



**THE UNITING CHURCH IN AUSTRALIA
PRESBYTERY OF WESTERN AUSTRALIA
CONGREGATION PLACEMENT PROFILE**

NAME OF PLACEMENT

PRESBYTERY:

NAME(S) OF CONGREGATIONS AND ADDRESSES

Purpose:

The purpose of this profile is to:

- provide an opportunity for congregations to clarify their sense of identity, the context in which they work, the directions or goals of the congregation, and the leadership needed over the next five to ten years.
- provide information which will enable a Minister to consider whether this is the sort of place where they believe their gifts can be expressed and utilised.

The Presbytery has the responsibility to carry out a mission audit (Reg. 2.7.14(a)) at the time that a congregation seeks a new placement. The mission audit and the task of completing the profile should mesh together.

Information about your town or region can be gained from:

- The Australian Bureau of Statistics <http://www.abs.gov.au/>
- Local Government Community Profiles obtained from your local Council Office
- Local Information

Please attach housing plan(if appropriate), a copy of the current budget and most recent audited accounts.

EACH CONGREGATION NEEDS TO FILL IN PAGES 2-10

WHERE THERE IS MORE THAN ONE CONGREGATION, PAGES 11-12 SHOULD BE COMPLETED.

PRESBYTERY PASTORAL RELATIONS COMMITTEE SHOULD COMPLETE PAGES 13 – 15

NAME OF CONGREGATION (please fill in a separate profile for each congregation in a cluster or joint arrangement where ministry is shared)

Profile approved by Church Council/Congregation on

1. IDENTITY

One of the ways to think about a congregation's life is in terms of identity (what sense of church do the people share), context (what community does the church live in and seek to minister in), direction (what goals has the congregation set and how will it pursue those goals), leadership (who exercises leadership, and how leadership is encouraged). This profile covers each of those areas.

1.1 Some information that identifies who we are

Membership	Number of Confirmed Members	<input type="text"/>
	Number of Members in Association	<input type="text"/>
	Number of Adherents	<input type="text"/>

Number of Church Councilors

Number of Church Elders/Leaders

Number of services of worship each week

Average numbers at worship each week

Average number at worship twelve months ago

Average number of people served in mission over a month

During the last two years there were (provide numbers):

Baptisms

Confirmations

Transfers from other congregations

Transfers to other congregations

Marriages

Funerals

1.2 What groups exist in your congregation? How many people attend their meetings and activities?

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1.3 Are these numbers (Sections 1.1 & 1.2) up or down from the two years previous to this information? Why has this change occurred?

1.4 How has the congregation changed over the past 5 years?

1.5 How many people regularly in your congregation are new Christians (new to faith in the last 2 years or returning after years away from church attendance)?

From the Mission Audit of your congregation

1.6 What are the three missional activities that your congregation does best.

1.
2.
3.

1.7 What three missional activities would your congregation like to do better?

1.
2.
3.

1.8 What goals did the congregation set for its life in the last couple of years?

1.9 What languages are spoken in the life of your congregation by:

Individuals
Groups
By the Congregation in worship

1.10 What ethnic groups are represented in the congregation? What percentage of the congregation does each represent?

1.11 What aspects of your church's life are most valued by attenders? (tick up to 8 boxes)

As part of the Mission Audit, survey your congregation with the aspects listed here and then indicate below up to 8 of the most valued by the congregation:

- Sharing in Holy Communion
- Sermons, preaching or Bible teaching
- A traditional style of worship or music
- A contemporary style of worship or music
- Practical care for one another in times of need
- Prayer ministry for one another
- Bible study, prayer groups or discussion groups
- Social activities
- Meeting new people
- Ministry for children or youth
- Wider community ministry
- Engaging in Social Justice activities
- Reaching those who do not attend church
- Presence of a church school or pre-school
- Openness to social diversity
- Openness to spiritual diversity
- Openness to faith diversity
- Other (please specify).....

