Office use only

Date received by ACOMP exec:

**Click or tap to enter a date.**

MinistryName

PlacementName

A Placement in  
Choose an item.

Profile approved by PRC: Click or tap to enter a date.

****

##### Purpose

The purpose of this profile is to:

* Provide an opportunity for congregations to communicate with a prospective minister their sense of identity, context, missional directions and goals, and describe the leadership envisioned and sought by the church and presbytery.
* Inspire interest in the congregation from prospective ministers, by providing information to enable a minister to discern if this is a community in which their gifts can be expressed and used effectively.

##### Presbytery Role

It is Presbytery’s responsibility to facilitate the completion of the profile. The Presbytery has the responsibility to carry out a “special consultation or mission study” (Reg. 2.6.6(a) and 3.1.4(a)) when a congregation is seeking a new placement. This ‘mission study’ may build upon a Life and Witness Consultation carried out within the last two years, or called by Presbytery in light of the impending ministry vacancy. The mission study and the task of completing the Profile should inform each other. The Presbytery also has responsibility for helping the Church Council and Joint Nominating Committee (JNC) complete the profile. One of the roles of the Joint Nominating Committee chair is to help identify the distinctive gifting and calling of the congregation.

##### Sources

Information about your town or region can be gained from:

* The Australian Bureau of Statistics (<https://www.abs.gov.au/>)
* Local Government Community Profiles obtained from your local Council Office
* Local Information
* NCLS Community Profile (<https://www.ncls.org.au/>)

##### Presentation

JNCs have permission to be creative in the way they present information in this profile, including linking parts of the profile to online resources such as websites and social media presence and resources. Need help with this? Here’s a simple instruction: <https://www.lifewire.com/using-hyperlinks-in-a-word-document-3539981>, or Google ‘How to insert hyperlinks in Word’ for more ideas.

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# Placement Details

## Placement, Contact Details and Links

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Placement |  | | | |
|  |  | | | |
| Placement physical  Address(es) 1 |  | | | |
|  |  | | | |
| Address 2 |  | | | |
|  |  | | | |
| Address 3 |  | | | |
|  |  | | | |
| Office location |  | | | |
|  |  | | | |
| Residence location or options |  | | | |
|  | |  | | |
| Ministry leadership being sought  *(please tick as many as you wish)* | Specific ministry role: | |  | |
| Ordained (Minister of Deacon/Minister of the Word) | | | |
|  | Ministry of Pastor | | | |
|  | |  | | |
| Specific details | Additional placement  Replacement placement | | | |
| Previous incumbent: | | |  |
| Full Time  Part Time | | |  |
| Start Date | | | Click or tap to enter a date. |
|  |  | | |  |
| Permission sought to advertise | Yes  No | | | |
| Reason (Presbytery) |  | | | |
|  |  | | | |
| Is Priority Placement recommended by Presbytery? | Yes  No | | | |
| Reason (Presbytery) |  | | | |
|  |  | | | |
| Contact Person |  | | | |
|  |  | | | |
| Email address |  | | | |
|  |  | | | |
| Website |  | | | |
|  |  | | | |
| Social Media |  | | | |
|  |  | | | |
| Google Map link | Insert here: | | | |



# Our Story

Tell your potential minister about yourselves, in your own words. Include pictures.

Please share something of your congregation’s values, beliefs and ways in which you live out and share the gospel message? Why do you need a new minister? How will this placement be exciting, challenging, and attractive to a minister? How can God be served in new ways here? What do you want the Minister to do with you and for you?

This is your chance to ‘be creative’ and catch the attention of someone who is thinking of sharing their call, their gifts, their life with you.

Limit your answer to one page only and delete these guidelines!

|  |
| --- |
|  |

# Congregation Identity

What sense of church do the people share? What sense of mission do they share?   
You could link to (or attach) your most recent congregational Annual Report or Life and Witness (L&W) Report.

