The Uniting Church in Australia
Synod of South Australia
Resources Board

FRAMEWORK FOR MANAGING PROPERTIES TRANSFERRED TO SYNOD

(approved Resources Board 19 September 2024)

Introduction:

In the Uniting Church, there are circumstances where properties are transferred to the Synod for management and oversight. These situations may arise when a property is deemed surplus to a Congregation, Presbytery, or another body, or when a Congregation dissolves and ceases to be recognised. Additionally, a Congregation may no longer retain Beneficial Use of a property as outlined in Uniting Church Regulations. The transfer of such properties requires a structured approach to ensure that decisions are made thoughtfully, with wise stewardship of the Church's resources.

Definitions for particular terms are included at the end of the Framework. Terms with a defined meaning are capitalised throughout the Framework.

Copies of the policies and checklists referenced in this Framework can be provided by Synod Property Services via email: property@sa.uca.org.au

Purpose:

This Framework provides a clear and consistent process for handling properties transferred to the Synod. It outlines principles and procedures to guide decisions about whether properties should be retained, repurposed, or sold. The Framework aims to ensure that the Church's property resources are managed in a way that supports its mission and strategic goals, while also allowing for appropriate input from relevant bodies. The Framework was approved by the Resources Board on 19 September 2024 and is designed to facilitate careful discernment in the management of Church properties.

Guiding Principles

1. The Framework shall promote thoughtful discernment, enabling the Church to practice wise stewardship of its property resources while ensuring the Synod has timely input to facilitate decision-making. Giving consistency and opportunity for discernment, the Framework shall be used when considering how to manage properties transferred to the Synod. The Framework shall provide a decision-making process to determine whether a property is retained or sold, outlining factors considered and assessment of alternative uses.
2. The allocation of financial and property resources available as a result of a property transferred to the Synod shall take into account the number and location of congregations and organisations associated with the church which would best serve the life of the Church.
3. Any sale proceeds from properties transferred to the Synod will not be used to support ordinary Mission and Service Fund expenditure.
4. Decisions should be made with due consideration to Synod-wide Property Strategic Planning, as well as the Strategic Plan of the relevant Oversight Body.
5. The Resources Board will:

a. exercise discretion to vary the allocation arrangements in special circumstances

b. manage policies in relation to the New Church and Ministry Development Fund and the Property Compliance and Consultation Fund.

6. Every proposal shall be treated on a case-by-case basis. Any particular outcome should not be viewed as a precedent for another property decision in the future.

7. An appropriate Memorandum of Understanding (MOU) will be drafted for each circumstance, and shall be signed by the Property Trust, the Oversight Body and the Missional Project Leadership Group. The MOU intends to make available the subject property for use by the Missional Project in fulfilling its mission. The purpose of the MOU is to provide a foundation for close co-operation between the Missional Project, Oversight Body and the Property Trust in relation to the use of the subject property. The MOU relies on each party knowing and fulfilling their respective responsibilities and exercising a strong commitment to actively contribute to a mutually supportive relationship. The MOU aims to provide clarity and structure, supporting the Missional Project in achieving its mission at the subject property.

8. Recognising that holding property comes at a cost, a shared financial commitment by both the Property Trust and the Oversight Body is envisaged. A cost-sharing arrangement shall be developed in each circumstance and is expected to encourage the timely and efficient progress of the Missional Project.

9. Appropriate Missional Markers shall be established in consultation with the Church Planting Task Group for each Missional Project. Strong and clear expectations must be developed and monitored by each Oversight Body in consultation with the Missional Project Leadership Group and Synod (Church Planting Task Group). It is important to recognise that on occasion, a Missional Project may not thrive despite best efforts. Concluding a Missional Project based on the inability to meet Missional Markers should not be viewed as a sign of failure.

10. Beneficial Use is granted by the Resources Board after a 5 year period to an appropriate body of the Uniting Church. A church plant may wish to become a Congregation, in consultation with their Presbytery. This ensures, for example, that Beneficial Use is not granted to a church plant before it is fully established as a Congregation.

11. Existing Beneficial Users are not able to assign Beneficial Use to another body. The Resources Board is the body which is able to assign Beneficial Use.

