



## **Recruitment Policy**

This policy ensures recruitment at New Life Medway is conducted fairly, transparently, and in accordance with UK charity governance and employment legislation.

## **Scope**

This policy applies to all paid staff appointments including part time, full time ministry roles where remuneration is involved.

## **Guiding Principles**

- Prayerful discernment in appointments
- Transparency and accountability in decision making
- Equal opportunity and fairness where appropriate
- Protection of the church's charitable status and reputation
- Proper management of conflicts of interest

## **Recruitment Process**

- Identify ministry need and confirm budget
- Prepare a role description
- Invite suitable candidates or advertise role
- Interview or discussion with trustees and elders
- Confirm suitability and approve appointment

## **Conflicts of Interest**

If a trustee or leader has a personal relationship with a candidate, the conflict must be declared and the individual must withdraw from discussion and decision making.

## **Recruitment of Family Members**

Family members may be employed if the role is genuine, remuneration is reasonable, and the decision is made independently with the conflict formally recorded.

## Approval

All staff appointments must be approved by the Board of Trustees and recorded in trustee meeting minutes.

Adopted by the Board of Trustees on:

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Chair of Trustees (Signature):

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