representatives (Property Committee)	/ /	
Accident and Incident Reporting procedure (Property Committee)		

SECTION 5: ROLES AND RESPONSIBILITIES OF THE POSITION & TEAM

Action	Date of Completion	Completed By
Begin discussing the ministers role as part of the ministry team's key objectives (Ministry Team)	/ /	
Schedule time for the employee to become acquainted with any other key team members essential to their position. (Church Council)	/ /	
Provide other Key Contacts and GWUC Structure list (Church Council)	/ /	

SECTION 6: POLICIES AND PROCEDURES – REFER TO HANDBOOK

Action:	Date of Completion	Completed By
Ethos of the Uniting Church (Presbytery)	/ /	
GWUC's Serving Safely Policy (Church Council)	/ /	
Performance Appraisal (Presbytery/Church Council)	/ /	
Presentation – Standard of Dress (Presbytery)	/ /	

SECTION 7: FEEDBACK AND PROFESSIONAL DEVELOPMENT

Action	Date of Completion	Completed By
Discuss the initial 6 week review process, followed by annual performance appraisal process (Presbytery/Church Council)	/ /	

SECTION 8: ORIENTATION CHECKLIST DECLARATION

We have discussed the above detail and relevant Policies and Procedures			
Church Council Representative's name		Employee's Name	
Church Council Representative's signature		Employee's Signature	
Date	/ /	Date	/ /