12. There is no expectation that properties will necessarily be allocated equally among the Presbyteries.

13. If, following the discernment process it is ascertained that the property shall be sold, the relevant Property Sales Proceeds Policy distributions should apply. At the time of writing, the distributions are as follows:

    a. Allocate 85% of Sale Proceeds from properties transferred to the Synod to the New Church and Ministry Development Fund.

    b. Allocate 10% of Sale Proceeds from properties transferred to the Synod to the Property Compliance and Consultation Fund to fund critical property maintenance matters where a property has a future life which cannot be funded by the Beneficial User.

    c. Allocate 5% of Sale Proceeds from properties transferred to the Synod to the UAICC Capital Fund, unless UAICC under covenant become the beneficial user.

Delegations

1. Where:

    a) the property has a capital value of less than $150,000, and/or

    b) the safety improvement costs are anticipated to be more than $200,000, and/or

    c) the safety improvement costs are anticipated to be more than 50% of the capital value of the property, and/or

    d) in the opinion of the General Secretary and Executive Officer Resources (or delegate/s), the property is not suitable for retention

    an assessment report to the Resources Board (or delegate) is not required and the decision whether to retain or sell the property can be made jointly by the General Secretary and Executive Officer Resources (or delegate/s), without consultation with Oversight Bodies.

2. Where:

    a) the property has a capital value of less than $3,500,000[1], and

    b) there has been no expressed interest in the property from an Oversight Body,

    the decision whether to retain or sell the property can be made by the Synod Property Committee.

The 7 Stages

There are 7 stages within this Framework, to guide decisions relating to properties transferred to Synod, as follows:

1. Existing Beneficial Use
2. Closing Congregation (if applicable)
3. Property Transferred to Synod
4. Missional Project Assessment
5. Property Safety Matters
6. Allocated Property
7. Beneficial Use is Granted (same as Stage 1)

The stages are summarised in a table in Appendix 2.

Each of the stages is detailed in the following pages. It is acknowledged that the process from stage 1 to 7 is not necessarily consistently divided into 7 separate stages, and in some cases there may be overlap of processes and agreements across stages. The Framework should be considered a guiding document and be adapted to particular circumstances as required. For instance, it may be appropriate for a single MOU to be arranged (instead of 3 separate MOUs) if the Missional Project being undertaken is well organised and resourced.

For each stage, the contents are divided into the following headings:

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[1] Aas per changes to the Property Sales Proceeds Policy in July 2025

1. Summary of Stage
2. Who has Beneficial Use?
3. Who pays for costs?
4. What are the relevant actions of this stage?
5. What decisions need to be made in this stage?
6. What are the possible outcomes?
7. MOU Contents

Stage 1 – Existing Beneficial Use

1. *Summary of Stage*

   This stage is essentially the 'business as usual' stage for a body which enjoys Beneficial Use of a property.

2. *Who has Beneficial Use?*

   The existing body has Beneficial Use (note: In most cases the existing Beneficial User is a Congregation, however this may not always be the case).

3. *Who pays for costs?*

   The existing Beneficial User is responsible for all Holding Costs, Capital Costs & Maintenance Costs associated with the property.

4. *What are the relevant actions of this stage?*

   Nil – business as usual.

5. *What decisions need to be made in this stage?*

   The existing Beneficial User needs to determine whether to transfer the property to Synod (this may or may not also involve closing a Congregation).

6. *What are the possible outcomes?*

   1. The property is not transferred to Synod, and Beneficial Use continues to be enjoyed by the existing body (usually a Congregation).
   2. The property is transferred to Synod – Proceed to Stage 2 (if a congregation is closing) or Stage 3.

7. *MOU Contents*

   Nil – MOU not required for this stage.

Stage 2 – Closing Congregation (if applicable)

1. *Summary of Stage*

   In most cases, the transferring of property to Synod occurs at the same time as the closing of a Congregation. However, on occasion, Congregations determine they no longer require surplus property which is not their primary place of worship (eg a rural vacant piece of land, or an old country chapel with associated property/insurance risk). This latter circumstance is addressed in Stage 3.

2. *Who has Beneficial Use?*

   Until the Congregation is formally dissolved and/or ceased to be recognised, it continues to retain Beneficial Use of the property.

3. *Who pays for costs?*

   The existing Congregation is responsible for all Holding Costs, Capital Costs & Maintenance Costs associated with the property up until the Congregation is formally dissolved and/or ceased to be recognised.

4. *What are the relevant actions of this stage?*

   The Congregation prepares a church council minute to send to their Presbytery.

