



PLACEMENT PROFILE

SECTION 1 – BASIC INFORMATION

- 1.1 Placement Name(s):** Glen Waverley Uniting Church
- 1.2 Please list congregations/agencies names below**
- _____
 - _____
 - _____
 - _____
- 1.3 Profile approved by Church Council/Governing Body** 12 / 9 / 2022
- 1.4 Primary purpose of placement:**
Lead Minister: Oversight, guidance and care for the overall congregational mission, witness and service, leading the congregation's ministry team.
- 1.5 Suitable for (bold all that apply): Minister of the Word / Deacon / Ordinand/ Pastor**
- 1.6 Time fraction:** 100%
- 1.7 Term:**
- | | |
|---|-----------------------------------|
| Undefined up to 10 years (See Reg 2.7.3(a)) | <u>Yes</u> |
| Fixed Term: | <u> </u> Years |
| Initial Term reviewed in: | <u> </u> Years |

This profile should be prepared by the Congregation(s)/ agency in consultation with Presbytery. It is specifically designed to assist in the placement process but it can also be used as a record of mission planning.

Please Note: Sections 1, 2 & 3 of this profile will be uploaded to the [VicTas](#) website.

Contents

Section 1: Basic Information

Section 2: Mission Direction

Section 3: Context

Section 4: People and Activities – to be completed by each congregation in the placement.

Section 5: Joint Congregations – to be completed if more than one congregation in the placement.

Section 6: Working Relationships

Section 7: New Minister – this section contains a list of mission and pastoral activities which are also listed on Minister's Personal profiles

Section 9: Presbytery – to be completed by Presbytery Pastoral Relations Committee.

Section 10: Terms of Placement

Enclosures

Please mark all the documents attached to the profile:

- Floor plan of residence
- Financial information including a copy of last year's Financial Statement and financial projections
- Position descriptions of relevant ministers
- Others

SECTION 2 – MISSION DIRECTION

2.1 What is the Vision statement and or Mission priorities of the placement (or of the individual congregations)

Glen Waverley Uniting Church is an inclusive assembly of Christ's followers passionate about worshipping God, growing in faith, sharing our lives and faith with others, reaching people who don't have a relationship with God, and reaching out to our communities through our transformed lives and radical generosity.

2.2 Date adopted 10 / 11 / 2021

2.3 Provide a short description of the placement/congregation(s)

Glen Waverley Uniting Church is a multicultural and multigenerational church with a variety of worship events mostly on Sundays. Since COVID our on-line presence has expanded significantly engaging rural congregations and many individuals, families and groups who join our live-streamed worship services or watch them later on demand. During the week smaller groups gather on zoom for Bible study, faith sharing and meditation. We have a range of social and missional groups, as well as Sunday morning Kats and Dogs (Sunday school), Uthies for children and Friday evening Youth group. Many of our activities are led by lay leaders including our 4 functional groups: Finance. Communications, People & Culture and Property.

2.4 What Church Style best describes the congregation(s)? (See [Church Style Document](#))

A "Program Church" with strong emphasis on pastoral care:

- Larger congregation, with lots of committees running the different programs and groups
- The Church Council is vital in its overview of what is happening in the church
- New members are incorporated through a program or small group
- Minister provides oversight of programs, committees and ministry team

Diversity of style and preferences as demonstrated by 5 different services

2.5 How has the placement/congregation(s) changed over the last 5 years?

- A Pastoral Care Worker replaced the Coordinator of the Ministry to Seniors
- A Children's Worker has been employed
- Firming of ties with the Indonesian Fellowship within the congregation
- Ageing amongst those who physically attend services
- Greater cultural diversity
- Increased use of technology (eg live streaming services to YouTube every week)
- Declining numbers in physical attendance - specifically, an overall decline of 36% in attendance for a normal Sunday service schedule
- Increasing online numbers (our online congregation is growing)

2.6 What are the congregation(s)/placement's goals?

The Congregation's defining goals are outlined in our 'RE-Vision for 2022' document.

