

	<b>ENGAGEMENT OF CLERGY AND RELIGIOUS</b>	<b>Document No:</b>	HR-PRO-032
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## 1. Purpose

The Australian Catholic Bishops Conference (ACBC) aims to attract and retain the most suitably qualified workers. For this reason, the ACBC may engage the services of a member of the clergy or religious institute to fulfill a role within an ACBC Agency.

## 2. Scope

This procedure applies to the engagement of members of the clergy and religious institutes in all ACBC agencies.

## 3. Related Documents

[ACBC Anti-discrimination Policy](#)  
[HR-PRO-002 Job Analysis](#)  
[HR-PRO-003 Position Descriptions](#)  
[HR-PRO-004 Recruitment and Selection](#)

## 4. Definitions

### Members of the Clergy and Religious Institutes

A member of the clergy is an ordained minister (deacon or priest) under the authority of a bishop. Ordinarily, members of the diocesan clergy will receive a personal stipend that tax law considers taxable income. A member of a religious institute is an ordained minister, brother or sister under the authority of a congregational superior. Ordinarily, members of religious institutes receive no personal stipend.

## 5. Responsibilities

Responsibilities for recruitment and selection are the same as stated in [HR-PRO-004 Recruitment and Selection](#).

## 6. Recruitment and Selection Process

The recruitment and selection process for any vacant position must follow the ACBC's recruitment and selection process as stated in [HR-PRO-004 Recruitment and Selection](#).

Where the successful applicant is a member of the clergy or religious institute, the ACBC must arrange with the relevant bishop or leader of the religious institute to release the member of the clergy or religious institute to take up the vacant position with the ACBC agency.

All processes with the exception of receipt of a signed letter of offer and the need to advise remuneration to the payroll function are the same as stated in [HR-PRO-004 Recruitment and Selection](#).

## 7. Agreements between the ACBC and a Diocese or Religious Institute

Clergy and religious do not perform work under a contract of service and are therefore not employees in the legal sense of employment regulation. Clergy and religious perform work under what canon and civil law consider a component of his or her religious and spiritual development and undertaking with the Church. The member of the clergy or religious institute undertakes the work as part of his or her vocation, and not because of an employment relationship.

The ACBC and the relevant bishop or leader of the religious institute enter into an agreement to release the member of the clergy or religious institute to take up the vacant position with the ACBC agency. The [Diocesan Template \(HR045\)](#) or the [Religious Institute Template \(HR046\)](#) documents the agreement. The ACBC does not intend for these documents to create an employment relationship but to establish the terms and conditions under which the clergy or religious will undertake the role.

**Note:** The ACBC does not remunerate members of religious institutes. The support of these members remains the responsibility of the religious institute. The ACBC may agree to make a payment to the religious institute for the release of the member from their usual obligations to take up a position with the ACBC.

All agreements between the President of the ACBC and any other party must be forwarded to the Business Manager, General Secretariat for approval. The Business Manager will request any amendments required prior to sending the agreement to the President of the ACBC for approval.

## 8. Records

For all agencies (except Caritas Australia and Catholic Social Services Australia), completed documentation is to be returned to the General Secretariat for storage and archiving.

Caritas Australia and Catholic Social Services Australia will maintain, store and archive their own recruitment and selection records in line with the applicable privacy provisions.

Archivists must retain all documentation in secure files for seven (7) years after the position has been finalised.

Records to retain are:

All records related to recruitment and selection as stated in [HR-PRO-004 Recruitment and Selection Diocesan Template \(HR045\)](#)  
[Religious Institute Template \(HR046\)](#)