   The Congregation prepares to vacate the property in an orderly manner in collaboration with Synod Property Services and finalises financial accounts (see Closing Congregations Checklist).[2]

   The Presbytery should assist the Congregation in these processes and provide appropriate pastoral care. Different remnant communities will have different needs, and the level of involvement by the Presbytery will need to be adjusted accordingly.

   Synod Financial Services staff should assist the Congregation in closing processes, and ensure all legal requirements are met (eg closing bank accounts, deregistering ABN, ACNC notification).

   Synod Property staff should also investigate information relating to bequests, estates, investments or other relevant assets.

   Remaining congregational funds should be processed in accordance with the Disbursement of Funds When Congregations Close Policy.[3]

5. *What decisions need to be made in this stage?*

   Under the pastoral care of the Presbytery, all individual Uniting Church members will need to transfer membership.

   The Presbytery (or its Standing Committee) will need to dissolve or cease to recognise the Congregation (Reg 3.4.3).

   The Synod (or its Standing Committee) will note the decision of the Presbytery (or its Standing Committee).

6. *What are the possible outcomes?*

   (1) The Congregation remains open but no longer has a use for the property; or

   (2) The Congregation is formally dissolved and/or ceased to be recognised.

7. *MOU Contents*

   Nil – MOU not required for this stage.

Stage 3 – Property Transferred to Synod

1. *Summary of Stage*

[2] Copy available from Synod Property Services via email: property@sa.uca.org.au

[3] Copy available from Synod Property Services via email: property@sa.uca.org.au

In this stage the property is transferred to the Synod, and a decision needs to be made on the future of the property.

2. *Who has Beneficial Use?*

   During this time, Synod has Beneficial Use of the property.

3. *Who pays for costs?*

   Synod is responsible for all costs associated with the property. Funding for these matters should come from the following (in priority order):

   a. An account holding remaining funds on hand when the congregation is closed.
   b. By utilising a 'debt-on-sale' account, which is repaid by either
      i. Sale of the property (if and when the property is sold); or
      ii. Property Compliance & Consultation Fund (if and when Stage 6 commences) – to be approved by the Resources Board (or delegate); or
      iii. Any such other arrangement as determined by the Resources Board (or delegate) (including potential for existing Property Sales Proceeds to be utilised).

4. *What are the relevant actions of this stage?*

   The keys of the property are returned to the Synod. In some circumstances, it may be more practical for a local person to retain possession of keys. For example, a local person may be willing to continue garden maintenance and to monitor the property while it is vacant.

   Synod staff take responsibility for property maintenance and other matters relating to the property.

   Synod Property staff will compile an Assessment Report, based on the outline contained in Appendix 1, including property assessment, Holding Costs, safety matters and missional functionality.

   Oversight Bodies will be given an opportunity of no less than 3 months to identify if there is any potential future missional use for the vacated property and advise Synod staff for incorporation into the Assessment Report.

   Oversight Bodies can request the Resources Board to place a property 'on hold' to allow time (to a maximum of 3 months) to develop the Missional Project outlined in Stage 4. A preliminary idea/mission plan from the Oversight Body is encouraged to be supplied at this early stage.

5. *What decisions need to be made in this stage?*

   A decision needs to be made whether to retain or sell the subject property.

6. *What are the possible outcomes?*

   If the property is retained, there are multiple alternatives: Uniting Church use, land banking or long-term lease to realise a return on investment.

   This provides 8 possible options for any property transferred to Synod as follows:

	Sell	Retain & Use	Retain & Landbank/Lease for future use by UC	Retain & Lease for Long Term Investment Return
As-Is				
Develop/Change				

7. *MOU Contents*

   Nil – MOU not required for this stage.

Stage 4 – Missional Project Assessment

1. *Summary of Stage*

   This stage allows time for a competent Mission Plan to be prepared by an Oversight Body and assessed by the Church Planting Task Group. A report is prepared by Synod staff who make a recommendation to the Resources Board (or delegate).

2. *Who has Beneficial Use?*

   During this time, Synod has beneficial use of the property.

3. *Who pays for costs?*

   There should be an equal split of the Holding Costs between the Synod and the Oversight Body. Note the Oversight Body may wish to recover Holding Costs, or part thereof, from the Missional Project. An estimate of Holding Costs forms part of the Assessment Report prepared by Synod staff, and the Oversight Body will pay a monthly amount to Synod during Stage 4. This will be prepared and shared with the Oversight Body as early as possible and will include all known costs at the time.