These include:

- Our post-Covid church community needs to experience a rebirth of mind and spirit to bring back that sense of being the community of Christ's followers
- To have a diverse ministry that encourages and empowers individuals, families, youth and children to explore their faith and purpose in a community environment of unconditional love.

2.7 What are the next Strategic Steps to achieving those goals?

Four projects reflect our vision for the future:

1. Continued funding (and possible expansion) of the Welfare program
 2. Establishing a program of multicultural and intergenerational events to encourage involvement with the local community
 3. Creating an integrated online presence, encompassing social media as well as the online streaming of services and functions
 4. Grow connections with the local community through outreach
- Project 1 – Welfare
 - The Project has milestones up until 2024:
 - 2022 – A continuation of the existing welfare work, involving liaising with members of the welfare committee, facilitating a team approach and accessing community-based resources as needed.
 - 2023 – The welfare coordinator would actively explore opportunities for improvement as well as identify and prioritise common welfare issues within the welfare community. Based off what was identified, the Welfare Coordinator in conjunction with the Welfare Committee develop a project in response.
 - 2023-24 – The Welfare coordinator and the Welfare Committee would implement the project and review the project's effectiveness.
 - Continued funding of the Welfare Coordinator and maintaining the work of the Welfare Committee.
 - Expand the hours of the Welfare coordinator and grow the welfare work in general.
 - Project 2 – Program of multicultural and intergenerational events
 - One of the church's meeting rooms would be set up as an events space.
 - A team would be assembled to develop a varied program of events designed to establish the church as the place where "creative and collaborative events take place for the purpose of sharing and growing our faith in God."
 - A coordinator would be nominated who would not necessarily run the events, but rather will assemble event teams and coordinate the program of events.
 - Event participants' feedback and the original objectives would be two key determining factors for the success of the events.
 - Project 3 – Integrated social media and streaming presence
 - Produce for the church community an integrated social media portal and streaming presence.
 - Initial development of a priority list of social media capability/functions.
 - Selection of a developer to whom design specifications will be provided.
 - Identifying people to be 'Champions' of the church's social media presence.
 - A beta version of the social media portal will be created, tested and revised prior to launch with the final version implemented thereafter.
 - Project 4 – Outreach to the local community
 - A sub-group is investigating the possibility of holding an event day at the church, with the goal of growing the church's connections with the local community.
 - Milestones are flagged as
 - 1 – Define project, KPIs and create Project team. Formulate the project components
 - 2 – Plan the execution
 - 3 – Execute and implement the project.
 - Success indicators would be to identify the positive outcomes and assess success based on KPIs.

SECTION 3 - CONTEXT

3.1 Describe the communities in which this placement is located (Mission context).

GWUC is situated in the City of Monash, a culturally diverse community in Melbourne's southeast suburbs. The original inhabitants of the City of Monash were the Wurundjeri and Boon Wurrung Aboriginal people. GWUC is situated on the traditional lands of the Wurundjeri people of the Kulin nation in the city of Monash.

While there is a range of economic status amongst residents, Glen Waverley is a relatively affluent suburb, with high employment and high education standards. Housing costs are higher than the metro average.

Selected demographic data of Glen Waverley (with national data in parentheses) from the 2021 Census is listed below:

Ancestry

1. Chinese 38.0% (Australia 5.5%)
 2. English 14.3% (Australia 33.0%)
 3. Australian 11.0% (Australia 29.9%)
 4. Indian 9.6% (Australia 3.1%)
 5. Scottish 4.0% (Australia 8.6%)
- Other 16.0% (no discrete data for Indonesian in Glen Waverley)

Median Age 38 (Australia 40)

Tertiary Education 29.9% (Australia 23.3%)

Indigenous Status: ATSI 0.2% (Australia 3.2%)

