

Date Profile Filled In:.....

**CONFIDENTIAL**

<b>Office use only</b> Date received by Synod:
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The Uniting Church in Australia  
Synod of South Australia

## Ministry Leadership Profile For Ministry of Pastor and Lay People

*Other available Forms:*

*“Ministry Leadership Profile for UCA Ministers, Ordinands and those in Specified Ministries”*

*“Ministry Leadership Profile for Ministers/Leaders recognised by another denomination (Non – UCA)”*

Name:	Date of Birth:     /     /
Address:	
Contact Numbers:	Mobile:
Email:	

**Are you a confirmed member of the Uniting Church?**     Yes      No

Congregation: .....

**Are you a permanent resident of Australia?**     Yes      No

<p><b>Purpose:</b> The purpose of this profile is to:</p> <ul style="list-style-type: none"> <li>• provide an opportunity for ministry leaders to clarify their sense of identity, the context in which they work best, their areas of giftedness where they can provide leadership, and their priorities for ministry over the next five to ten years.</li> <li>• provide information which will enable the Placements Committee and Joint Nominating Committees to consider which context this ministry leader has the gifts and experience to best serve.</li> <li>• It is designed to be used in the placement process with completed profiles of congregations (and position descriptions of other placement settings) based upon similar criteria. You are invited to share as much information as you are able in this format to enable the Placements Committee and JNC's to begin to discern a matching of gifts, education, experience and passion for specific styles and/or settings for ministry.</li> </ul>
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This is not a public document but must be available to share with members of JNC's or other appointing bodies. Every effort will be made to restrict its circulation to those who need to have access to it. A copy will be retained on your personal file within the Pastoral Relations office of the Presbytery/Synod of SA.

**MINISTRY LEADERS NEED TO FILL IN SECTIONS 1 TO 8 WHICH INCLUDES THE SUMMARY PAGES.**

*Boxes in the main profile can be expanded but you are asked not to expand boxes in the summary pages. When you have completed this profile, including the summary pages, please send it to the **Presbytery Chair of Pastoral Relations Committee** or the Placements Officer in the Synod of SA office so that the Presbytery comments may be included. Email: [placements@sa.uca.org.au](mailto:placements@sa.uca.org.au) or EO, Placements Uniting Church SA, GPO Box 2145, ADELAIDE SA 5001.*

**SECTION 1 MINISTRY**

Have you previously served in a placement or ministry appointment as a Pastor?

**SECTION 2 EDUCATION AND EXPERIENCE**

**(a) Present and Previous Ministry Placements**

List present Placement first and previous or other positions following	Dates

**(b) Other Relevant Employment or Experience (paid or voluntary) that has prepared you for ministry**

Details...	Dates

**(c) Education**

University, College or Institute	Degree/Diploma/Certificate	Year of Graduation

**(d) Continuing Education and Conferences**

List all continuing education programs, etc. attended in the last two years.

Course/Program	Year	Duration

**SECTION 3. REFLECTION ON MINISTRY**

3.1 What areas of your work have provided you with the greatest satisfaction in the past 3 years?

**3.2 What areas of your work have provided you with the least satisfaction?**

**SECTION 4 GIFTS, FORMATION AND INTERESTS**

*To be completed by your Elder OR a colleague in ministry.*

**(a) Identify some of the gifts and skills of ..... (Name of ministry leader) which serve the church.**

Completed by .....

*To be completed by Ministry Leader*

**(b) In your opinion, what are some of the gifts you bring to serve the church?**

**(c) List some of the significant steps or aspects of your formation for ministry;**

**(d) In which areas of ministry (identified by you) would you prefer to offer leadership?**

Tick as many as you wish.

- |  |  |
|--|--|
| 1. <input type="checkbox"/> Preaching and communication                  | 2. <input type="checkbox"/> Pastoral Care                            |
| 3. <input type="checkbox"/> Theological analysis                         | 4. <input type="checkbox"/> Administration                           |
| 5. <input type="checkbox"/> Listening skills                             | 6. <input type="checkbox"/> Missional planning & strategic thinker   |
| 7. <input type="checkbox"/> Ability in ministry to first third of lifers | 8. <input type="checkbox"/> Ability in ministry to older people      |
| 9. <input type="checkbox"/> Change agent (evidence based)                | 10. <input type="checkbox"/> Proven ability to work in team ministry |
| 11. <input type="checkbox"/> Fresh Expressions/Pioneer Ministry          | 12. <input type="checkbox"/> Other (please specify) .....            |

