



## Congregational Placement Profile (for linked congregations)

### NAME OF PLACEMENT

	<input type="checkbox"/> Full time <input type="checkbox"/> Part Time. (specify) 0.?
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### NAME(S) OF CONGREGATIONS AND ADDRESSES

### MISSION NETWORK(S)

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### 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 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.

**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**

**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**

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

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**Profile approved by Church Council/ Congregation on**

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**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**

	Name of Cong.	Name of Cong.	Name of Cong.	TOTAL
Membership Number of Confirmed Members				
Number of Members in Association				
Number of Adherents				
Number of Church Councillors				
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.				
<i>During the last two years there were (provide numbers):</i>				
Baptisms				
Confirmations				
Transfers from other congregations				
Transfers to other congregations				
Marriages				
Funerals				

**Please Note boxes will expand as you type**

	<b>Name of Cong.</b>	<b>Name of Cong.</b>	<b>Name of Cong.</b>
<b>1.2</b> What groups exist in your congregation?			
How often do they meet?			
How many people attend their meetings and activities?			
<b>1.3</b> Are these numbers (Sections 1.1 & 1.2) up or down from the two years previous to this information?			
Why has this change occurred?			
<b>1.4</b> How has the congregation changed over the past 5 years?			
<b>1.5</b> 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)?			
<b>1.6</b> What are the three missional activities that your congregation does best?			
<b>1.7</b> What three missional activities would your congregation like to do better?			

	Name of Cong.	Name of Cong.	Name of Cong.
<b>1.8</b> What are the core values of your congregation?			
<b>1.9</b> 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:**

	Name of Cong.	Name of Cong.	Name of Cong.
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?**

Name of Cong.	Name of Cong.	Name of Cong.

**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:

	Name of Cong.	Name of Cong.	Name of Cong.
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.**

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**2.8 What do you expect of the minister in regard to church administration and financial management?**

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**2.11 How do your Elders participate in decision-making?**

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

### SECTION 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.

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Total population of the community (Town) 2011 census

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

Major age groups (and %)

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

What ethnic groups are represented in the community?

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**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?**

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**4.3 What will be the next steps toward achieving the congregation's vision?**

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**Is the congregation involved in any covenanting activities?** Yes No

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

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:

**4.5 List all the special events and occasions in your congregation's calendar last year.**

Name of Cong.	Name of Cong.	Name of Cong.

General Comments:



**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.)**

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

**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.**

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

**SECTION 5 LEADERSHIP**

**5.1 What are the formal leadership bodies in the congregation?**

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

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

Name of Cong.	Name of Cong.	Name of Cong.
General Comments:		

**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, if any (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)?

**5.9 What is the congregation's web site 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)

**5.16 Is a manse available? YES NO**

**If yes, does it meet Synod manse standards and is it well maintained? YES NO**

(If no, please give details of maintenance or upgrade work that is planned/ scheduled)

**COMPLETION OF DOCUMENT**

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 found and 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**


**6.2 In what ways do the congregations interact?**


**6.3 Are there any groups where membership is shared across congregations?**

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

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**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?**

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**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?**

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**6.10 How is the Joint Nominating Committee made up?**


**Joint Nominating Committee Chairperson**

Name .....

Email address ..... Contact phone numbers

**PLACEMENT SUMMARY PAGE  
JNC TO COMPLETE**

**Placement Name:**

**Congregations involved in placement:**

**Mission Network(s):**

**Categories of Ministry Leader sought (5.10):**

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

	Congregation	Congregation	Congregation	<b>Total</b>
Membership Number of Confirmed Members				
Number of Members in Association				
Number of Adherents				
Number of Church Councillors				
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.				
<i>During the last two years there were (provide numbers):</i>				
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?**

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

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

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

**PRESBYTERY SECTION OF CONGREGATIONAL PROFILE**

**PLACEMENT**

\_\_\_\_\_

**Congregation(s)**

\_\_\_\_\_

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  Exiting Candidate

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 the 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?

Two empty rectangular boxes for additional comments.

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

One empty rectangular box for the earliest date.

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

Three empty rectangular boxes for reasons.

Presbytery Representatives on Joint Nominating Committee:

Name .....Phone.....

Name .....Phone.....

Date of Presbytery Pastoral Relations Committee meeting

One empty rectangular box for the meeting date.

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:**