Religious Affiliation

1. No Religion, so described 37.5% (Australia 38.4%)
 2. Catholic 11.7% (Australia 20.0%)
 3. Buddhism 10.4% (Australia 2.4%)
 4. Hinduism 9.8% (Australia 2.7%)
 5. Not stated 5.1% (Australia 6.9%)
- Uniting Church 1169/42642 \approx 2.741% (Australia 673260/25422788 \approx 2.648%)

3.2 How does your congregation reflect or vary from the age, and ethnic mix of your local community?

Our congregation welcomes people from many parts of world and includes both new and long-term arrivals.

However, by proportion to our community, GWUC does not reflect the rapid changes in local demographics. It is much more Anglo than the surrounding community.

We maintain a large proportion of very long-term loyal members in the senior and retired age group. These members often live alone and need pastoral support of various kinds. Many are still active in various programs and outreach endeavours. There are also an increasing number of funerals to be conducted.

Local schools are mostly attended by children of recent migrants, primarily those with Chinese and Indian backgrounds. We have had limited success in attracting these families to our programs.

3.3 What are the opportunities and points of stress and pain in the wider community?

The need for improved English skills is recognised by local new arrivals, and our English language classes have been popular for several years, along with informal English conversation at The Hub (our foyer/lounge).

The Playgroups have also served this purpose.

Our Welfare program serves the needs of those who come to the church for monetary, food or social work assistance. Our proximity to Centrelink and the terminus of the Glen Waverley train line ensures that this is a constant demand.

Competing priorities and time constraints are an ongoing issue for young people. There is a need for creative and engaging programs with realistic expectations.

3.4 List ways in which you connect with, serve, or partner with people in your wider community?

- Festivals – we run a stall in the Chinese New Year Festival at Kingsway with Monash Council. We have also taken part in Easter and Mooncake Festival celebrations
- The Hub is a weekly social gathering welcoming the general public
- Installations – we host spaces to meditate and think on Christmas and Easter such as Stations of the Cross on the lawn
- The youth engage with the community near and far, having served with Habitat for Humanity and community projects during their USA/Mexico and NCYC/Eurora trips
- Welfare work with paid part-time coordinator and small team of volunteers.
- Playgroups – mainly targeting recently arrived families
- Leisure Time – supporting isolated seniors in the community
- Annual Church Fete and Book Fair – well attended by wider community
- English language classes, Participation in Chinese New Year celebrations
- Free Spirit, Choir of Hope, GOMERs (Grumpy Old Men & Early Retirees), Badminton, Table Tennis, Indonesian Fellowship
- Venue Hire – Hall and room hire e.g. Alcoholics Anonymous
- Community Space – our outside benches are used by the general public
- City of Monash PALS (Positive Ageing Lifestyles) reference group and PALS Community Directory – GWUC is represented by the Community Hub mission group, The Hub and Leisure Time at regular forums and has hosted several community events, including special morning teas for charities. We will be participating in the 2022 Monash Seniors Expo.

3.5 What schools/agencies/institutions are in your local communities?

- Glen Waverley Secondary School – we run a regular breakfast programme
 - Brentwood have invited us to run a similar programme
 - Glenallen School - we provide practical assistance at working bees
 - Mt View Primary School - Deaf Facilities. As part of GWUC's HUB activity 8-10 children with hearing impairment & 3 teachers come to church twice per term to play, do craft & have tea, in order to gain confidence in interacting with people outside their family and school. This was prior to Covid, but looking at re-starting these activities by writing letters next term and follow-up with the person to person activities as soon as possible.
-
- Wesley College – our congregation has a positive relationship with the Glen Waverley campus of Wesley College. They contribute generously to our Empty Christmas tree charity donations.
-

Several primary schools – Glen Waverley Primary has used our building for school concerts in the past and has also provided entertainment for the Leisure Time Christmas function.