### Membership

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Number of Confirmed Members |  | | | | |
|  |  | | | | |
| Numbers who attend worship in total per week |  | | | | |
|  |  | | | | |
| Number of members receiving specific pastoral care |  | | | | |
|  |  | | | | |
| Have there been any significant changes in membership in the last 2 years? Describe the change. | | | | | |
|  | | | | | |
|  |  | | | | |
| Approximate number in each age range: | | 0 – 29 | 30 – 59 | 60 – 79 | 80+ |
|  |  |  |  |

### Worship

|  |  |  |
| --- | --- | --- |
| Worship services or worship-related gatherings each week | | |
| **Style of Service** | **Time** | **Av. Attendance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Over the last two years, how many: | |
| Baptisms |  |
|  |  |
| Weddings |  |
|  |  |
| Funerals |  |
|  |  |
| Other pastoral services |  |

### Groups

|  |  |  |
| --- | --- | --- |
| What regular groups meet in your congregation? | | |
| **Group** | **Time of week / frequency** | **Attendance** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Key Events: Witness and Service

|  |
| --- |
| What does witness and service look like in your Congregation? |
|  |
| What are regular key events and occasions in the life of the congregation?  What is their significance to the congregation? |
|  |

### Social, Cultural and Linguistic Diversity

|  |
| --- |
| What ethnic and language groups are represented in the congregation?  What proportion of the congregation does each represent? |
|  |
| Does the congregation have a particular ministry or openness to certain people that helps shape your identity? |
|  |
| Are there cultural practices that contribute to the life of your community? |
|  |
| What relationships does the congregation presently have with Aboriginal people? Is the congregation involved in any covenanting activities? |
|  |

# Social Context of the local community

|  |  |
| --- | --- |
| Briefly describe the wider community surrounding your congregation.  E.g. urban / suburban / rural / regional centre / isolated / multi-cultural; include information on the region’s major employers, industry, business, socio-economic status. | |
|  | |
|  |  |
| Please find your community[[1]](#footnote-1) using the [ABS Quickstats page](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/1) and copy & paste a link(s) to YOUR community in this grey box: | |
| *Prospective Ministers are encouraged to click the link and learn about this community* | |
| What makes your wider community a good place to live? | |
|  | |
| What are the points of stress and pain in the wider community? | |
|  | |
| How closely does your congregation reflect the demographics of your local area? | |
|  | |

### Community Engagement

|  |  |
| --- | --- |
| List three ways in which you most closely connect with, serve or partner with people in your wider community? | |
|  | |
|  | |
|  | |
|  |  |
| If you rent or share church property, how do you engage with your tenants? | |
|  | |
|  |  |

### Partnership

|  |  |
| --- | --- |
| Who are you collaborating with in mission at the moment? Who do you plan to collaborate with in the future?  *Include neighbouring congregations, including Uniting Church and other denominations, key individuals, groups or institutions such as Uniting Care agencies, schools, businesses, community groups.* | |
|  | |
|  |  |
| If this ministry covers more than one location, please describe the relationship between places, and the Minister’s role in each. | |
|  | |

# Future Direction

### The Direction and Goals of the Placement

In answering the questions in this section, you will be able to draw on both the long-term work of the congregation, e.g. goals and directions, and also the work done in any mission study conducted by your Presbytery. This could be a time for fresh visioning with members of the congregation.

Include goals relating to worship, evangelism, discipleship, empowering members in leadership and service, pastoral care, environmental engagement, community connections, property development, financial planning, etc, and include any commitments to strategic directions identified by the Presbytery or Synod.

|  |  |
| --- | --- |
| Name goals identified by the congregation, church council and/or members of the congregation. | |
|  | |
|  |  |
| What progress has the congregation made toward these goals? | |
|  | |
|  |  |
| What will be the next strategic steps toward achieving the vision? | |
|  | |
|  |  |
| How has the congregation changed in the last five years?  If current trends continue, what is the outlook for the congregation’s health in the next five to ten years? | |
|  | |
|  |  |
| Are any major changes or developments anticipated in the placement in the next three to five years? | |
|  | |

# Leadership in the Placement

|  |  |  |
| --- | --- | --- |
| Briefly describe the leadership structure of the placement, including the key committees | | |
|  | | |
|  | |  |
| What roles do members of the congregation have in leadership of worship, study, action and prayer groups, missional activities? | | |
|  | | |
|  |  | |
| Are there significant gaps in key roles? | | |
|  | | |
|  | |  |
| Who looks after financial management and property?  Are there clear structures of accountability and oversight? | | |
|  | | |
|  |  | |
| Does the placement offer any administrative support? Is there a church office? Does it have up-to-date equipment? Is there secretarial or admin help based in the office? How many hours? | | |
|  | | |

