



Seventh-day  
Adventist Church

Adsafe

*South Pacific*

## OPERATIONAL CHECKLIST

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Body: **Nominating Committee**

Organisation: **Local Church**

Revised: 13 July 2022

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The local Church **Nominating Committee** is responsible to the local Church constituency as a whole.

The effective operation of the **Nominating Committee** is a vital component in the local Church adhering to the adoption of the 10 National Principles for Child Safe Organisations (10 Child Safe Standards).

Standard 1 highlights the importance of child safety being imbedded in organizational leadership, governance and culture. The Nominating Committee's work sets the tone for effective governance and church culture.

Standard 5 requires that people working with children and suitable and supported. The Nominating Committee is responsible for selecting suitable people for positions.

The Nominating Committee provides information to prospective office-holders which assists them undertake their roles as per Standard 7: staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.

### Preparation – List of Roles and Job Descriptions

- Establish a list of roles to be filled. This list is often carried over from previous Nominating Committees. Additions to or deletions from the list of roles should be approved by the Church Board.
- Develop a detailed job description and selection criteria for each role. Some job descriptions are located on the Adsafes website at: [www.adsafe.org.au/safeguarding/resources/job-descriptions](http://www.adsafe.org.au/safeguarding/resources/job-descriptions)

## Preparation - Screening

- Ensure that all potential staff and volunteers who are new to the congregation or serving for the first time complete a **volunteer information form** including details of at least three (3) referees. Advise potential staff and volunteers that referees will be contacted.
- Check the referees of persons being considered for positions using **sample questions for referee checks**.
- The Adsafe Responsible Officer (ARO) which is generally the Church Pastor will provide a list of active Church members to Adsafe for screening against their database of persons of concern/subject of allegation.
- Following a response from Adsafe, the list of approved potential officers will be provided by the ARO to the chair of the Nominating Committee.

## Preparation – Adsafe Compliance

In consultation with the Adsafe Compliance Assistant (ACA) ensure that all staff and volunteers being considered for **defined** child-related or Board member roles (as per Adsafe Role Requirements Guideline Appendix B1.1\*), or roles **assessed** by the local Church as being child-related (as per Adsafe Role Requirements Guideline Appendix B1.2\*) have:

- a current, cleared Working with Children Check (or equivalent) as governed by the local jurisdiction, or are prepared and able to obtain one prior to commencement of service.
- completed current Adsafe Safer Churches Awareness Training, or are prepared and able to complete Training prior to commencement of service.
- signed a current Adsafe Code of Conduct, or are prepared and able to sign the Code of Conduct prior to commencement of service.
- completed Training related to Mandatory Reporting and/or Reportable Conduct and other legislative requirements if applicable in the local jurisdiction, or are prepared and able to complete Training prior to commencement of service.

## Preparation – Waiting Periods

- Ensure that all staff and volunteers being considered for child-related of Board member roles have served the required waiting periods. Newly baptized or transferring members should serve a waiting period of **six months**. Volunteers who are non-members or who are new to the congregation should serve a waiting period of **twelve months**. These waiting periods allow the church to assess the suitability of those persons being considered for child-related and governance roles.

## Operation – Selecting Candidates

The work of the Nominating Committee should be covered in prayer for the guidance of the Holy Spirit to give wisdom and discernment. The Committee should select a recording clerk to keep minutes of the Committee's activities and decisions.

- Use role descriptions, selection criteria and where appropriate, referee comments before nominating the best person/s for each role. Take into account membership status, past experience in church office, known abilities and spiritual gifts of potential candidates. A voting system may need to be used to rank candidates.
- If necessary, check ongoing Adsafe compliance with the Adsafe Compliance Assistant.

- The Nominating Committee chairperson will seek advice from the Adsafe Responsible Officer or Adsafe should there be questions of a child safety nature raised about any name being considered for nomination to a relevant role.

### Operation – Approaching Candidates

Committee members asked to approach a candidate to take up a position should:

- Share details of the job description and selection criteria.
- Ask appropriate questions to determine interest and suitability, including questions related to child protection and vulnerable person protection as appropriate. **See sample interview questions document.**
- Advise of the necessity to complete Adsafe requirements if applicable.
- Seek the agreement of the candidate to undertake prerequisites and serve in the role.

### Operation – Recording the Committee’s Activities

The recording clerk shall:

- Record the names of persons being considered for various roles.
- Record their acceptance (or otherwise) of the request to take up the role.
- Format the completed Nominating Committee report in readiness for its presentation to the church.

\*The Child & Vulnerable Persons Protection Policy, Role Requirements Guidelines and Form A can be found at: [www.adsafe.org.au/safeguarding/policies](http://www.adsafe.org.au/safeguarding/policies)

# The Adsafe Safer Churches Awareness Training and Code of Conduct can be completed via the Adsafe e-learning portal at: [elearning.adsafe.org.au/](http://elearning.adsafe.org.au/)

^ Adsafe is currently in the process of developing guidelines related to the handling of complaints and allegations of abuse and harm. Once completed, these guidelines will be placed into the policies section of the Adsafe website.

+ Adsafe is currently in the process of updating its risk mitigation guidelines. Once completed, these guidelines will be placed into the policies section of the Adsafe website.

### Contact Adsafe:

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New Zealand: 0800 442 458

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