

Bourne Baptist Church

Equal Opportunities Employment Policy & Procedure

Policy Statement

- Bourne Baptist Church is an equal opportunities employer and will seek to ensure that every job applicant and employee will not be treated less favourably as a result of one or more Protected Characteristics except in relation to religious belief where being a Christian or complying with a requirement related to religious belief is an occupational requirement having regard to the ethos of the Church and the nature of the employment or the context in which it is carried out.
- Definitions
 ‘Protected Characteristic’ refers to sex, sexual orientation, colour, race, nationality or ethnic or national origins, marriage and civil partnership, pregnancy and maternity, disability, age, gender reassignment* or religion or belief.
 ‘Direct Discrimination’ is where a person is treated less favourably than others are, or would be, for a reason related to one or more of the ‘Protected Characteristics’.
 ‘Indirect Discrimination’ occurs where an individual is subject to a provision, criterion or practice which one protected group finds more difficult to comply with than another (even though, on the face of it, the provision is neutral)
- The application of any recruitment, training and promotion will be made on the basis of fair and objective criteria and based solely on job requirements and the individual's ability and fitness for that work.
- Jobs identified by the Trustees as being subject to occupational requirement are:- Church Pastors
 Children and Youth workers
 Ministry Support workers

This Policy was adopted at the Church meeting on and will be reviewed every two years.

Signed

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Role

Date

Procedures

1. Employment Appointment

When an employment need has been identified the following procedures will be adopted.

1.1.1 A job description and personal specification will be compiled to accompany an application form.

1.1.2 Job descriptions and person specification for each post will be reviewed to eliminate references to non-essential experience or qualifications which might directly or indirectly discriminate against some candidates.

1.2.1 Where there is a belief in the leadership team that a person or persons known to the church congregation may possess the required gifting then they may receive a personal invitation to apply.

1.2.2 Where the leadership team agree that they need to search for an employee from a wider frame of reference then they are free to advertise appropriately.

1.2.3 Applicants will be given clear, accurate and sufficient information through advertisement, job descriptions and interviews, to enable them to assess their own suitability for a post.

1.2.4 Recruitment, literature and advertisements will not imply that there is a preference for one group of applicants as against another unless there is an occupational requirement which will be clearly stated and the application of that requirement is a proportionate means of achieving a legitimate aim.

1.2.5 The most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups.

1.3.1 Should a large amount of applications be received then the leadership team are free to select a special committee to sift through the applications and make recommendations.

1.3.2 Should the job advertised be that of a position of Pastoral oversight (e.g. Minister) in the church then the special committee will comprise, in so far as is possible, of : two elders, two further members of the church and two regular church attendees. Where possible different genders, ethnicities and as wide a variety of age will be represented.

1.4.1 Each application will be prayerfully considered with regard to skill, experience, training and personal attributes.

1.4.2 All persons responsible for the selection, management and promotion of employees will be given information and/or training to enable them to minimise the risk of discrimination.

1.5.1 For those who are seeking a church ministerial role ideally only one applicant will be moved forward in the process at a time. However, if deemed appropriate multiple candidates can be invited for informal interview.

1.5.2 An informal interview and an opportunity to meet the church congregation and preach on a Sunday will be offered. This may take place on one day if the candidate is travelling far.

1.5.3 Following a favourable outcome for both parties of this informal meeting then a further invitation to visit will be offered to one candidate. This will be of a more formal nature. It will include interviews by the leadership team and selected questions from the church congregation as well as a requirement to preach in a Sunday service and present a teaching session both on biblical subjects selected by the leadership.

1.5.4 Following a time of prayerful consideration a special meeting of the membership will be called to vote for the appointment. It is a requirement of the church CIO constitution (See 16.9 of CIO Constitution) that a positive vote of 80% of the church membership is gained before the position is offered to the candidate.