# Ministry responsibilities in this Placement

|  |  |  |
| --- | --- | --- |
| Describe the minister’s principal roles in leadership in this placement. | | |
|  | | |
|  | |  |
| Is this ministry shared beyond this congregation? | | |
|  | | |
|  | |  |
| Current Staffing Arrangements: Please supply names and role designations of   * Current employed ministry agents/ministry team * Other employed staff (office staff, musician, grounds, cleaner etc.) * Unpaid active members of ministry team (honorary minister, voluntary lay ministry worker, lay preacher, lay presider, marriage celebrant) | | |
| Name | Designation and brief role description | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Is there a designated team leader? | Yes  No | | Name |
|  | |  | |
| How are responsibilities allocated (e.g. by a particular person or consultatively)? | | | |
|  | | | |

# 

|  |  |
| --- | --- |
| Does this placement include supporting known Persons of Concern? | Yes  No |
| Are there Special Agreements in place with the Safe Church Unit of the Synod? | Yes  No |

# Presbytery

This section requires significant detail. Please avoid one sentence answers.

|  |  |  |  |
| --- | --- | --- | --- |
| Presbytery comments on the mission directions identified for the next 3-5 years? | | | |
|  | | | |
|  | | | |
| Presbytery perspective on this ministry’s life and future? | | | |
|  | | | |
|  | | |  |
| For which ministries does the Presbytery consider that the position is suitable? | | | |
| Minister of the Word | Deacon | Ministry of Pastor |  |
|  | | |  |
| Is the Presbytery satisfied that adequate and appropriate accommodation will be available? | | | Yes  No |
|  | | |  |
| If not, what is being arranged? | | | |
|  | | | |
|  | | |  |
| Adequate financial support for the placement and other expenses will be available? | | | Yes  No |
|  | | |  |
| Source of funds *(Congregation, grants, Presbytery, other)* | | | |
|  | | | |
|  | | |  |
| Financial support documents to be attached: | | Profit and Loss Sheet  Balance Sheet  Budget | |

# Pastoral Relations Committee approval

|  |  |
| --- | --- |
| Date of Pastoral Relations Committee approval | Click or tap to enter a date. |
| Date on which form is forwarded to Synod | Click or tap to enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |
| Signature | Date | Click or tap to enter a date. |
|  | *Chairperson/Secretary of PRC* |  |  |

##### Checklist for PRC Convener

|  |  |
| --- | --- |
|  | The Profiles are complete and have been approved by PRC |
|  | Adequate Manse Plans are attached or description of alternative housing has been approved |
|  | Preliminary Terms of Placement have been completed |
|  | Financial details including Profit and Loss sheet, balance sheet and budget are attached and have been reviewed by Presbytery to ensure confidence that the Placement can be sustained |
|  | Copy of the draft advertisement if position is to be advertised. [Advertising Template link](https://nswact.uca.org.au/media/8155/acomp-advertising-template.docx). |
|  | Presbytery section is complete |

# Joint Nominating Committee

|  |  |
| --- | --- |
| Convenor Name |  |
|  | |
| Phone |  |
|  | |
| Address |  |
|  | |
| Email |  |

##### Checklist for JNC Convener

|  |  |
| --- | --- |
|  | Profile completed and accepted by Church Council |
|  | Manse OR alternative housing arrangements |
|  | Financial records copied and attached |
|  | Congregational members of JNC |
|  | Presbytery-appointed members of JNC |

**Step 1**

**Congregation**

Please send this to your Presbytery for comments.

**Step 2**

**Presbytery**   
Please email the completed and signed profile to [**acomp@nswact.uca.org.au**](mailto:acomp@nswact.uca.org.au?subject=Congregation%20Profile)

1. Click [here](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/1) or here: <https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/1> then enter some location information in the QuickStats Search bar where it says, “Find a Location”. You can enter your postcode or a more generic phrase like ‘Northern Beaches’ or ‘Southern Highlands’. Click on the most likely place as it appears. [↑](#footnote-ref-1)