

CONGREGATION PROFILE

Congregation(s) Glen Waverley Uniting Church

Presbytery Port Philip East

In situations where congregations are clustered or linked in respect of a proposed placement, list the relevant congregations below: (When completing information electronically, please use the tab key to get to the next line).

1 CONGREGATION PROFILE

Pages 2-4) approved by the respective Church Council(s):

	Name of Congregation	Date
1	Glen Waverley Uniting Church	July 2010
2		
3		
4		
5		

Profile (pages 2-6) approved by Presbytery (PRC)

Approval to fill placement granted by Placements Committee

2 PURPOSE

This profile should be prepared by the Congregation(s) and Presbytery in consultation and can be used:

- as a record of mission planning; and
- as an evaluation of congregation programs

It is also specifically designed to assist the placement process. Congregations are encouraged to update their profile regularly.

3 CONTENTS

- Section 1: Congregation – to be completed for each congregation in the placement (please photocopy sufficient copies for your requirements).
- Section 2: Joint Congregations – to be completed if more than one congregation in the placement.
- Section 3: Description of ministry – to be completed for both single and joint congregations.
- Section 4: Priorities in Ministry – this section contains a list of mission and pastoral activities which are also listed on Minister's Personal profiles. Please photocopy the page to complete this section for each congregation.
- Section 5: Presbytery – to be completed by Presbytery Pastoral Relations Committee.

4 ENCLOSURES

List all the documents attached to the profile:

- Social Profile Data sheets
- Floor plan of residence
- Copy of last year's Financial Statement
- Other

SECTION 1

Glen Waverley Uniting

July 2010

5 NATURE OF COMMUNITY

5.1	Total population of the community in which the congregation worships/serves	City of Monash = 172,000 Glen Waverley = 38,000
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5.2 From the census (2006): No. of UCA people 2,600

5.3 The population of the community is: **Growing**

(please circle or bold as appropriate) **Changing in composition** **Culturally mixed**

6 STATISTICS (DURING THE LAST 2 YEARS)

Confirmed members	864*	Baptisms	12
Baptised members	*	Confirmations	
Members in Association	*	Transfers in	10
Adherents	*	Transfers out	4
No. of elders	42	Marriages	9
No. of Church Council Members	22	Funerals	13
Frequency of Meetings	Monthly		

6.1	The Congregation is: (please circle or bold as appropriate)	Declining
	Changing in composition	Culturally mixed

7 MISSION CONTEXT

7.1 Please list the major characteristics of the particular community within which the congregation has its mission.

- 1 Highly mobile community, with a significant number of overseas residents who come to Glen
2 Waverley to provide their children/relatives with access to secondary schools and universities.
- 3 Aging community.
- 4 Affluent community.
- 5 A regeneration of family mix and ethnic mix is occurring.

7.2 Please list any major institutions in which the congregation has specific ministry and mission (eg prisons, tertiary education, hospitals, aged care etc) and indicate the nature of the ministry.

Institution	Nature of Ministry
Brentwood Secondary College	Intern Placement funded by GWUC
Glen Waverley Secondary College	Youth & breakfast ministry
Numerous aged care facilities	Worship, prayer and pastoral care

7.3 Please provide details of schools in which the congregation exercises ministry.

	Primary	Secondary
Number of schools	5	3
Total enrolments		3400+
No. of religious education classes serviced by Congregation	6 groups	
Class work or seminar format	Class work	

7.4 Please provide any comments relating to these ministries.

Highvale Primary School is a program of World Vision for which volunteers from GWUC have been resourced with financial support.

Glen Waverley Secondary college is an outreach ministry to the students providing breakfast, mentorship, pastoral care and counselling.

Religious Education (run by Access Ministries) is supported by the congregation in a number of members of the congregation in a number of schools.

