



A Placement Profile

A1 Presbytery

A2 Name of Placement

A3 Placement city/suburb/town

A4 Church/Office location(s)

A5 Congregations and agencies associated with this placement

A6 UCA schools and agencies associated with this placement

A7 Ministry leadership being sought

A8 Specific details

Additional placement

Replacement placement

Full time

Part time

Time fraction

A9 Placement term

Undefined

Up to 10years (see Reg 2.7.3(a))

Fixed Term - Required for non-congregational placements (see Reg 2.7.3(b))

Years

A10 *To be completed by Presbytery, with reasons given on page 8:*

Is permission sought to advertise?

Yes

No

Is a Priority Placement recommended?

Yes

No

A11 Website

A12 Social Media

A13 Google map link

A13 Area map (paste image)

B The Congregation

B1 What ethnic and language groups are represented in the congregation?
What proportion of the congregation does each represent?

B2 What ethnic and language groups are represented in the congregation?
What proportion of the congregation does each represent?

By Congregation		By Community	
Individuals		Individuals	
Groups		Groups	

B3 Describe any involvement your congregation has in covenanting activities.

B4 What roles do members of the congregation have in leadership of worship, study, action and prayer groups and missional activities?

C Mission

- C1** List three of your missional activities that your congregation most values?

- C2** What are three missional activities your congregation would like to develop?

- C3** How has the congregation changed in the past two years?

- C4** What changes and developments are anticipated in the next three to five years?

D The Community

- D1** Describe the wider community in which your ministry is located.

- D2** What makes this an enjoyable place to live?

- D3** What community facilities are present in the local area?

- D4** What are the points of stress and pain in the wider community?

- D5** How closely does your congregation reflect the demographics of your local area?

- D6** If you rent or share church property how do you engage with your tenants/ partner?

E Statistics

E1 Information about the congregation(s)

Congregation					
Number of contacts on Pastoral Roll					
Average number attending worship each week					

E2 During the past two years:

Baptisms					
Confirmations					
Transfers in					
Transfers out					
Marriages					
Funerals					

F Worship

F1 Worship services or regular worship-related gatherings

Style of Service	Frequency/Time	Ave. Attendance

G Activities

G1 What regular groups meet in your congregation?

Group	Frequency/Time	Ave. Attendance

H Governance

H1 Describe the governance of the congregation(s) and the leadership structure(s), including the key committees. Include the size of the Church Council(s).

H2 Who is involved in making important decisions, and how are such decisions made?

H3 When and how does the Church Council meet?

H4 Administrative support provided

Church office	Yes	No
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Administrative support based in office	Yes	No
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If yes how many hours per week?

Equipment provided?	Yes	No
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I The Minister

- I1** Name up to five areas which you would expect to be a high priority for the minister and explain why these are included.
- I2** What qualities are important in a new minister in this placement?
- I3** Explain any language requirements or preferences for the role/placement.
- I4** Is this placement part of a team ministry? Yes No
- I5** If so, list other ministry roles (including names of ministry agents, with designation and placement date) associated with the congregation(s).
- I6** Describe any particular expectations about the way any team ministry will operate.
- I7** Describe any other leadership team arrangements with which the Minister will work in the placement.

J Multiple Congregations

Complete this section if the placement relates to multiple congregations.

J1 List the names of congregations relevant to the placement

J2 What are the unique characteristics of the various congregations?

J3 Describe the existing or potential relationships between the congregations.
How do they interact, or do any groups interact?

J4 How long have the congregations been working together?

J5 Are there others beside the minister who work with more than one congregation?

J6 Is ministerial time or activity expected to be divided in a particular way?

J7 Are there formal or informal relationships with other denominations? Please describe.

K Presbytery

This section is to be completed by the Presbytery Pastoral Relations Committee. It requires significant detail. Please avoid one sentence answers.

K1 Presbytery comments on the mission directions identified for the next three to five years?

K2 What is the Presbytery perspective on the life and future of this placement?

K3 Does the Presbytery foresee any changes to placement responsibilities or relationships that may be required?

Yes No If yes, provide details.

K4 Name of previous Minister in this placement:

K5 For which ministries does the Presbytery consider that the placement is suitable?

Minister of the Word Deacon Ministry of Pastor Ordinand

K6 Is a Priority Placement recommended?

Yes No If yes, provide details.

K7 Does the Presbytery recommend that the placement be advertised?

Yes No If yes, provide details.

K8 Will adequate and appropriate accommodation be made available?

Manse Yes No

Rental Property Yes No

K9 Is adequate financial support for the anticipated term of placement and other expenses available?

Yes

No

If yes, provide details.

K10 Source of funds (Congregation, grants, Presbytery, other)

K12 Does the Presbytery wish to make any other additional comments?

Include any particular arrangements/expectations required by the Presbytery of its placements.