**(e) What aspects of Church life do you personally value most?  
(tick up to 4 and answer in terms of your personal spiritual appreciation)**

- 1. Sharing in Holy Communion, the Eucharist or the Lord's Supper
- 2. Sermons, preaching or Bible teaching
- 3. Traditional style of worship or music
- 4. Contemporary style of worship or music
- 5. Practical care of one another in times of need
- 6. Prayer ministry for one another
- 7. Bible study, prayer groups or discussion groups
- 8. Social activities or meeting new people
- 9. Ministry for children or youth
- 10. Wider community ministry
- 11. Social justice
- 12. Reaching those who do not attend church
- 13. Openness to social diversity
- 14. Openness to spiritual diversity
- 15. Openness to faith diversity
- 16. Other (please specify) .....

**SECTION 5. PERSONAL MINISTRY STATEMENTS**

Please write personal statements on ministry covering the following areas: (please note that congregations and other placement settings are required to provide a similar description of themselves in terms of some of these headings)

<b>(a) Your understanding of mission</b>
<b>(b) Your primary theological values</b>
<b>(c) Your understanding of the gospel in ministry in the church and community</b>

<b>(d) Your understanding of (and personal style in) leadership as a ministry leader of the church</b>
<b>(e) Your approach to change and change management as a ministry leader of the church</b>
<b>(f) Your understanding of worship in the ministry of the church (include personal preferences in worship styles)</b>
<b>(g) Your understanding of the role and use of the Bible in worship and ministry</b>
<b>(h) Your understanding of the role of the minister in church administration and finances</b>
<b>(i) Your approach to time-management in ministry</b>

<b>(j) How you look after yourself in the context of a sometimes stressful vocation?</b>
<b>(k) Anything else about ministry that you want to offer</b>

**SECTION 6. OTHER IMPORTANT INFORMATION**

**(a) Are you comfortable working within a team ministry?**  
 (Give examples if possible of the sorts of teams you have had experience in)

**(b) What things beyond the church are you interested (and actively involved) in which bring you into contact with the wider community?**

**(c) Do you have a Presbytery appointed supervisor with whom you meet regularly?** Yes /No  
 If Yes, who? .....

**(d) Are there any geographic or other restrictions on where you are prepared to go?**  
 (Restrictions imposed by a ministry leader will be taken into account by the Placements Committee but NOTE that these limitations often result in delays in finding appropriate placements.)

**(e) Do you want a full time  or part time  placement?**  
 If part time, what FTE or how many days per week? .....

**(f) Are you prepared to be in a more than 1 ministry leader placement?** Yes / No

**(g) Have you completed Foundations of Transitional Ministry training?** Yes / No

**(h) Are you trained for Intentional Interim Ministry?** Yes / No

**(i) Are you trained in Resource Ministry?** Yes / No

(j) **What languages are you able to communicate in other than English?** .....

(k) **Do you believe you have the qualities for a placement that is:**

(Tick as many as you wish)

- |   |  |
|---|--|
| <input type="checkbox"/> Small                                  | <input type="checkbox"/> Isolated                          |
| <input type="checkbox"/> Medium                                 | <input type="checkbox"/> Remote                            |
| <input type="checkbox"/> Large                                  | <input type="checkbox"/> Starting something new            |
| <input type="checkbox"/> Regional                               | <input type="checkbox"/> Multi-cultural                    |
| <input type="checkbox"/> Rural                                  | <input type="checkbox"/> Faith community                   |
| <input type="checkbox"/> Urban                                  | <input type="checkbox"/> In community                      |
| <input type="checkbox"/> Suburban                               | <input type="checkbox"/> Resource agent                    |
| <input type="checkbox"/> Agency                                 | <input type="checkbox"/> Change agent                      |
| <input type="checkbox"/> Chaplaincy: please specify area        | <input type="checkbox"/> Fresh Expression/Pioneer Ministry |
| <input type="checkbox"/> Presbytery/ Synod/ Assembly leadership |  |

(l) **Code of Ethics & Prevention of Sexual Misconduct Training**

Have you attended a UCA Code of Ethics & Prevention of Sexual Misconduct training?

Date of course ...../...../.....