Brentwood Secondary College operating a relationship program at lunchtimes by the Intern sponsored by GWUC

7.5 Please provide details of worship Service and Activities

	Average attendance	Time of service	Frequency	Style of Service
1	35 - 40	8.00am	Weekly	Contemplative/Prayer
2	135 - 150	9.00am	Weekly	Mixture of traditional with some innovative elements
3	100 - 120	11.00am	Weekly	Traditional
4	30 - 40	2.30pm	Monthly	Seniors
5	35 - 40	4.30pm	Weekly – ex school hol	Children's & Family
6	40 - 60	7.00pm	Weekly	Youth and Young Adults
7	200 – 350	10.00am	5 th Sunday	Combined Worship

7.6 Please list groups, eg home fellowship, bible study, children's groups etc.

	Name	Frequency	Average attendance	Leadership Minister/Other
1	UCAF	Monthly	55	Lay Leadership
2	Men's Fellowship	Monthly	26	Lay Leadership
3	Cooee	Weekly	15	Lay Leadership
4	Leisuretime	Weekly	30	Lay Leadership
5	Bible Study	Monthly	10	Minister & Lay Leadership
6	FISH groups (9 groups)	Ad hoc	125 – 140	Lay Leadership
7	Adult Group	Monthly	35 - 60	Lay Leadership
8	Badminton	Twice weekly	12	Lay Leadership
9	CAE Book Group	Monthly	15	Lay Leadership
10	Careful Kitchen Crew	Quarterly (or as needed)	6	Lay Leadership
11	Children's ministry	Weekly Holidays	10 - 25	Ministry & Lay Leadership
	Choirs (3)			
12	Church Choir Deo Volente' Free Spirit	Weekly	30 - 50	Lay Leadership
13	Christmas Alight	Annual	100 – 150 children 50 adult helpers	Lay Leadership
14	Fete Committee	Monthly June to December	5	Lay Leadership

15	Band	Ad Hoc	6	Lay Leadership
16	Young Adults band	Ad Hoc	8	Lay Leadership
17	Playgroups (5)	Weekly	50 – 60	Lay Leadership
18	Keep Fit Group	Weekly	40	Lay Leadership
19	Community of Faith	Monthly	6	Ministry & Lay Leadership
20	Community of Outreach	Monthly	9	Lay Leadership
21	Inclusive Community	Monthly	3	Lay Leadership
22	The Hub	Monthly	4 plus 40 Volunteers	Lay Leadership
23	Welfare Committee	Quarterly	5	Lay Leadership
24	Youth Group	Weekly	35 – 50	Lay Leadership
25	Young Adult Bible Studies (2)	Weekly	20 – 40	Ministry Team
26	Friday morning Bible Study	Weekly	10 -15	Ministry Team
27	Advent Studies	Annual	20 – 30	Ministry & Lay Leadership
28	Lenten Studies	Annual	20 – 30	Ministry & Lay Leadership
29	Welcoming & Newcomer Committee	Twice Yearly	7	Lay Leadership
30	Refer 2009 Annual reports on the wiki for details: http://wiki.gwuc.org.au/gwuc/AnnualReport2009			

8 MISSION DIRECTIONS

8.1 Please list significant achievements and/or events in the past three years.

- 1 Kombie Ministry
- 2 Beeac Broadcast ministry
- 3 Outreach projects such as Kenya & East Timor
- 4 Hotham refugee accommodation support
- 5 Christmas alight – Children's Christmas story and craft activity (approx 100 children – community & congregation)
- 6 4.30 Children's and Families ministry
- 7 Easter Event – Ecumenical activity with Waverley Council of Churches <1000 children 20 – 30 Vol.

8.2 Please list any goals which have been adopted by the congregation for the next three to five years.

- 1 See "On The Way Together" document attached.
- 2 Beeac Broadcast Ministry Support

8.3 What are the distinctive characteristics of this congregation?

Challenged with meeting the diverse needs of a multi generational, multi cultural faith community.

A rich resource of skilled, talented, artistic, musical and creative people.

Diverse faith community – theology, worship styles, expectations, opinions and perspective.

Deep desire to work in and with the community.



SECTION 2

9 JOINT CONGREGATIONS

Please complete if linked or clustered congregations relate to a proposed placement.

9.1 Congregations

- | | | | |
|---|----------------------|---|---------|
| 1 | <u>Glen Waverley</u> | 4 | <u></u> |
| 2 | <u></u> | 5 | <u></u> |
| 3 | <u></u> | 6 | <u></u> |

9.2 In what ways do the congregations interact?

N/A

9.3 Please list any interactive groups (other than those included on congregation profiles).

- | | |
|---|---|
| 1 | <u>Way of the Cross – Ecumenical Easter event with Waverley Council of Churches</u> |
| 2 | <u></u> |
| 3 | <u></u> |

9.4 Please provide details of any agreements entered into for ministry “shared” across congregations.

N/A

9.5 Do the congregations have separate Church Councils or a joint Church Council? Please provide details:

N/A

9.6 What are the three principal characteristics of the grouped congregations?

- | | |
|---|------------|
| 1 | <u>N/A</u> |
| 2 | <u></u> |
| 3 | <u></u> |

9.7 Are any major changes or developments anticipated within the grouped congregations in the next three to five years, eg. sudden growth, amalgamations, sale of property, new buildings or other?