   Funding for the Synod proportion is sourced as follows (in priority order):

   a. An account holding remaining funds on hand where a congregation closed.
   b. By utilising a 'debt-on-sale' account, which is ultimately repaid by either
      i. Sale of the property (if the property is sold); or
      ii. Property Compliance & Consultation Fund (if and when Stage 6 commences) – to be approved by the Resources Board (or by delegate); or
      iii. Any such other arrangement as determined by the Resources Board (or delegate) (including potential for existing Property Sales Proceeds to be utilised).

4. *What are the relevant actions of this stage?*

   The Oversight Body is responsible for presenting a competent Mission Plan (in accordance with guidelines developed by the Church Planting Task Group).

   The Resources Board may delegate responsibility to the Church Planting Task Group for assessing the competency of the Mission Plan and providing a recommendation.

   The Resources Board (or delegate) needs to consider the Mission Plan, along with all the other information provided to date.

5. *What decisions need to be made in this stage?*

   The Oversight Body will establish a core team for the Missional Project.

   The Church Planting Task Group determines whether the provided Mission Plan is competent.

   The Resources Board (or delegate) will determine whether to proceed with allocating the property for the proposed Missional Project.

6. *What are the possible outcomes?*

   (1) Mission Plan is competent and the proposed Missional Project is approved

      (a) Proceed to Stage 5

(2) Mission Plan is not competent

(a) The Resources Board on request may allow for further time to develop the Mission Plan; or

(b) Abandon project and revert to Stage 3.

7. *MOU Contents*

- Beneficial Use of property remains with Synod.
- Oversight Body to provide a competent Mission Plan for assessment by the Church Planting Task Group and consideration at a future Resources Board (or delegate) meeting.
- Understanding that the Oversight Body will pay half of monthly Holding Costs during Stage 4 to Synod.

Stage 5 – Property Safety Matters

1. *Summary of Stage*

This stage (if required) gives time for Synod to undertake property safety improvements, prior to occupation by the Missional Project. A preliminary scope of works will have reference to the Building Safety Report. The intent is to provide buildings which meet legislative safety requirements and provide documentation to the Missional Project Leadership Group to assist in the ongoing management of the property. The Missional Project may not have full-time access to the property during this Stage (eg due to safety matters still to be completed).

In cases where Uniting Venues SA or UAICC are the Oversight Body, they will be required to fund all the necessary property safety improvements.

2. *Who has Beneficial Use?*

During this time, Synod has Beneficial Use of the property.

3. *Who pays for costs?*

Synod pays for all safety improvement costs (unless it is a UAICC or Uniting Venues SA Missional Project).

The Oversight Body and Synod continue to pay an equal share of Holding Costs.

4. *What are the relevant actions of this stage?*

Synod will coordinate and deliver the safety improvements that are required for the property (determined on a case by case basis).

The Missional Project may wish to apply to the Church Planting Task Group for financial support (see Church Plant Funding Policy).

5. *What decisions need to be made in this stage?*

The Resources Board (or delegate) will approve works to be included in the scope required and will likely be unique to each property. A professional building assessor may be engaged to assist with this process. Total costs may include necessary travel by required Synod personnel.

Once quotes for works are received, budget approval will need to be granted by the Resources Board (or delegate). Delegation levels are as follows:

(1) General Manager, Operations and Services – up to $50,000.

(2) Executive Officer, Resources – up to $100,000.

6. *What are the possible outcomes?*

   (1) The property is made safe and the Missional Project is ready to move in (proceed to Stage 6); or

   (2) Return to stage 3 – reassess retention of property if costs of works is significantly more than anticipated (noting the Building Safety Report was prepared in 2018-2020).

7. *MOU Contents*

   - Property has been allocated to an Oversight Body (but Beneficial Use remains with Synod).
   - Safety improvement matters will be addressed by the Synod (or UAICC/Uniting Venues SA), after which time the Missional Project can occupy the building, unless otherwise agreed (Stage 6).
   - Oversight Body to continue to pay an equal share of the Holding Costs.

Stage 6 – Allocated Property

1. *Summary of Stage*

   The property is now safe, and the Missional Project may commence activities at the property.

2. *Who has Beneficial Use?*

   During this time, Synod continues to have Beneficial Use of the property

3. *Who pays for costs?*

   The Oversight Body pays for all costs associated with the property (except as below).