2 Description of the congregation

The Church Council is to fill out the following section with descriptions of key aspects of the congregations self-understanding

2.1 How the Church Council understands mission in your context.

2.2 The primary theological values held within the congregation

2.3 How members of the congregation live out the Gospel in the church and community

2.4 What does the congregation understand the to be the role of the Ministry in this placement

2.5 How the Church Council understands its role in times of change

2.6 What place worship has in the life of the congregation

2.7 What place the Bible has in worship and service in the congregation

2.8 What you expect of the minister in church administration and financial management

2.9 How does your Church Council make important decisions – who is involved and with what processes

2.10 Do your Elders meet as a separate group and how does that group report/relate to the Church Council?

2.11 How do your Elders participate in decision-making?

2.12 Anything else about ministry and God's mission that the Church Council wants to offer

3. Context

3.1 **Describe the key features of your community using sources suggested above:** urban/ suburban/ rural (small town/ larger centre); small/ medium/regional; something new; isolated; multi-cultural; faith community; chaplaincy.

3.2 **Population: numbers, age break-up**

Total population of the community

Major age groups (and %)

3.3 **What is the percentage of Aboriginal people in the community?**

What ethnic groups are represented in the community?

3.4 **What are the major economic activities in the community?**

3.5 **What is the socio-economic status of the community?**

3.6 **What makes this a very enjoyable community to live in?**

3.7 **Where are the points of stress and pain in the community?**

4. The direction and goals of the congregation

In answering the questions in this section you will be able to draw on both the long term work of the congregation on goals and directions, and also the work done in the mission audit conducted by your Presbytery when the JNC was formed or when the placement became vacant.

4.1 **What is the congregation's vision?**

4.2 **What progress has the congregation made with its current goals/vision?**

4.3 **What will be the next steps toward achieving the congregations vision?**

4.4 **What relationships does the congregation presently have with Aboriginal people?**

Is the congregation involved in any covenanting activities? Yes No

If 'yes', please indicate what is being done?

4.5 List all the special events and occasions in the last year's church calendar.

4.6 Does the congregation have a particular ministry focus or openness to certain groups that is reflected in who is actually part of the congregation? If so, please list. (For example, people from particular ethnic communities, people with particular needs, or people of different sexual orientations.)

5. Leadership

5.1 What are the formal leadership bodies in the congregation?

5.2 Is it expected that the Minister will be an up-front leader, or an encourager-facilitator?

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5.3 What is done in the congregation to encourage lay leadership?

5.4 What will be the principle responsibilities of a new ministry agent?

5.5 Name and designation of ministerial team

- specified ministries (Minister of the Word, Deacon, Lay Pastor, Youth Worker, Pastor, Accredited Lay Preacher)
- voluntary lay ministry workers (Lay Presider, Lay Marriage Celebrant)

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Name and designation of other people employed in the congregation (e.g. family worker, office staff)?

Are job descriptions available for the above positions

Is there a designated team leader? YES NO

If 'yes', is this the new ministry person? YES NO

How are responsibilities allocated (e.g. by a particular person or consultatively)?

5.6 **Is there a church office?** YES NO

Is 'yes', where is it located?

If so, how often is it opened?

5.7 **Does the staff have offices at the church?** YES NO

5.8 **What is the congregation's email address** (or other email address through which the congregation can be contacted)?

What is the congregation's web site address?

http://www.

5.9 **Is there a preference for** (please tick as many as you wish):

Minister of the Word () Deacon () Pastor ()

Lay person () Exiting Candidate ()

Please explain why you chose these forms of ministry leadership.

5.10 **Is the congregation seeking**
an additional placement () or a replacement placement ()

5.11 **What is the date at which the current placement ends or an additional/new placement may commence?**

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5.12 **If replacement is indicated, who is being replaced?**

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5.13 **The congregation is seeking**
a full time () or part time () placement.

5.14 **Do you request permission to advertise this placement? (Please give reason)**

Date on which completed document sent to Presbytery

Checklist for JNC Convener/Consultation Team Chair

- | | | |
|---|-------|--------------------------|
| Document completed and accepted by Church Council | | <input type="checkbox"/> |
| Position Description attached (where appropriate) | | <input type="checkbox"/> |
| Manse plans found and included | | <input type="checkbox"/> |
| Or | | |
| Description of alternative housing arrangements attached | | <input type="checkbox"/> |
| Financial records copied and attached | | <input type="checkbox"/> |

6. JOINT CONGREGATIONS

This section is to be completed where linked or clustered congregations relate to the proposed placement. A completed copy of the above profile should be attached to this form.

