



Seventh-day  
Adventist Church

Adsafe

*South Pacific*

## OPERATIONAL CHECKLIST

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Body: **Nominating Committee**

Organisation: **Local Church**

Revised: 23 January 2024

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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 to 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 job description and selection criteria for each role. Some sample job descriptions (which can be customised by the local church) 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 and Referee Consent Form (see separate document in the checklists section of the Adsafe website) 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 the Referee Interview Form (see separate document in the checklists section of the Adsafe website).
- To ensure transparency and address privacy concerns, Church members are to be advised via public or bulletin announcement\*\* that their names will be screened by Adsafe against the Adsafe database of persons of heightened interest. Members are given the option to “opt out” of screening and if they do so, they should advise the Church Pastor of their decision.
- The Adsafe Responsible Officer (ARO) which is generally the Church Pastor will provide a list of active Church members/regular attendees to Adsafe for screening against their database of persons of heightened interest (see below for email address).
- 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 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.
- familiarity with legislation relating to Mandatory Reporting and/or Reportable Conduct and other requirements if applicable in the local jurisdiction, or are prepared and able to gain familiarity prior to commencement of service.

## Preparation – Waiting Periods

- Ensure that all staff and volunteers being considered for child-related or Board member roles have served the required waiting periods. These waiting periods allow the church to assess the suitability of persons being considered for child-related and governance roles. 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**.

## 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 job 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 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.
- Advise of the necessity to complete Adsafe requirements if applicable.
- Seek the agreement of the candidate to undertake prerequisites (if applicable) 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.

\* Information about the *10 National Principles for Child Safe Organisations* can be found at: <https://childsafef.org.au/national-principles>

\*\* For sample wording of the announcement, see the Nom Com Screening document on the Policies page of the Adsafe website at: [www.adsafe.org.au/safeguarding/policies](http://www.adsafe.org.au/safeguarding/policies)

\*\*\* The *Adsafe Role Requirements Guideline* is on the Policies page of the Adsafe website at: [www.adsafe.org.au/safeguarding/policies](http://www.adsafe.org.au/safeguarding/policies)

### **Contact Adsafe:**

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Australia: 1800 220 468

New Zealand: 0800 442 458

Business hours: Monday – Thursday 9:00am – 5:00pm; Friday 9:00am – 12.30pm

Email: [training@adsafe.org.au](mailto:training@adsafe.org.au) (for Training enquiries) or [sc@adsafe.org.au](mailto:sc@adsafe.org.au) (for screening of names)

Website: [www.adsafe.org.au](http://www.adsafe.org.au)