   Whilst the Synod retains Beneficial Use, it should cover major Capital Costs relating to unforeseen issues not related to the new Missional Project. These costs could be recovered from the Property Compliance & Consultation Fund (to be approved by the Resources Board or delegate). For UAICC or Uniting Venues SA projects, all major Capital Costs are covered by UAICC/Uniting Venues SA.

4. *What are the relevant actions and decisions of this stage?*

   In accordance with the MOU, a 2.5 year and 4.5 year review will be undertaken, involving the Synod, Oversight Body & Missional Project Leadership Team.

   Assessments of the Missional Project are undertaken and a report is presented to Resources Board, which decides whether to grant Beneficial Use.

   Note: A worshipping community may be a Faith Community, a stand-alone Congregation, or a campus of a 'parent' congregation. Beneficial Use cannot be granted to a Faith Community, so it may be appropriate that the Faith Community transitions to form a Congregation.

   Now that Synod expenditure on the property is complete, any remaining funds on hand from the previous Congregation should be finalised.

5. *What are the possible outcomes?*

   (1) All of the requirements of the MOU are achieved and Beneficial Use is granted.

   (2) A MOU with revised Missional Markers is required.

   (3) The Missional Project is abandoned - Return to stage 3.

6. *MOU Contents*

   - Property has been allocated to an Oversight Body but Beneficial Use remains with Synod.
   - The Oversight Body will pay all of the costs associated with the property.
   - Changes to Missional Markers are established.
   - Reviews of Missional Markers will occur at 2.5 & 4.5 years.
   - Beneficial Use will be granted upon successful achievement of Missional Markers and appropriate stewardship of the property (usually at the 5 year milestone).

Stage 7 – Beneficial Use is Granted

1. *Summary of Stage*

   This stage is essentially the 'business as usual' stage for a Congregation (or other body) which enjoys Beneficial Use of a property

2. *Who has Beneficial Use?*

   The new Beneficial User has beneficial use.

3. *Who pays for costs?*

   The existing Beneficial User is responsible for all Holding Costs, Capital Costs & Maintenance Costs associated with the property. If new Capital Costs or previously unknown Capital Costs are discovered, there is no expectation that Synod will cover these costs.

4. *What are the relevant actions of this stage?*

   Nil – business as usual.

5. *What decisions need to be made in this stage?*

   Nil – business as usual.

6. *What are the possible outcomes?*

   Nil – business as usual.

7. *MOU Contents*

   Nil – MOU not required for this stage, however Missional Markers may still be relevant.

Definitions:

Beneficial User: A Responsible Body of the Uniting Church which is responsible for property (Reg 4.1). This could be Synod, a Presbytery, a Congregation, UAICC, the UC Historical Society or Uniting Venues SA. Faith Communities are not eligible to be a Beneficial User.

Capital Costs: Significant expenditure costs made to improve or expand properties. These expenses are typically incurred for long-term benefits such as renovations or major asset replacements.

Capital Value: The value assigned to a property by the SA Government and listed on a Council rates or Emergency Services Levy notice of assessment.

Church: Means the Uniting Church in Australia Synod of SA.

Closed Congregation: A Congregation that has been dissolved and/or has ceased to be recognised by Presbytery (see Reg 3.4.3).

Closing Congregation: A Congregation that is in the process of being dissolved or will cease to be recognised by Presbytery (see Reg 3.4.3).

Congregation: The body as defined in UCA Regulation 3.1.1.

Faith Community: The body as described in UCA Regulation 3.9.2.

General Secretary: Means General Secretary (or their delegate) as appointed by the Synod of SA as described in the UCA Regulations para 3.6.3.3 and 3.6.3.4.

Holding Costs: The day-to-day recurring expenses incurred in property operations. Common examples include insurance costs, utility costs and government-imposed rates and levies.

Maintenance Costs: Costs related to the upkeep and maintenance of a property. Common examples include property repair costs, gardening costs, or fire extinguisher replacement.

Memorandum of Understanding (MOU):

A document signed by the Property Trust, the Oversight Body and the Missional Project Leadership Group, drafted to establish a clear framework to provide the best opportunity for the Missional Project to achieve its mission at the subject property, as well as outline the responsibilities of each body in relation to the subject property.

Mission Plan: A document which describes how the Missional Project will participate in God's mission in the world. The Mission Plan will include:

1. the agreed future mission and finance plans and goals of the Missional Project and the action plan that proposes strategies to achieve the plans; and
2. the resources and property that will be utilised to achieve the goals and plans over a stated time period; and
3. how good stewardship of those resources will be achieved and funded.