We do material offering collections for schools' wellbeing departments.

Glen Waverley Library - we share items on noticeboards and they have been a source of referrals to our English classes.

SECTION 4 – PEOPLE AND ACTIVITIES¹

Congregation name

Glen Waverley

Location

10-12 Bogong Ave, Glen Waverley 3150

Website information

<http://www.gwuc.org.au>

4.1 Activities

Including worship services, study groups and special events

Activity	Day and time	Frequency	Style	Average Attendance			
				2019	2022		
				In-Person	In-Person	Online (Live)	Online (Later)
8am worship	Sunday 8am	Weekly	Contemplative	37	20		
9:15am worship	Sunday 9:15am	Weekly	Interactive	59	42	29	120
10am worship	Sunday 10am	Special Occasions	Combined	151	84	61	160
11am worship	Sunday 11am	Weekly	Traditional	86	49	29	115
1pm worship	Sunday 1pm	Weekly	Indonesian	18	23	15	n/a
5pm worship	Sunday 5pm	Weekly during school term	Creative	13	9		
Intercultural Bible Study	Tuesday 7:30pm	Bi-monthly			12		
Bible Study	Tuesday 7.30pm	Bi-monthly				12	
Meditation	Tuesday 2pm	Weekly				13	

Notes regarding the above:

- The 8am, 9:15am, 11am and 5pm services do not run when a 10am service is scheduled.
- 2019 data is included to indicate attendances prior to the COVID-19 pandemic.
- Online data is included due to the importance of the church's online audience.
- Online data is split into two columns:
 - o Live data is recorded during the service and consists of the number of devices who watched the service live.
 - o Later data is recorded approximately a week later and includes all devices that watched the service up until that point, i.e. includes the live number.
 - o The number of attendees per device is not known.

¹ To be completed by each congregation in the placement.

4.2 Online Ministry

We live stream our main services and make previous services available through our website and YouTube. As indicated in s4.1, attendance at our main services is down substantially from 2019, however the on-line attendance is well up on the 2019 even before considering multiple attendees per device.

Pre-Covid, we were supporting several small, rural congregations without ordained ministry by providing recordings, and sometimes live feeds, of our main services. These included Beeac, Kerang and Johnsonville. On special occasions we would live-feed from Beeac. We commenced public live streaming on YouTube prior to Covid.

4.3 Estimated number of people who attend worship at least monthly.

250 pre-Covid

4.4 Estimated number of people the church is in contact with in mission over any given month.

Hundreds of people in a wide range of activities

4.5 Statistics

	CURRENT		DURING THE LAST 2 YEARS
Confirmed members	406	Baptisms	1 in 2021
Baptised members	118	Confirmations	0
Members in Association	23	Transfers in	13 (2019) 2 (2020) 0 (2021) 2 (2022)
Adherents	71	Transfers out	7 (2019) 2 (2020) 8 (2021) 1 (2022)
No. of elders	0	Marriages	1 in 2021
No. of Church Council Members	10	Funerals	35 total 6 (2020) 17 (2021) 12 (2022 up to 7 Sept)
Frequency of Church Council Meetings	Monthly		

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

Eight (8) members are accredited to conduct Communion, including 2 retired ministers

The 8am Contemplative Worship is normally lay-led (by Ross McKinnon)

The Indonesian service is normally lay-led with an on-line, often overseas, preacher

There are several other lay-preachers, qualified and otherwise

Prayers of the People at the Traditional and Interactive services are lay-led, as is reading the Bible

Music: organists serve the Traditional Worship

A small band leads singing for the Interactive Worship

Choir *Free Spirit* enriches church services on the 4th Sunday of every month (except January) alternating between the 9.15 am and 11 am service with a small group from Free Spirit singing at the 11 am services every 2nd Sunday (except January). Free Spirit also sings on special occasions and at other venues (about 30 members)