Joint Nominating Committee

	JNC Chairperson	Second Presbytery JNC Member
Name		
Phone		
Address		
Email		

Church Council approval

Date of Church Council approval

Date on which form is forwarded to Presbytery

Signature

Pastoral Relations Committee approval

Date of Pastoral Relations Committee approval

Date on which form is forwarded to Synod

Signature

PRC Secretary: email the completed and signed profile, including the Terms of Placement on the following page, to placements@ucaqld.com.au

Terms of Placement Summary

1. Placement			
2. Presbytery			
3. Minister Name			
4. Time Fraction	Full time	Part time - Time fraction	%
5. Term	Up to 10 years	Fixed term of	years
6. Other details about term (eg plans for review)			
STIPEND – For further information refer to Summary of Ministerial Provisions and Charges			
7. Stipend *	Yes		
8. Additional provision (if any)	% Reason		
TRAVEL			
9. Travel allowance * –	km		
10. Is a car provided?	Yes	No	
HOUSING			
11. Manse	Owned by placement	Yes	No
	Rented by placement	Yes	No
(a) Address if manse owned by placement			
(b) Declared to be an acceptable condition by the Presbytery?	Yes	No	Date of Inspection
12. Manse Allowance (if applicable)	To be paid if minister does not require accommodation * Minister to check box		
13. Other details			
ALLOWANCES			
14. Annual Leave	4 weeks annual leave (including 4 Sundays)		
15. Study Leave	Minimum of 2 weeks study leave (pro rata) *		
16. Sundays (if applicable)	One Sunday per quarter (non-cumulative) free of placement duties		
17. Internet & Phone Allowance if applicable	Allowance (minimum \$70/month): \$		
* AS DETERMINED AND APPROVED ANNUALLY BY SYNOD STANDING COMMITTEE			

These Terms of Placement were approved by the Church Council on [Click here to enter a date.](#)

Secretary/Treasurer	PRC Chairperson/Secretary	Minister accepting Call

Notes in regard to the Terms of Placement

Ministers of the Word, Deacons, and Pastors are normally called for an undefined term. Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.6.8]

Terms of Placement (ToP) must be approved by both the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. When a call is accepted a copy of the ToP, signed by minister, placement and Presbytery, is to be sent to the Placements Committee Secretary and the Presbytery PRC. During a Placement, variation to these Terms of Placement needs the prior approval of the Presbytery; and the Placements Committee must be notified.

STIPEND: The Synod approves a minimum stipend figure each year.

Additional loading: Some Placements pay a percentage loading above the minimum, which must be justified to the Presbytery with the reasons being on public record within the Presbytery.

CAR ALLOWANCE: Synod determines annually a rate per 10000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: In providing a manse the congregation shall offer:

- A manse which meets Synod guidelines and has been inspected and approved by the Presbytery; or
- Other accommodation which is considered appropriate by the minister, placement and the Presbytery. This may be a leased property.

The minister may choose not to accept the accommodation offered by the Placement, but the maximum manse allowance is not an entitlement and consultation between the parties is required to determine the level of the allowance, with any resulting change to the terms of placement being reported to the Presbytery who will inform the Placements Committee. For advice regarding housing arrangements in part-time placements see the Ministry Agents – General Placement Conditions

STUDY LEAVE: The Guidelines approved by the Synod Standing Committee include the following:

1. A minimum of 2 weeks Study Leave shall be available each year to Ministers in a Placement. Terms of Placement approved by the Presbytery may specify a more precise figure.
2. Study Leave shall normally be taken each year for a program (whether set courses or self-directed study) to equip for ministry within the life and ethos of the UCA. This shall be planned by the Minister in conjunction with the Church Council or other responsible body. The Presbytery, in the exercise of its pastoral and supervisory role, may also choose to be involved in this planning. Normally Study Leave not taken in the year in which it is due is forgone.
3. If a substantial period of study is planned, the Minister may negotiate with the Church Council or other responsible body for Study Leave to be accumulated up to five years' entitlement. This needs approval by the Presbytery.
4. Ministers are expected on return from Study Leave to report to the Placement on the experience and its value to themselves and to the Placement.
5. Consideration shall be given to the needs of the Placement as well as the needs of the Minister, and the timing of Study Leave acceptable to both. Normally attention will be given to the following:
 - (a) Taking accumulated Study Leave in the same year as Long Service Leave shall require the approval of both the Church Council or other responsible body and the Presbytery.
 - (b) Ministers and Church Councils or other responsible bodies will seek to minimise potential difficulties if Study Leave requests involve multiple absences from a Congregation on a Sunday.

FINANCIAL ASSISTANCE FOR STUDY LEAVE: There is no specific requirement on a Placement. Some Placements offer assistance towards the cost of course fees, travelling, etc.

MINISTERIAL ENTITLEMENTS: The Synod publishes a handbook of Ministerial Provisions & Charges, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained. In the Queensland Synod this is the Ministry Agents – General Placement Conditions