



# Congregation Placement Profile

**Please forward to:** Placements Officer, Pastoral Relations and Mission Planning Team UCA Presbytery and Synod of SA, GPO Box 2145, Adelaide SA 5001 or fax (08) 8236 4201 or email: [pastoralrelations@sa.uca.org.au](mailto:pastoralrelations@sa.uca.org.au)

<b>Name of Placement:</b>	
Full time	Part time (specify FTE)
Name(s) of Congregation(s)	
Address(es)	
Mission Network(s)	

**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 a placement where they believe their gifts can be expressed and utilised.

The profile should be prepared by the Joint Nominating Committee or a nominated committee, in consultation with the (Joint) Church Council. It can be used:

- As a record of mission planning
- As an evaluation of the congregation’s programs, or
- In the placements process

**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

*Congregations are encouraged to update this form regularly.*

**Instructions:**

- Each congregation needs to fill in sections 1 to 5.
- Where there is more than one congregation, section 6 should be completed.
- The JNC convenor should complete the placement summary page.
- The Presbytery Review Panel should complete the Presbytery section.

The following documents are to be attached to the Congregation Profile:

- Copy of the most recent audited accounts
- Copy of the current and next year’s Congregation(s) budgets
- Floor plan of residence

**Privacy Statement**

All information collected on this form is managed in accordance with the Uniting Church SA Privacy Policy 2014. It has been collected for the primary purpose of facilitating the placements process conducted by the Presbytery and Synod of South Australia. It may also be used in relation to any authorised activities of other Synods or the Assembly of the Uniting church in Australia. If you need clarification about what constitutes an authorised activity or you have any other privacy related queries, please contact Malcolm Wilson on (08) 8236 4206 or [privacy@sa.uca.org.au](mailto:privacy@sa.uca.org.au)

**Name of Congregation(s)**

*(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 (date)**

**Section 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
  - Number of Members in Association
  - Number of Adherents
- 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 often do they meet? How many people attend their meetings and activities?**

**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 who attend regularly in your congregation are new Christians (new to faith in the last 2 years or returning after years away from church attendance)?

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 are the core values of your congregation?

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

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

Individuals?

Groups?

By the Congregation in worship?

1.11 What cultural and linguistic groups (CALD) are represented in the congregation? What percentage of the congregation does each represent?



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

## **Section 2 - Description of the Congregation**

*The Church Council is to fill out the following section with descriptions of key aspects of the congregation's self-understanding. Describe:*

**2.1 How the Church Council understands mission in your context**

**2.2 The primary theological values held within the congregation (eg values, views about the Bible, worship and worship styles, ministry, prayer practices)**

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

**2.4 What the congregation understands to be the role of the Ministry leadership in this placement**



2.5 How does the Church Council understand its role in times of change?

2.6 What place does worship have in the life of the congregation?

2.7 What place does the Bible have in the life of the congregation?

2.8 What do you expect of the minister in regard to 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? How does that group report/relate to the Church Council?

2.11 How do your Elders participate in decision-making?

2.12 Please outline the processes in place to encourage people to grow as disciples of Christ.

2.13 Is there anything else about ministry and God's mission that the Church Council wants to offer?



## Section 3 - Context

### 3.1 Describe the key features of your community using sources suggested below:

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?

### 3.4 What ethnic groups are represented in the community?

### 3.5 What are the major economic activities in the community?

### 3.6 What is the socio-economic status of the community?

### 3.7 What makes this a very enjoyable community in which to live?

### 3.8 Where are the points of stress and pain in the community?

## Section 4 - The direction and goals of the Congregation

*In answering the questions in this section you can draw on both the long term work of the congregation on goals and directions, and also any recent work done in a consultation or mission planning exercise conducted by the 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 congregation's 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 your congregation's calendar last year.

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.)

4.7 Is your congregation currently engaged in, planning or open to the development of a Fresh Expression of mission, community or worship? If so, describe what is currently happening or envisaged.

### Section 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?

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

5.4 What will be the principal responsibilities of a new ministry agent? Prepare and attach a Position Description if appropriate.



### 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)

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

Are job descriptions available for the above positions?	Yes	No
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 open?

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)?

5.9 What is the congregation's website address?

5.10 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.

5.11 Is the congregation seeking: an additional placement or a replacement placement ?

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

5.13 If replacement is indicated, who is being replaced?

5.14 The congregation is seeking: a full time or part time placement. If part time, what FTE?

5.15 Do you request permission to advertise this placement? Yes No  
(If yes, please give reasons)

*Date on which completed document sent to Presbytery*

### Checklist for JNC Convener

Document completed and accepted by Church Council

Position Description attached (where appropriate)

Manse plans included /Or description of alternative housing arrangements attached

Financial records copied and attached





## Section 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.
- 2.
- 3.
- 4.
- 5.
- 6.

6.2 In what ways do the congregations interact?

6.3 Are there 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 How are decisions made for areas of joint responsibility?

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

6.7 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?

6.8 What shared mission goals (if any) have been adopted by the grouped congregations for the next three/five years?

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

6.10 How is the Joint Nominating Committee made up?

### Joint Nominating Committee Chairperson

Name

Email address

Contact phone numbers



# Placement Summary Page

*Joint Nominating Committee to complete (some fields will auto-fill from earlier pages, but not all).*

Placement Name:

Congregation(s) involved in placement:

Mission Network(s):

Categories of Ministry Leader sought (5.10):    Minister of the Word    Deacon    Pastor    Lay person    Exiting Candidate

## Membership

Number of Confirmed Members

Number of Members in Association

Number of Adherents

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

## Summarise the Congregation(s) missional activities/aspirations (1.7):

## Goals set by the Congregation(s) (1.9/6.8):

## Relationships with Aboriginal People and covenanting relationships (4.4):

## Cultural and Linguistic Groups in the congregations (3.3):

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

## What are the principle responsibilities of the Ministerial Leader being sought? (5.4/6.9)

## If there are joint congregations (6.7-6.8)

List shared mission goals:

What role will the proposed minister have in these goals?

Full time      Part time (specify FTE)

## How many other people are involved in the ministry team (5.5):

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

Yes

No



# Presbytery Section of Congregational Profile

Placement Name:

Congregation(s) involved in placement:

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 – please elaborate if different to congregation’s proposed directions.

2. Does the Presbytery consider that the congregation(s) should proceed to a new placement at this time?

Yes    No    Presbytery comment:

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

Minister of the Word                  Deacon                  Pastor                  Lay Person

Give reasons for this choice:

4. 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. 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 congregation(s) alone    with help from Synod or

Uniting Foundation? List any grants applied for or approved:

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

9. What is the earliest date at which placement may become effective?

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

## **Presbytery Representatives on Joint Nominating Committee:**

Name    Phone

Name    Phone

Date of Presbytery Pastoral Relations Committee meeting

Signed    Chairperson/Secretary, Pastoral Relations Committee

### **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.**