

Date Profile Filled In:.....

**CONFIDENTIAL**

Office use only  
Date received by Synod:



The Uniting Church in Australia  
Synod of South Australia

## Ministry Leadership Profile

### For Uniting Church Ministers, Ordinands and those in Specified Ministries

*Other available Forms:*

*“Ministry Leadership Profile for Ministry of Pastor and Lay People”.*

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

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

Ministry of the Word

Specified Ministry of Youth Worker

Candidate for Ministry

Ministry of Deacon

Specified Ministry of Lay Pastor

**Purpose:**  
The purpose of this profile is to:

- 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.
- 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.
- 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.

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 Synod of SA.

**MINISTRY LEADERS NEED TO FILL IN SECTIONS 1 TO 6 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 are 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.*

NB: Any Profiles sent to Placements that does not include Presbytery Comments will be forwarded to the Presbytery PRC for completion.

Date Profile Filled In:.....

For **CANDIDATES** entering into their first placement, SECTION 8 will be completed by the **PRINCIPAL, UNITING COLLEGE FOR LEADERSHIP AND THEOLOGY.**

**ORDINATION OR COMMISSIONING DENOMINATION:**

**ORDINATION OR COMMISSIONING DATE:**

**SECTION 1 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

**(e) Language Skills**

List languages spoken.

--

Date Profile Filled In:.....

**SECTION 2. 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 minister) 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 your next placement, 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"/> CALD and intercultural Ministry         |
| 13. <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)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. Sharing in Holy Communion, the Eucharist or the Lord's Supper |
| <input type="checkbox"/> | 2. Sermons, preaching or Bible teaching                          |
| <input type="checkbox"/> | 3. Traditional style of worship or music                         |
| <input type="checkbox"/> | 4. Contemporary style of worship or music                        |
| <input type="checkbox"/> | 5. Practical care of one another in times of need                |
| <input type="checkbox"/> | 6. Prayer ministry for one another                               |

Date Profile Filled In:.....

- 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. Living faith and life cross-culturally and inter-culturally.
- Other (please specify) .....

Date Profile Filled In:.....

**SECTION 3. 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 minister of the church</b>
<b>(e) Your approach to change and change management as a minister of the church</b>
<b>(f) Your understanding of worship in the ministry of the church (include personal preferences in worship styles)</b>

Date Profile Filled In:.....

<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 4. 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? .....

Date Profile Filled In:.....

**(d) Are there any geographic or other restrictions on where you are prepared to go?**  
(Restrictions imposed by a minister 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) 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"/> Inter-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 |  |

**(k) Code of Ethics & Prevention of Sexual Misconduct Training \***

When did you last attend UCA Code of Ethics training Refresher?

...../...../.....

**(l) Details of valid Screening Checks:\***

*(NB Uniting Church National Police History Check will no longer be accepted after 30 June 2020 see below for valid screening check types)*

Working with Children check (DCSI)

*(Valid for 5 years)*

Date of issue:

Reference Number:

Vulnerable Persons Related Employment Check (DCSI) (or if employed in Aged Care an Aged Care persons Related Employment Check)

*(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)*

**\* Contact the Placements and Safe Church team if you need to verify information regarding Code of Ethics Refresher dates and Screening Check reference numbers.**

Date Profile Filled In:.....

**(m) Same Gender Marriage (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

**(n) 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?

**FOR CANDIDATES**

**(o) 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? ...../...../.....

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

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

Yes/ No

Location/s:	Period:
-------------	---------

**(p) Marriage Celebrant**

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

When authorised:	By Whom:	Celebrant No.
------------------	----------	---------------



Date Profile Filled In:.....

**SECTION 5 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 .....

Date Profile Filled In:.....

**SECTION 6 SUMMARY PAGES (for distribution to and use by members of the Placements Committee only. This page will not be passed on to JNC's).**

**PLEASE DO NOT EXPAND BOXES**

From the information compiled on the previous pages please complete these pages

**Name:**

**Denomination:**

**Present ministry placement position (if applicable):**

**1 (c) Academic qualifications (or other training) for ministry:**

**2 (a) Ministry gifts identified by others:**

**2 (b) Your own understanding of your ministry gifts:**

**2 (c) Important steps or aspects of your formation for ministry;**

**2 (d) Your personal priority areas for serving in ministry.**

**PERSONAL STATEMENT ON MINISTRY:**

(In the following please limit response to one line as summary of the fuller profile. Members of the Placements Committee have access to the full profile if requested.)

**3 (a) Understanding of mission**

**3 (b) Theological values**

**3 (c) The gospel in ministry**

Date Profile Filled In:.....

**3 (d) Leadership style**

**3 (e) Leader's role in change and change management**

**3 (f) Understanding of worship**

**3 (g) Role and use of Bible**

**3 (h) Role of minister in admin and finance**

**3 (i) Time management**

**3 (j) Self-care**

**3 (k) Other**

**4 (a) Potential for team ministry**

Yes / No

**4 (d) Geographic (or other) restrictions on placement:**

**4 (e) Full-time / Part-time ministry** (delete one)

If Part-time what FTE or how many days a week? .....

**4 (g) Foundations of Transitional Ministry Training**

Yes / No

**4 (h) Intentional Interim Ministry Training**

Yes / No

**4 (i) Resource Ministry Training**

Yes / No

**Type of desired placement:** (Congregation, Assembly, Synod, Chaplaincy)

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

Date Profile Filled In:.....

**SECTION 7 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 minister's 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:
Placement:
Date when settled in current placement?

Has this Minister attended a Code of Ethics Refresher session in the last 12 months?  
YES  NO

Does this Minister have valid South Australian Screening Checks ?  
YES  NO

Does this Minister have Presbytery Approved Supervision?  
YES  NO

Has this Minister 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 minister? (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"/> | Inter-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 |                          |                                       |

Date Profile Filled In:.....

**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 minister signs the following –**

I have read the comments written above

Signed: .....  
(Minister) (Date)

Date Profile Filled In:.....

**SECTION 8 UNITING COLLEGE FOR LEADERSHIP & THEOLOGY COMMENT  
(for candidates entering Third Phase of Ministerial Education)**

This page has been prepared by ..... and the candidate has been given a copy. The candidate's 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.

Candidate:

Specified Ministry:

Any comments about the candidate, including past Formation Panel recommendations? (Positive things, difficulties experienced)

What recommendations does the Faculty make for the candidate's future learning?

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"/> | Inter-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 College wish to make any additional comments?**

Date Profile Filled In:.....

Candidate's Faculty Advisor:

Candidate's Formation Panel Chair:

Date on which the Formation Panel agreed that candidate, subject to completion of studies, was ready to move to the Third Phase of Ministerial Formation

Conclusion Date of Core Phase expected:

Signed: .....

Principal Uniting College for Leadership and Theology

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

**The candidate signs the following –**

I have read the comments written above

Signed: .....  
(Candidate) (Date)