2 lay-led on-line Bible Studies are provided bi-monthly

4 lay-coordinated Missional groups

A lay-led Prayer group

A lay-led Meditation group

Various lay-led outreach programs centred on the church premises (The Hub): play group, English tutoring, badminton

SECTION 5 – JOINT CONGREGATIONS

Not applicable

SECTION 6 – NEW MINISTER

6.1 Is this placement a replacement role? YES NO

6.2 If the position is a replacement role, name the previous minister.

Rev. Neil Peters

6.3 Date from which the placement is available.

January 2023

6.4 What are the primary responsibilities expected of the role?

WORSHIP – Currently, there is a mix of worship leadership. Some services are led by the MOW, some are jointly led by the ministerial team while others are usually led by lay persons. We expect that this arrangement would continue to be determined by the ministerial team in collaboration with Church Council. Weddings, funerals and baptisms as requested. The placement should demonstrate a willingness to work with our tech team to develop online engagement.

OVERALL LEADERSHIP – Oversight, Guidance and Care for the overall congregational mission, witness and service. This is a congregation with many different faith journeys, as well as a diverse range of social, fellowship, intercultural and community outreach groups.

This role includes a broad range of listening, discerning and managing of concerns, needs, priorities and new ideas.

It does not necessarily involve operational duties or attendance (physical or electronic) at all meetings.

The role would also be expected to provide spiritual oversight and to participate collaboratively in meetings with other members of the ministerial team and Church Council, including all aspects of worship, forward planning and review, new initiatives, sharing of responsibilities, and attention to the well-being of the team.

To provide input and guidance during implementation of the Re-Visioning projects begun in 2022 – see separate Re-Vision 2022 document (attached).

PASTORAL CARE – With assistance from other ministerial team and lay leaders, to support members in need of pastoral care, including hospital and home visits, phone calls and funerals.

WELFARE – Occasional onsite counselling of and assistance to welfare clients who come to the church for help. This is in collaboration with the welfare team, including the 5 hrs/wk Welfare Coordinator (see 7.2).

6.5 Are there language requirements or preferences for the placement?

A willingness to actively engage with people from linguistically and culturally diverse backgrounds is essential. A second language would be a great asset.

6.6 What housing arrangements are available to the minister?

A church manse will be available.

6.7 What is the location of the office?

At the church, 10-12 Bogong Avenue, Glen Waverley 3150

Note that this location assists the outreach of the church as it is on the corner of Kingsway, a major retail strip, and a short walk to a station and bus interchange

6.8 PRIORITY IN MINISTRY- CONGREGATION(S)

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

Eighteen ministry, mission and pastoral activities are listed here with space for you to list an additional "skill". The same list is also on ministers Personal Profiles".

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.	Assisting congregations in vision for mission		M	
2.	Assisting people and groups to work through difficult issues		M	
3.	Caring for marginalised people in the local community		M	
4.	Developing covenantal understanding and relationships with indigenous people			L
5.	Developing cross cultural understanding, relationships and ministry	H		
6.	Enabling, training and supporting lay leadership of worship	H		
7.	Engaging in new mission initiatives beyond traditional structures	H		
8.	Establishing new worshipping communities			L
9.	Fostering ecumenical understanding and practice			L
10.	Fostering mission and service in local community		M	
11.	Knowledge of church administrative procedures and finance			L
12.	Leadership of worship and proclamation of the gospel	H		
13.	Nurturing people in their faith, spiritual development, and capacity to share faith with others	H		
14.	Pastoral care and visitation		M	
15.	Reflecting theologically with the church and unchurched			L
16.	Working on issues of social justice and advocacy		M	
17.	Working with older people		M	
18.	Working with people in the first third of life		M	
19.	Other: Welcoming & friendly within ethical boundaries		M	

6.9 Expand on the priorities that are being sought.

We see 12 & 13, proclaiming the gospel and nurturing our faith & spiritual development, as core priorities of a MoW.

