

Who owns Uniting Church property?

All property is held by The Uniting Church in Australia Property Trust (S.A.) for the beneficial use of congregations and agencies.

Manse Residential Tenancy Agreements

Ring us before approaching an agent to rent out:

- we can advise re fee negotiation
- Uniting Church SA approval is required
- agreements require signing by a Property Trust member (contact our office).

Manses

Church Council or Manse Committee should:

- Consider using *Manse Occupancy Letter of Understanding* (available from Property Services) – an informal agreement for congregation and minister re manse arrangements.
- Appoint a contact person to liaise with minister on all manse issues.
- Set a limit that minister can spend on repairs without needing to seek authority.
- Ensure a clear understanding of who is responsible for what, e.g.
 - excess water use
 - garden maintenance
 - reimbursement for sundry expenses.

Further information

Further information is available on property issues including:

- Closing service ideas
- Community & Government grants [all grant applications in name of The Uniting Church in Australia Property Trust (S.A.)]
- Commercial leasing
- Cracking of older masonry/brickwork
- Disabled toilet facilities
- Environmental sustainability
- Fences and the law
- Heritage listing
- Licence agreements
- Manse guidelines
- Manse occupancy letter of understanding
- Ramps and rails
- Residential tenancies
- Salt damp



Uniting Church. **Uniting People.**

Property Services - Uniting Church SA office

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Property Services



Uniting Church. **Uniting People.**

The Property Services team provides a range of services to serve Uniting Church congregations and is available to help you with all your property questions and needs – it is a 'one stop shop' for all property issues.

Mission & property

Property is simply a means to an end, not an end in itself – it can open or close the doors to mission and ministry. An important question for congregations and the wider church: 'How can we better utilise our existing congregational resources for the future missional work of the Church?'

Questions to ask ourselves:-

- Do our buildings enable us to achieve our mission?
- Does our property tie in with our Mission Statement?
- Is our property serving the mission of our church? (Or is mission serving our property?)

The role of Property Services is to serve congregations (and the Presbytery & Synod of SA) in order for congregations to be in mission (core business) – we are here to serve you!

What do we provide?

- Advice and processing of applications for:
 - building/upgrades/alterations/demolition
 - sale of property
 - purchase of property
 - leasing
 - land subdivision & other land matters
- Land transactions on behalf of The Uniting Church in Australia Property Trust (S.A.)
- Licence agreements
- Advice on heritage issues
- Advice regarding structural damage
- Information and records concerning current and past properties
- Advice on how to make the most of the property you have in a mission context
- Advice on all other property issues
- Advice on residential tenancies
- Property Sales Proceeds funds management & distributions.

Property Services – providing advice on all property issues including sale & purchase, build/ upgrade/alterations, leasing, heritage, structural damage ...

Application process

All applications for sale, purchase, build/ upgrade, lease (from & to another party) require:

- Church Council approval
- an application form sent to Uniting Church SA office for approval.

Contact us for application forms.

Sale/disposal of church property

The process to sell property:

- submit application to Property Services for Uniting Church SA approval
- marketing process, selection & engagement of an agent, contracts and settlement process is handled by Property Services in consultation with congregation
- sale normally includes fittings & fixtures but excludes loose furniture & furnishings
- any stained glass windows, foundation stones & memorials can be protected by a registered encumbrance on the title
- funds from the sale of property may be available for local ministry purposes and for the work of the wider church.

Contact us for application forms.

Purchase of church property

The process to purchase buildings and land:

- submit application to Property Services for Uniting Church SA approval
- all contracts and the settlement process is handled by the Uniting Church SA office
- contracts can be entered into at short notice subject to approvals if necessary.

Building extensions, upgrades or new developments

Are you planning to extend, build or upgrade?

The process to build, extend or upgrade:

- submit application to Property Services for Uniting Church SA approval
- all contracts handled by Property Services.

We can assist in:

- preparation of project brief
- development of concept
- providing professional advice
- supervising planning & building process.

Contact us early in the process as we have access to significant expertise.

Leases, agreements & contracts

All legal documentation must be in the name of the Property Trust - not in the name of the congregation (congregation is not a legal entity).

Property Services is here to help you with:

- leasing to other bodies
- leasing from other bodies
- residential leases
- commercial leases
- licence agreements (an agreement used where another person/organisation has non-exclusive use of church property either from time to time or on a once-off basis).