None – we have just expanded the church buildings and manses and will now look to developing maximum use of these facilities to support the mission of the parish.

9.8 Please list any mission goals that have been adopted by the grouped congregations for the next three to five years.

- | | |
|---|------------|
| 1 | <u>N/A</u> |
| 2 | <u></u> |
| 3 | <u></u> |

SECTION 3

10 DESCRIPTION OF MINISTRY

10.1 Please list names and designations of ministerial team – specified ministries (Minister of the Word, Deacon, Deaconess, Lay Pastor, Youth Worker)

1 MoW – FT – Rev Greg Fry

2 Youth Worker – FT – Alanee Hearnshaw

10.2 Please provide the names and designations of other employed persons.

Name	Designation
Alison Dingwall	Seniors Ministry – Staff (5 hours) Ceases 31/12/2010
Debbie Davey	Childs & Family – Staff (8 Hours) Ceases 31/12/2010
Wendy Wyatt	Office Manager (FT)

10.3 Are job descriptions of the above positions (other employed persons) available?

Yes

10.4 What is the location of the Church office?

4 – 10 Bogong Ave

Glen Waverley PC 3150

10.5 What is the location of the Minister's study/office? (residence, church, other – please specify).

3 manse residences with study's & a purpose built ministerial office

10.6 The congregation(s) is seeking a replacement placement (*please delete one).

10.7 If a replacement is indicated, who is being replaced?

Rev Lynette Dungan (vacated 2008) Between 2008 to 31/12/2010 - Supply of .5 has been in place.

10.8 The congregation(s) is seeking “full-time placement” (*please delete one).

10.9 What are the principal responsibilities which the proposed minister might be expected to exercise?

1 Refer to shared team ministry document attached

2

3

10.10 Please provide the date at which the current placement becomes vacant or an addition/new placement may commence.

Currently Vacant

SECTION 4

PRIORITY IN MINISTRY CONGREGATION(S)

As your congregation(s) contemplate future ministry, please consider the priorities that have been adopted and the gifts and skills you will be seeking.

Below are 21 ministry, mission and pastoral activities which are also listed on Personal Profiles with space for you to list up to three additional "skills".

Please list the level of priority (H=high, M = medium and L = low) that your congregation seeks from a minister. Please limit high priority (H) to no more than five activities.

		H	M	L
1	Pastoral visitation of hospitals and other institutions		X	
2	Systematic visitation, along with elders, of the congregation		X	
3	Counselling, based on specific training			X
4	Leadership of worship and Preaching	X		
5	Sharing faith in Christ and assisting others also to share faith in Christ		X	
6	Working within the community as well as the Church on social justice analysis and advocacy issues			X
7	Relating to the needs of children (under 12)		X	
8	Relating to the needs of young people			X
9	Working with community and church members in establishing networks and self help groups for community development		X	
10	Caring for marginalised people – including pastoral care, advocacy and liaison with relevant agencies		X	
11	An involvement in ecumenical activities and programs of mission education and social justice from a local and global perspective		X	
12	Developing covenantal understanding and relationships with indigenous people			X
13	Developing multicultural understandings, relationships and ministry	X		
14	Engaging in new service and mission initiatives beyond traditional structures		X	
15	Nurturing people in their Christian faith and spiritual development	X		
16	Developing outreach with young people in schools and institutions			X
17	Fostering Religious Education (RE) in schools			X
18	Fostering congregational mission and development	X		
19	Helping people in communication and problem solving within groups and personal relationships		X	
20	Knowledge of church finance and administrative procedures			X
PLEASE ADD ANY OTHER RELEVANT GIFTS AND SKILLS				
21	Strategic Leadership		X	
22	Regional Congregational Experience		X	
23				

10.11 Which category(ies) of specified ministry is sought for this placement? Please insert an "X" in the appropriate box.

Minister of the Word
(1st Preference)

X

Youth Worker

Deacon

Lay Pastor

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10.12 What are the reasons for this choice?

