



**Office use only**  
Date received by Synod:

## CONGREGATION PLACEMENT PROFILE

If there are 3 or more Congregations please use the profile for Linked Congregations

### NAME OF PLACEMENT

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


### PRESBYTERY

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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 PASTORAL RELATIONS COMMITTEE SHALL ENSURE COMPLETION OF 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)**

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

**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	<input type="text"/>
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	Number of Members in Association	<input type="text"/>
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	Number of Adherents	<input type="text"/>
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Number of Church Councilors	<input type="text"/>
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Number of Church Elders/Leaders	<input type="text"/>
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Number of services of worship each week	<input type="text"/>
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Average numbers at worship each week	<input type="text"/>
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Average number at worship twelve months ago	<input type="text"/>
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Average number of people served in mission over a month	<input type="text"/>
---------------------------------------------------------	----------------------

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

Baptisms	<input type="text"/>
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Confirmations	<input type="text"/>
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Transfers from other congregations	<input type="text"/>
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Transfers to other congregations	<input type="text"/>
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Marriages	<input type="text"/>
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Funerals	<input type="text"/>
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**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?**

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

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**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)?**

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**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?**

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

Individuals
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Groups
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By the Congregation in worship
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**1.11 What ethnic groups are represented in the congregation? What percentage of the congregation does each represent?**

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**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:

Aspect of your church's life	Tick up to 8
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

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

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**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 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 the life of the congregation**

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

**2.9 How your Church Council makes 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 Outline the processes in place to encourage people to grow as disciples of Christ**

**2.13 Anything else about ministry and God’s mission that the Church Council wants to offer**

**2.14 Decision around Same Gender Marriage (Optional Question)**

The Church Council have decided to:

- 1. Allow Same Gender Marriage on our premises
- 2. Not to allow Same Gender Marriage on our premises
- 3. Not to make a decision

**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.

**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 in which to live?

3.7 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, 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?

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?**

http://www.

**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?**

[Empty text box]

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

[Empty text box]

**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)

[Empty text box]

**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)

[Empty text box]

**5.17 Congregation JNC Contact Person**

Name .....

Email address ..... Contact phone numbers .....

**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 – use Linked Congregations Profile if there are 3 or more 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. \_\_\_\_\_

**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 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 List any shared mission goals that 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  
JNC TO COMPLETE**

Placement Name:

Congregations involved in placement:

Presbytery:

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:

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):

Ethnic 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**

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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 – 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. 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:**