Priority 5 reflects our need to expand our connections in the rapidly increasing cultural diversity of the Glen Waverley community, both within and outside of the congregation and to work on developing positive personal relationships.

Priority 6 raises the need for developing broader use of lay leadership as a way of supporting the ministry team, the congregation's goals and projects and for personal growth of members. This can provide both challenges and opportunities in a largely ageing congregation.

Priority 7 seeks gifts that may help us to better engage with and seek involvement from both our physical and online congregations, eg. to foster involvement in the Re-Vision projects, participation in worship services, exploring new ways to use our online platform and contribution of new ideas for the growth and mission of the congregation in all its forms.

6.10 What qualities are important in a new minister in this placement?

Ability to inspire enthusiasm and engagement in new ideas.

Ability to model a contemporary Christian faith in word and action.

Patience and listening and flexibility and leadership in putting ideas into practice.

Interested and willing to work in a team ministry, respecting and collaborating with others.

Forward-looking strategic planning and cooperative workload sharing contributes to the effective leadership of the ministry team, and is essential for keeping the workloads and agreed goals manageable.

Time management skills – prepared to work hard and to “be seen” across our wide range of services and programs, but able to form own priorities and schedule time accordingly. Flexibility and discernment are always needed.

Empathy and pastoral care are needed to support the large proportion of very long-term loyal members in the senior and retired age groups. These members often live alone or in aged care.

Change management skills – this is a time of considerable change both within the congregation, including the online participants, and within the local Glen Waverley community. There will be resistance and probably grief as we reshape our congregational settings and priorities into the future.

A willingness to engage and use conciliation skills and work for a solution where there are differences of opinion.

As we are also looking for a placement to work with those in the First Third of Life, it will be helpful for the new minister to assist in developing the new ministry team arrangements.

SECTION 7 – WORKING RELATIONSHIPS

7.1 Is this placement part of a team ministry? YES NO

7.2 If so, list the other positions (including name and designation) and if available attach relevant Position Descriptions.

Faith Formation Ministry (Youth & Young Adults, Children & Families, Worship leadership), 1.0 FTE (former role of Alanee Hearnshaw, who finished October 2022)

Di Paterson – Pastoral Care, 0.20 FTE, 8hrs/wk

Jemma Graham – Childrens Worker, 0.20 FTE, 8hrs/wk (concluding Easter 2023)

Elinor McCluskey de Garza – Welfare Coordinator, 0.125 FTE, 5hrs/wk

Joanne Boldiston – Office Manager, 0.75 FTE, 30hrs/wk, 9am-3.30pm, 5 days/wk

7.3 Describe the existing and potential ecumenical relationships

Our congregation actively assists with planning and participating in the Annual World Day of Prayer service for the district. Lay leaders undertake most of this planning and delivery.

We are members of the Glen Waverley and District Inter Church Council. Using their Prayer Calendar, we include prayers for participating churches most weeks.

We took part in the Way of the Cross services on Good Friday prior to Covid.

7.4 Name other Uniting Churches nearby and describe existing and potential relationships.

We advertise some special events to other UCs nearby, and we are also invited to theirs from time to time. These are not strong links, possibly due to our size.

Mount Waverley (St John's/High St Rd) UC – Good but not close relationship, eg sharing safe church training, our Free Spirit choir occasionally sings during services.

Other nearby UCs are St Luke's (Mt Waverley), Mount Waverley, Wheelers Hill, Mulgrave, and Burwood Heights.

Our Free Spirit choir contributes to services at Burwood Heights UC, Hampton Park UC and others when invited.

Our broadcast ministry is always open to help other congregations if requested.

SECTION 8 – PRESBYTERY COMMENTS

Placement Glen Waverley

Presbytery Port Phillip East

- 8.1 Does the Presbytery support the mission directions identified by the placement for the next 3 to 5 years?