Missional Markers: A set of agreed markers to provide a measurement of success of a Missional Project, such as core team establishment, attendance, giving, property stewardship, fulfilment of statutory responsibilities, community impact, and spiritual development.

Missional Project: A project that has been approved by the Resources Board (or delegate) which also has an approved competent Mission Plan. This may be a church plant, but it could also include other activities such as a Uniting Venues SA campsite, a congregational satellite service, or any other type of project approved by the Resources Board (or delegate).

Missional Project Leadership Group:

A group of people (who may not form a body of the Uniting Church) who are responsible for the delivery of the Missional Markers of a Missional Project.

Oversight Body: A body of the Uniting Church that has oversight of a Missional Project. Ordinarily this would be a Presbytery, but may also be Uniting Venues SA, UAICC, Synod or an existing Congregation.

Property Trust: The Uniting Church in Australia Property Trust (S.A.) The Property Trust is the legal entity in which the Uniting Church in Australia Synod of SA properties are vested.

Proposed Missional Project:

A missional activity that will use a property that is to be transferred to the Synod, but has not yet been approved or has a competent Mission Plan

Resources Board: The Synod Property Board, the governance entity described in section 4.2 of the Regulations which has authority and oversight relating to property matters.

Responsible Body: A Uniting Church body that is currently responsible for the management and administration of property, and which either itself carries out those responsibilities or appoints another body to undertake them either in whole or in part.

Safety Improvement Costs:

Costs that are identified as necessary to be undertaken prior to occupation of a property by a Missional Project, to reduce risk. Synod Property Services establish these costs, taking into consideration items identified by a Building Safety Report and/or by an in-person site visit.

Synod: The Uniting Church in Australia, Synod of SA or its Standing Committee. The Synod is the beneficial owner of the Uniting Church in Australia Synod of SA properties.

Appendix 1 – Stage 4 Assessment Report Contents

Property Assessment

When considering all of the variations of use for any given property, there are various aspects to consider, which can be grouped into 3 broad areas:

1. Property Condition
2. Useability of Property
3. Missional Functionality of Building & Locality

Each of these areas is discussed in further detail below.

1) Property Condition

It is important to establish the existing physical status of any property. Often, when properties are transferred to Synod, there has been a lack of maintenance over many years. In these cases, the building/s can be sub-standard in statutory compliance matters. Ordinarily the Senior Buildings & Projects Officer (or delegate) will undertake a site inspection of the property and produce a report evaluating the following measures:

- Scope of buildings/rooms on property
- Current condition of building/repairs required
- Ongoing maintenance costs
- Buildings compliance/accessibility matters.

2) Useability of Property

Many factors can contribute to the potential future use of a property. Often churches are located on high visibility roads which lend themselves to a commercial use. Conversely, other properties are heritage listed, which can limit development of a site. The Manager, Property & Projects will undertake a desktop analysis of the property and produce a report covering the following:

- Heritage classification / ability to demolish/renovate
- Land size / site coverage / carparking numbers / zoning
- Potential for future church use / lease / investment / development
- Sale value vs lease value
- Visibility / strategic location
- Multi-purpose potential.

3) Missional Functionality of Building & Locality

It is important to understand the broader context within which a property is located. The relevant Presbyteries, UAICC and Uniting Venues SA will be invited to advise whether any of the following elements should be considered:

  - Relationship to overall Presbytery/UAICC/UVSA mission and strategic plan
  - Church plant appropriateness
  - Potential for future church use

    - Desire to place the property 'on hold' for development of a Mission Plan
- Locality & Significance
    - Proximity to other congregations
    - Growth of area
    - Length of time to be kept
    - Legacy matters (ie past donations / investment)
    - Cultural importance to Uniting Church
        - Some sites may be considered significant due to their high visibility and historic significance to the wider community
        - This will include the opportunity for UAICC to provide comment on sites of cultural importance.

These three sections are collated and provided to the Resources Board (or delegate) to enable a decision to be made in relation to the future of any particular property.