- 1.6.1 For those who are seeking other paid roles within the church then a formal interview will be arranged with an interview panel comprising selected members of the leadership team and others as deemed appropriate
- 1.6.2 The timing of interviews will be as flexible as possible to facilitate family commitments.
- 1.6.3 All questions will be agreed by the interview panel before the interview takes place and the same questions will be asked to all interviewees. Interviewers will treat each candidate equally and interview them on the basis of the person specification.
- 1.6.4 Questions about the candidate's personal/family circumstances will not be asked
- 1.6.5 Selection will be conducted solely on the basis of the candidate's relative merits, abilities and qualifications.
- 1.6.6 Candidates for other teaching roles (e.g. youth worker) will be expected to lead a group meeting and interact with the congregation as part of the interview process.
- 1.6.7 The gender, disability, status, colour, race, nationality, ethnic or national background and the status of any gender reassignment of the candidates will be monitored by including a detachable questionnaire with the application form.
- 1.6.8 The recommendations of the interviewers will be taken to the leadership team for prayerful consideration. Such appointments do not require a membership vote.

- 1.7.1 The premises used for interview should be easily accessible for disabled candidates
- 1.7.2 The needs of job applicants who have a disability will be reviewed to ensure that reasonable adjustments are made to enable them to enter into or remain in employment with us. Promotion opportunities, benefits and facilities of employment will not be unreasonably limited and every reasonable effort will be made to ensure that disabled staff are able to participate fully in the workplace.

- 1.8. A criminal record is not in itself a bar to being appointed to any post. Only relevant offences will be taken into account when appointing to a post where a Criminal Records Bureau check (DBS) is required.

- 1.9. Any successful applicant will be given a contract of employment.

- 1.10. Any successful applicant will be subject to regular performance reviews by their line manager and a period of specified probation.

2. During Employment

- 2.1.1 All personnel employed by Bourne Baptist Church will be treated with respect and listened to.
- 2.1.2 All personnel employed by Bourne Baptist Church will be given a contract of employment.

- 2.2. Training opportunities will be provided where possible and employees will be encouraged to source and take advantage of further training opportunities from outside agencies to enable them to perform their jobs effectively and facilitate their professional development.

- 2.3. As a leadership team we commit to supporting our personnel in prayer and will encourage similar support from the congregation.

- 2.4.1 Each employee will be given a line manager which will be identified in the job description.
- 2.4.2 The line manager will monitor the employee, support their professional development and pay attention to their mental and spiritual wellbeing where appropriate.

2.5 Grievances

- 2.5.1 Should the employee have a grievance then this should be taken to their line manager for resolution in the first instance.
- 2.5.2 Should successful resolution of the issue not be achieved in this way then the matter will be considered by the leadership team of Bourne Baptist Church.
- 2.5.2 Should that matter not be able to be resolved within the Trustees then the matter should be taken to the regional minister of the Baptist Union.
- 2.6.1 Should an existing member of staff acquire a disability whilst in the employment of Bourne Baptist Church then all reasonable adjustments will be made to enable them to remain within our employment and participate fully in the workplace.
- 2.6.2 Regular reviews of the needs of staff with health issues will be carried out by line managers.

3. Termination of Employment

- 3.1 Should a member of staff wish to leave the employ of Bourne Baptist Church then the amount of notice described in their contract must be given in writing to the Trustees.
- 3.2.1 All employees are subject to regular employment reviews with areas of concern or improvement identified and additional training in these areas offered.
- 3.2.2 Should the same areas for concern continue to be raised and no improvements be identified then Bourne Baptist Church reserve the right to terminate said employment giving the agreed notice described in the contract.
- 3.2.3 Should the employee not fulfil the terms of their contract, then Bourne Baptist Church reserve the right to terminate employment giving the notice outlined in the contract.
- 3.2.4 Any proven gross misconduct of an employee of Bourne Baptist Church will result in immediate dismissal.
- 3.2.5 Where a special church members' meeting is considering the dismissal of a minister the minister shall be allowed to hear what is said to the church members meeting and to correct any errors of fact and offer any explanation of the circumstances of reasons for their actions. They and any family members present will then be required to withdraw from this meeting so that the church members may prayerfully and carefully consider whether the appointment should be terminated. As stated in the Church CIO Constitution (See 13.8.10) the dismissal of a minister needs to be carried by 80% of those entitled to vote and present at the meeting.