(m) **Details of valid Screening Checks:**

(NB. a Working with Children Check will be required to work within the Uniting Church – Other checks may also be required)

Working with Children check (DCSI)

(Valid for 5 years)

Date of issue:

Reference Number:

Vulnerable Persons Related Employment Check (DCSI)

(Valid for 3 years)

Date of issue:

Reference Number:

General Employment Probity Check (DCSI)

Date of Issue

Reference Number:

(NB: is not transferable as it is completed for each organisation. Where a check is conducted through the Uniting Church it is deemed to be valid for 3 years)

(n) **The Basis of Union, Polity and Ethos of the Uniting Church**

Have you attended training for the above, such as *A Pilgrim People* or *Orientation to the Uniting Church*?

Yes/ No If yes, when? ...../...../.....

(o) **Authorisation to Administer the Sacraments**

Have you been authorised to administer the Sacraments of Holy Communion and Baptism?

Yes/ No

Location/s:	Period:
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(p) **Marriage Celebrant**

Are you an authorised marriage celebrant? Yes/ No. If so, when were you authorised and by whom?

When authorised:	By Whom:	Celebrant No.
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**Optional Question**

- 1. I am willing to conduct Same Gender Marriages
- 2. I am not willing to conduct Same Gender Marriages
- 3. I have not made a decision regarding Same Gender Marriages

**(q) Family**

Name of Spouse: .....

Children	Birth Date	With you in placement? (Yes/ No/ Undecided)

Are any facilities especially required for family members eg for primary, secondary or tertiary education, for special medical needs, etc?

**SECTION 7 REFEREES**

Please name three people from whom a confidential reference will be sought by a JNC before a placement is made (Please contact these people before you list them to ensure that they are willing to act as a referee. At least one of your referees should normally be from your current placement or employment body)

Name	Address	Telephone
1.		
2.		
3.		

Signature..... Date .....



**SECTION 8 PRESBYTERY/SYNOD, BOARD OR AGENCY COMMENT** – This Page has been prepared by Presbytery PRC (or other body responsible for the placement) and the minister has been given a copy. The Ministry Leaders signature indicates full knowledge of its content, but does not attest either agreement or disagreement with its content. A copy of this page will be made available to a receiving presbytery as it determines whether a placement will be approved.

Presbytery/Synod/Board/Agency:

Ministry leader:

Current Placement (If applicable) and when settled in that placement/position:

Has this person participated in Code of Ethics sessions?  
 YES  NO

Does this person have a current National Police History Check through the UCA SA or other denomination?  
 YES  NO

National Police History Check Number	Denomination	Expiry Date

Does this person have Presbytery Approved Professional Supervision?  
 YES  NO

Has this person engaged in Continuing Education?  
 YES  NO

Any comments about the ministry leader in this current placement? (Positive things, difficulties experienced)

Can the presbytery/employer confirm that the contents of this profile are an accurate reflection of the Ministry Leader? (If not please specify how the presbytery opinion differs)

Suitable for a more than 1 ministry leader placement? Yes / No

Has the qualities for a placement that is: (tick as many as you wish)

- |                          |  |                          |                                       |
|--------------------------|--|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Small                                  | <input type="checkbox"/> | Isolated                              |
| <input type="checkbox"/> | Medium                                 | <input type="checkbox"/> | Remote                                |
| <input type="checkbox"/> | Large                                  | <input type="checkbox"/> | Multi-cultural                        |
| <input type="checkbox"/> | Regional                               | <input type="checkbox"/> | Faith community                       |
| <input type="checkbox"/> | Rural                                  | <input type="checkbox"/> | Resource agent                        |
| <input type="checkbox"/> | Urban                                  | <input type="checkbox"/> | Change agent                          |
| <input type="checkbox"/> | Suburban                               | <input type="checkbox"/> | Starting something new                |
| <input type="checkbox"/> | Agency                                 | <input type="checkbox"/> | Fresh Expressions/Pioneer Ministry    |
| <input type="checkbox"/> | In community                           | <input type="checkbox"/> | Chaplaincy: please specify area ..... |
| <input type="checkbox"/> | Presbytery/ Synod/ Assembly leadership |                          |                                       |

**Does the Presbytery wish to make any additional comments?**

**Does the body / agency that has oversight wish to make any additional comments?**

**Presbytery Pastoral Relations Committee/ Synod/Assembly lead contact person:**

Name:

Phone:

Address:

Email:

Date of Presbytery Pastoral Relations Committee meeting:

Signed: .....

Chairperson/ Secretary of PRC.

Date on which form is forwarded to Synod: .....  
(Date)

**The Ministry Leader signs the following –**

I have read the comments written above

Signed: .....  
(Ministry Leader) (Date)