Glen Waverley Uniting Church is a large Regional style Congregation with a number of worship services. The demand for provision of the Eucharist, Baptisms, Weddings and Funerals requires the addition of a Minister of the Word to join the existing team of a full time Minister of the Word, and full time Specified Minister of Youth and Yong Adults.

SECTION 5

Congregation(s) _____

Presbytery _____

- 10.13** Does the Presbytery support the mission directions identified by the congregation(s) for the next 3 to 5 years? Yes. No. (Please delete Yes or No).

Presbytery comment:

- 10.14** What does the Presbytery consider to be the mission opportunities for the congregation(s) in the next 3 to 5 years?

- 10.15** Does Presbytery comment on the above differ at any point from the congregation(s) comment in this profile? Yes. No. (Please delete Yes or No). If yes, please elaborate:

- 10.16** Does the Presbytery consider that the congregation(s) should proceed to a new placement at this time? Yes. No. (Please delete Yes or No).

Presbytery comment:

- 10.17** For which of the following ministries does the Presbytery consider that the position is suitable? (Please insert an "X" in the appropriate box).

Minister of the Word

Youth Worker

Deacon

Pastor

Please provide reasons for this choice:

10.18 Is this position suitable for the placement of an Ordinand? Yes. No. (Please delete Yes or No).

Please provide reasons for this choice:

10.19 Is Priority Placement recommended? Yes. No. (Please delete Yes or No).

Please provide reasons for this choice:

10.20 Does the Presbytery consider that any changes to placement responsibilities or relationships are required at this time? Yes. No. (Please delete Yes or No).

If yes, please elaborate:

10.21 Please provide the date of the most recent Presbytery inspection of the residence

10.22 Is the Presbytery satisfied that adequate and appropriate accommodation will be available, having regard to the Synod requirements for ministers' residences? Yes. No. (Please delete Yes or No).

If no, what steps are being taken to remedy the situation?

10.23 Is the Presbytery satisfied that adequate financial support for the placement and other congregation expenses will be available:

From the congregation(s) alone? Yes. No. (Please delete Yes or No).

With help from Presbytery and/or Synod? Yes. No. (Please delete Yes or No).

10.24 Please list any grants applied for or approved:

1

2

3

10.25 If neither option in 11.13 is indicated above, please elaborate:

10.26 Does the Presbytery wish to make any additional comments?

10.27 Please advise the earliest date at which the placement may become effective

10.28 Please provide contact details of the Presbytery Representatives on the Joint Nominating Committee (please note that the first named person is the JNC Chairperson):

Name: _____ Phone _____

Address: _____
_____ PC _____

Email: _____

Name: _____ Phone _____

Address: _____
_____ PC _____

Email: _____

10.29 Date of Presbytery Pastoral Relations Committee meeting

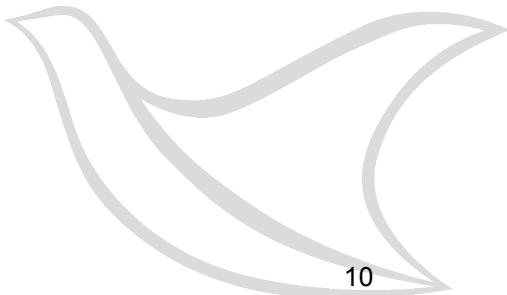
10.30 Date on which this form is forwarded to Synod:

This form is to be signed by the Chairperson or Secretary of the Pastoral Relations Committee:

Signed: _____

Please print name: _____

Date: _____



TERMS OF PLACEMENT

For Minister of the Word / Deacon / Youth Worker / Lay Pastor / Pastor

NB: A copy of this statement plus the current Summary of Ministerial Entitlements must be included when extending a call to a Minister *