6.1 Congregations

1.	4.
2.	5.
3.	6.

6.2 In what ways do the congregations interact?

6.3 List any groups where membership is shared across congregations?

6.4 Give details of any agreements entered into for the sharing of Ministry across the congregations.

6.5 Do the congregations have separate Church Councils or a joint Church Council?

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6.6 Are any major changes or developments anticipated within the grouped congregations in the next three/five years, e.g. sudden growth, amalgamations, sale of property, new buildings?

6.7 List any shared mission goals that have been adopted by the grouped congregations for the next three/five years?

6.8 What role will the proposed Minister play in achieving these goals?

6.9 How is the Joint Nominating Committee made up?

Joint Nominating Committee Chairperson

Name

Address:
Phone:

**PLACEMENT SUMMARY PAGE
JNC/CONSULTATION TEAM CHAIR TO COMPLETE**

Placement Name:

Congregations involved in placement:

Presbytery/Synod body:

Categories of Ministry Leader sought (5.9):

Statistics (from 1.1 listing numbers for each congregation separately in the order listed above):

Confirmed Members:

Members in Association:

Elders/Leaders:

Services of worship each week:

At worship each week:

Adherents:

Church Councilors:

At worship 12 months ago:

During the last 2 years there were

Number of Baptisms:

Transfers from other congregations:

Transfers to other congregations:

Marriages:

Number of Confirmations:

Funerals:

Summarize the Congregation(s) vision(s) (1.7):

Goals set by the Congregation(s) (1.8):

Relationships with Aboriginal People and covenanting relationships (4.4):

Ethnic Groups in the congregations (3.3):

Briefly describe the communities served by the congregation (3.4-3.7):

What are the principle responsibilities of the Ministerial Leader being sought

If there are joint congregations (6.7-6.8)

List shared mission goals:

What role will the proposed minister have in these goals:

How many other people involved in the ministry team (5.4):

Is this a full time or part-time placement (specify percentage):

Is the JNC convinced of the financial viability of this placement:

TO BE KEPT TO ONE A4 SHEET

PRESBYTERY SECTION OF CONGREGATIONAL PROFILE

PRESBYTERY

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Congregation(s)

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1. Does the Presbytery support the mission directions identified by the congregation(s) (Profile section 4) for the next three/five years? Yes No

Presbytery comment:

2. Does Presbytery comment on the above differ at any point from the congregation(s) comment in this profile? Yes No

If yes, please elaborate:

3. Does the Presbytery consider that the congregation(s) should proceed to a new placement at this time? Yes No

Presbytery comment:

4. For which of the following ministries does the Presbytery consider that the position is suitable?

Minister of the Word Deacon Pastor Exiting Candidate

Give reasons for this choice:

Is Priority Placement recommended? Yes No

Give reasons for this choice:

5. Does the Presbytery consider that any changes to placement responsibilities or relationships are required at this time? Yes No

If yes, please elaborate:

6. Date of the most recent Presbytery inspection of the residence

Is the Presbytery satisfied that adequate and appropriate accommodation will be available, having regard to the Synod requirements for ministers' residences?

- Yes No

If no, what steps are being taken to remedy the situation?

7. Is the Presbytery satisfied that adequate financial support for the placement and other congregation expenses will be available:

from the congregation(s) alone? with help from Presbytery and/or Synod?

List any grants applied for or approved:

8. Does the Presbytery wish to make any additional comments?

9. Earliest date at which placement may become effective

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10. If the JNC is requesting permission to advertise do you support their reasons? (Please give reasons)

Presbytery Representatives on Joint Nominating Committee/Consultation Team:

NamePhone.....

Address

NamePhone.....

Address

Date of Presbytery Pastoral Relations Committee meeting

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Signed Chairperson/Secretary of Pastoral Relations and Placements Commission

Date on which form is forwarded to Pastoral Relations & Placements Commission

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Check list for PRC Convener

- The Profiles are complete and have been approved by PRC:**
- Adequate Manse Plans are attached**
- Or**
- Description of alternative housing arrangements have been approved**
- Financial details are attached and have been reviewed by Presbytery to ensure confidence that the Placement can be sustained**
- Presbytery section is complete:**