

Paper M3

Moderators of Assembly

Recruitment of General Secretary
and DGS (discipleship)

United Church 2018
Church 2018
Reformed Church 2018
Church 2018

Recruitment of General Secretary and of Deputy GS (discipleship)

The authors have redrafted detail in several parts of their paper. All the text on pages 101 to 102 should be replaced by the following:

1. Preamble

- 1.1 Following provisional intimation at the time of their appointments, we have received formal notice that the Revd John Proctor intends to retire on 31 August 2020 and the Revd Richard Church in the middle of July 2020. Their long ministries have both been fruitful, effective and appreciated; the Church is significantly in their debt.
- 1.2 Their retirements create forthcoming vacancies for a General Secretary (GS) and a Deputy General Secretary (discipleship) (DGSD). It is the responsibility of the Moderators of General Assembly to convene the nominating group that enables the filling of the GS post (*The Manual*, section C.5) and the following brief paper suggests the skeleton of a process and its timeline for the filling of both.
- 1.3 There are five basic assumptions:
 - that people may be nominated, and then invited to apply, or may apply of their own volition
 - that the GS be selected four to six weeks ahead of the DGSD in order that the former can participate in interviews for the latter
 - that appointees may be serving in posts with long notice periods
 - that separate nominating groups will deal with the appointments: one for the GS, chaired by Nigel Uden, will be in keeping with *The Manual* paragraph C5, and one for the DGSD, chaired by Derek Estill, will comprise four people – an Assembly Moderator, the convenor of a relevant committee and two others;
 - in the event that the first GS process does not appoint, the DGSD process will continue in order to ensure as far as possible that the General Secretariat is not left at 50% strength.

2. Process and timeline

- 2.1 Notice by current DGSD and GS of their intentions to retire in July and August 2020 respectively 17 August 2018
- 2.2 Submission of process and timetable paper for November 2018 Mission Council 30 September 2018
- 2.3 Creation of process and consultation with, amongst others Autumn 2018
 - DGS (administration and resources)
 - Assembly Clerk
 - Human resources advisory group (HRAG)
 - Convenor of most recent GS nominating group (2014)
 - Convenor of Assembly nominations committee

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| 2.4 | Mission Council
<ul style="list-style-type: none"> invited to approve process and its timeline and to elect three committee conveners to join panel | 16 November 2018 |
| 2.5 | Identification of remaining members of the nominating groups:
GS: six people from the panel for Assembly appointments, appointed by the nominations committee;
DGSD: two more to accompany the Moderator and a convenor elected by Mission Council, together with the duly nominated GS;
review of General Secretariat and of current job descriptions and person specifications | Winter 2018/19 |
| 2.6 | Submission of papers re review,
Job description and person specification
for Mission Council's consideration | 30 March 2019 |
| 2.7 | Advertising in June <i>Reform</i> – deadline | 10 May 2019 |
| 2.8 | Mission Council invited to approve
<ul style="list-style-type: none"> outcomes of General Secretariat review Job description/person specification | 13 May 2019 |
| 2.9 | Finalising of paperwork, advertisement, etc;
preparation of nominating group | Early summer 2019 |
| 2.10 | Closing date for nominations to be with the Clerk: 15 June;
closing date for applications to be with the Clerk: 12 July. | |
| 2.11 | Long listing, shortlisting from 15 to 25 July 2019 | |
| 2.12 | Interviews for GS in first week of September 2019
Interviews for DGSD in second half of October | |
| 2.13 | Appointment by Mission Council | 15 November 2019 |
| 2.14 | News made public following Mission Council at a time mutually agreed with appointees and communications staff | |
| 2.15 | Appointees' notice period of up to six months, commencing | 1 December 2019 |
| 2.16 | Start date that ensures overlap, shadowing and hand over | 1 June 2020 |
| 2.17 | Induction at General Assembly 2020 | 10 to 13 July 2020 |
| 2.18 | We invite Mission Council's reflections upon this proposed way ahead, recognising that if either group is unable to appoint, we re-advertise, making preparations as necessary for vacancies. | |

Draft resolution

Mission Council approves the timeline and process as outlined for the appointment of a General Secretary and Deputy General Secretary ready for Induction at the General Assembly of 2020.