4. Policy Monitoring

- 4.1.1 Employment policies and procedures are kept under review, in appropriate cases by formal monitoring routines, to ensure that they do not operate against this Policy Statement.
- 4.1.2 Where it appears that this Policy Statement is not being observed the circumstances will be investigated to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable.
- 4.1.3 Appropriate action will be taken where necessary to redress the effects of any action, policy or criteria which are found to have unjustifiably limited the observance of the church's Policy Statement.
- 4.2.1 Care will be taken with the implementation of procedures to ensure that discrimination, however slight, does not occur.
- 4.2.2 Particular care will be taken to deal with any complaints of unlawful discrimination and harassment on the grounds of a Protected Characteristic.
- 4.2.3 Equal opportunities monitoring statistics will be collected (see Appendix 1) and analysed in order to monitor the effectiveness of the policy and to determine the nature of any corrective action required.

4.3.1 The designation of responsibility for the oversight of the policy is the Church Secretary.

4.3.2 The existence of this policy will be made known to the congregation through the members meetings where it will be voted on.

4.3.3 The policy will be made easily accessible to those who wish to see it and stored in the policy folders in the church office and kitchen.

4.3.4 Electronic copies of the policy will be available to anyone upon request.

* Gender reassignment

A decision to undertake gender reassignment is made when an individual feels that his or her gender at birth does not match their gender identity. This is called “gender dysphoria” and is a recognised medical condition.

Gender reassignment refers to individuals who either:

- Have undergone, intend to undergo or are currently undergoing gender reassignment (medical and surgical treatment to alter the body).
- Do not intend to undergo medical treatment but wish to live permanently in a different gender from their gender at birth.
- “Transition refers to the process and/or the period of time during which gender reassignment occurs (with or without medical intervention).

Not all people who undertake gender reassignment decide to undergo medical or surgical treatment to alter the body. However, some do and this process may take several years. Additionally there is a process by which a person can obtain a Gender Recognition Certificate which changes their legal gender.

People who have undertaken gender reassignment are sometimes referred to as Transgender or Trans.

Equal opportunities monitoring form – to be sent with applications

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the short listing process.

How did you find out about this post?

- Church website
- Online publication/job-board (please state):
- Printed publication (please state):
- Social media (please state):
- Other (please state):

Your ethnic origin

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

Asian, British Asian

- Asian / Asian British
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other Asian background (specify if you wish):

Black, Black British,

- African
- Caribbean
- Other Black background (specify if you wish):

Other ethnic group

- Arab
- Other ethnic group (specify if you wish):

White

- British
- Gypsy or Irish Traveller
- Irish
- Other White background (specify if you wish):

Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Other mixed background (specify if you wish):

Prefer not to say

Your gender

- Male
- Female
- Prefer not to say

Have you ever identified as transgender?

- Yes
- No
- Prefer not to say

Your age

Date of Birth:

- 16 – 24
- 25 – 34
- 35 – 44
- 45 - 54
- 55 – 64
- 65+
- Prefer not to say

Your sexual orientation

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual
- Prefer not to say

Marriage and civil partnership

- Single
- Married/in a registered civil partnership
- In a registered civil partnership
- Separated, but still legally married/in a registered civil partnership
- Divorced/formerly in a civil partnership which is now legally dissolved
- Widowed/Surviving partner from a civil partnership
- Prefer not to say

Your religion or belief

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> No religion | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Sikh |
| Denomination: | <input type="checkbox"/> Other (specify if you wish): |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Prefer not to say |

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

- Yes.

Please specify:

- No

- Prefer not to say

Please email this form to