Standard Preferred Options are marked in **bold**; mark preference with a cross

PRESBYTERY PLACEMENT	Port Philip East		Full time		YES		X	NO			
	Glen Waverley Parish		If NO , time fraction							%	
TERM	Undefined up to 10 yrs		YES		NO		OR Fixed			Years	
	OR Initial term reviewed in		5 x 5	Years							
STIPEND	Minimum Stipend as determined annually by Synod										
	Member of the Home Endowment Fund				\$ as determined by Synod						
	Not member of the Home Endowment Fund				\$ as determined by Synod						
	Additional provision (if any): Plus				0	%	Under review by CC and Presbytery				
	Payment from Centralised Stipend Office?				YES	X	NO				
OTHER	Superannuation, Long Service Leave, Work Care etc as determined by Synod										
TRAVELLING	Is a car provided by the Congregation?		YES		NO	X					
	If NO , then: Allowances as determined annually by Synod:										
	Circumstances negotiable. Synod minimums guaranteed		Kms pa	\$ as determined by Synod				PLUS			
	(a) Petrol Cost Allowance		\$ as determined by Synod				OR				
	(b) Petrol Cost Reimbursement		Actual expenditure reimbursement								
HOUSING	Is Manse provided?		YES	X	NO						
	If YES , please provide address: 19 Southdown Ave, Glen Waverley										
							PC				
	Has the Manse been inspected by Presbytery and declared to be in an acceptable condition?				YES	X	NO				
	Recently refurbished – optional work still to be considered. Date of inspection:				29 / 12 /2008 & 28/ 7/ 2010						
	If not provided, Manse allowance				\$ as determined by Synod						
	OR, other:						\$				
PERSONAL RESOURCES DEV ALLOWANCE	As determined annually by Synod - Yes										
	OR:							\$			
ANNUAL LEAVE	Four weeks (i.e. 28 days including 4 Sundays) Yes										
STUDY LEAVE	Minimum of 14 days per annum as determined by Synod Yes										
TELEPHONE (FIXED LINE)	Congregation pays: Rental and church calls				YES	X	NO				
	See Telephone Allowance below Personal local calls				YES		NO	X			
	See Telephone Allowance below Rental and all calls				YES		NO	X			
	See Tel Allow below Personal ISD and STD calls				YES		NO	X			
TELEPHONE (MOBILE)	Congregation pays: Purchase cost				YES		NO	X			
	Rental and all church calls				YES		NO	X			
	Personal calls				YES		NO	X			
Telephony Allowance	The congregation pays a telephony allowance that is designed to fixed telephone, mobile, internet of \$80 pm (reviewed with CPI) Any calls in excess of this amount that are for church purposes will be reimbursed, however there is a ministerial office where all calls are paid by GWUC.										
STATIONERY & POSTAGE	Congregation pays amount allowed in budget.							\$Nil – pays all through access to office stationary.			
OTHER ALLOWANCES & CONDITIONS	One Sunday per quarter (non cumulative) free of placement duties				YES		NO	X			
	Is Ministers Benefit Account administered by Synod				YES	X	NO				
OTHER					\$						

These Terms of Placement were approved by the Church Council on:	/ /20
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SIGNED:

Secretary/Treasurer

PRC Chairperson/Secretary

Minister Accepting Call

PTO*

Notes in regard to the Terms of Placement Schedule

[Approved by ACOMP (17 /09 /2004)]

Ministers of the Word, Deacons, Deaconesses, Youth Workers Lay Pastors and Pastors are normally called for an undefined term.

Extension beyond 10 years requires agreement of Minister, Placement and Presbytery. [Reg. 2.7.6-8, 2.7.10]

Terms of Placement must be approved by the Church Council or other responsible body and the Presbytery, and lodged with the Placements Committee before the placement can be listed. 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 1000 km for operating (including standing) costs. The Placement with Presbytery approval determines the appropriate level of travelling expressed in thousands of kilometres.

HOUSING: If the Placement does not offer approved accommodation, it is required to pay the Manse Allowance. If a Minister chooses not to accept the offered approved accommodation, the level of Manse Allowance is negotiated between Minister, Placement and Presbytery, and recorded in the Terms of Placement.

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The cost of internet access is included in this grant, and thus is the personal responsibility of the Minister.

TELEPHONE: A Placement's responsibility for the Minister's telephone accounts does not include liability for discretionary items such as Pay TV subscription.

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

- 1 A minimum of 14 days 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 programmes (whether set courses or self-directed study) approved by the Synod's Commission on Education for Ministry 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, and must be reported to the Commission on Education for Ministry.
- 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) Study Leave shall be taken during the current Placement unless for special reasons and with approval of a new employing body such entitlement to leave is carried over into the next Placement.
 - (b) 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.
 - (c) 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 entitlements, including details on stipends, allowances, housing arrangements, leave provisions, retirement benefits. The implications for part-time Placements are explained.