Managing Properties Transferred to Synod - Appendix 2 - Framework Summary Table

			Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7 (= Stage 1)
	Stage Title		Existing Beneficial Use	Closing Congregation (if applicable)	Property Transferred to Synod	Missional Project Assessment	Property Safety Matters	Allocated Property	Beneficial Use is Granted
1	Length of stage (max)				3-6 months	6-12 months	3-6 months	5 years	
2	Beneficial Use		Existing User	Congregation	Synod	Synod	Synod	Synod	New Beneficial User
3	Maintenance & Holding Costs		Existing User	Congregation	Synod	50/50 Synod & Supervising Body	50/50 Synod & Supervising Body	Supervising Body	New Beneficial User
4	Safety Costs		Existing User	Congregation	Synod	Synod	Synod (or UAICC/Uniting Venues if applicable)	Supervising Body	New Beneficial User
5	Capital Costs		Existing User	Congregation	n/a	n/a	n/a	Supervising Body	New Beneficial User
6	Actions	Congregation:		Prepare property for vacating, finalise financial accounts etc	Handover of keys, potentially assist in ongoing maintenance/security				
7		Missional Project Leadership Group:				Preparation of Mission Plan	Commence activities offsite	Commence use of property 2.5 year review & 4.5 year review	
8		Supervising Body:		Assist Congregation in closing processes	Indicate future missional interest in property		Oversight of Missional Project Leadership Group	2.5 year review & 4.5 year review	
9		Synod Staff:		Assist Congregation in closing processes, ensure all legal requirements are met for closing bank accounts etc	Consult with Supervising Bodies re future missional interest in property. Prepare Assessment Report	Undertake preliminary scoping of required safety improvements	Lead property safety improvements works, and any statutory planning approvals required (including change of land use)	2.5 year review & 4.5 year review	
10		Church Planting Task Group:				Assess competency of Mission Plan		Receive reports & monitor progress of Missional Project. Provide committed funds to church plants as agreed	Receive payback contributions from Congregation to renew Church Planting Fund
11	Decision required to progress to next stage	Congregation:	Decision made return property to Synod (and possibly close congregation)	All individual members cease membership					
		Missional Project Leadership Group:						Missional Project Delivery	
12		Supervising Body:		Congregation is dissolved and/or ceased to be recognised	Identify Proposed Missional Project	Establish Missional Project Leadership Group		Congregation/Campus Formation (if applicable)	

Managing Properties Transferred to Synod - Appendix 2 - Framework Summary Table

			Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6	Stage 7 (= Stage 1)
13		Church Planting Task Group:				Make recommendation to Resources Boad (or delegate) in relation to competency of Mission Plan			
14		Synod Staff:				Approve preliminary budget for property safety matters.	Finalise financial accounts, once there is no more Synod expenditure on the property		
15		Resources Board (or delegate):			Approve the property as 'on hold' for a Supervising Body while mission plan is progressed (or sell/lease property).	Allocate property to a Supervising Body (or sell/lease)		Decision to complete MOU & grant Beneficial Use	
16	Agreement Required (MOU) to progress to next stage					MOU/s as required (Synod / Supervising Body / Congregation)			
17	Funding Source for Holding Costs & Safety Matters		Existing User	Congregation	1. Funds from closing congregation 2. Property Compliance & Consultation Fund	1. Funds from closing congregation 2. Property Compliance & Consultation Fund	If Synod: 1. Funds from closing congregation 2. Property Compliance & Consultation Fund Otherwise UAICC/Uniting Venues to fund as part of Missional Project budgeting	Supervising Body / Missional Project	New Beneficial User
18	Remaining Congregation Funds (includes cash, investment accounts, estates ets) (if applicable)			Gen Sec to work with Presbytery & Congregation in relation to remaining funds. Staff to investigate restrictions relating to bequests, estates, investment accounts	Use for holding costs	Use for holding costs	Use funds for safety improvements. After works are complete, Synod staff need to finalise financial accounts, now that there is no more Synod expenditure on the property		
19	Possible Outcomes		1. Existing User continues; or 2. Congregation votes to dissolve (proceed to stage 2); or 3. Property is Transferred to Synod (proceed to stage 3)	1. Congregation continues; or 2. Congregation is dissolved and/or ceased to be recognised (proceed to stage 3)	1. A Supervising Body is interested in the property (proceed to stage 4); or 2. Resources Board (or delegate) decides to sell/lease/hold the property	1. Missional Project is established (proceed to stage 5); or 2. Return to stage 3	1. Property is made safe and Missional Project is ready to move in (proceed to stage 6); or 2. Return to stage 3	1. Missional Project meets MOU markers (proceed to stage 7); or 2. Missional Project does not meet MOU markers (review/extend MOU or return to stage 3)	