Presbytery comment:

Yes. Glen Waverley has consistently demonstrated strong initiative in connecting with the local community and developing a vision for a more diverse congregation.

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

Glen Waverley Uniting's location in a popular shopping area offers good opportunities for missional projects, which the congregation has identified and which it is planning to pursue. The Presbytery worked with Glen Waverley in a mission discernment process (Mission Pilot) in 2019/2020 in which a pilot project team identified possibilities in connecting with the Chinese community.

- 8.3 Does Presbytery comment on the above differ at any point from the congregation(s) comment in this profile?

If yes, please elaborate: YES NO

- 8.4 What Church Style best describes the Congregation(s); is a transition between styles anticipated or sought? (See [Church Style Document](#))

Program Church

- 8.5 How does this placement fit with the Presbytery's strategy?

Glen Waverley's relationship with the community, and its programs fit with the mission priorities of the Presbytery, particularly intercultural ministry & mission, forming lifelong discipleship, new ways of being faith communities, and expressing faith in everyday life.

- 8.6 Does the Presbytery consider that the congregation(s) should proceed to a new placement at this time?

Presbytery comment: YES NO

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

Minister of the Word	x	Deacon	x
Ordinand		Pastor	

Please provide reasons for the above selection:

The strong emphasis on worship suits a Minister of the Word, but the planned outreach programs would benefit from the skills of a Deacon. The complexity and size of the congregation make it unsuitable for an ordinand.

8.8 Is Priority Placement recommended?

YES NO

Please provide reasons for this choice:

The incumbent minister is flexible about his retirement date, and the congregation is strong and stable.

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

YES NO

If yes, please elaborate:

8.10 Term:

Undefined up to 10 years (See Reg 2.7.3(a))

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

From the congregation(s) alone?	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
With help from Presbytery and/or Synod?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Please list any grants applied for or approved:

8.12 Is the Presbytery satisfied that adequate and appropriate accommodation will be available, having regard to the Synod requirements for ministers' residences?

YES NO

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

8.13 Does the Presbytery wish to make any additional comments? Include any particular arrangements/expectations required by the Presbytery of its placements.

Contact details of the Presbytery Representatives on the Joint Nominating Committee

JNC Chairperson		Other Presbytery Rep	
Name	Rev. Graeme Bartley	Name	Eunice Magee
Address	17 Ferguson St UPWEY VIC 3158	Address	3 Poplar Ash Avenue Ashwood 3147
Email	cuca-revgraham@outlook.com	Email	aemagee@ozemail.com.au
Phone	8102 6652	Phone	98078514

Signed by the Chairperson of the Pastoral Relations Committee:



Signed:



Please print name: James Douglas

Date of Presbytery PRC meeting: 13/10/2022 (email)

Terms of Placement

1. Placement	Glen Waverley Uniting Church	
2. Presbytery	Port Phillip East Presbytery	
3. Minister Name		
4. Time Fraction	Full time	
5. Term	Up to 10 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. Payment by Centralised Stipend	YES	
9. Additional provision (if any)		
TRAVEL		
10. Car and Fuel allowance * – Minimum of 5000km	Car allowance: 15000 km PLUS Petrol @ 0.20c per KM (1250km per month = \$250)	
11. Is a car provided?	NO	
HOUSING – For Aged Care, Defence Force, Education, Health Care and Prison Chaplains go to question 15		
12. Manse	Owned by placement	
a) Address if manse owned by placement	15 Southdown Ave, Glen Waverley	
b) Declared to be an acceptable condition by the Presbytery?	YES	Date of inspection:
13. Manse Allowance	To be paid if minister does not require accommodation * <input type="checkbox"/> Minister to check box	
14. Other details		
ALLOWANCES		
15. Annual Leave	4 weeks annual leave (including 4 Sundays)	
16. Study Leave	Minimum of 2 weeks study leave (pro rata) *	
17. Sundays (if applicable)	One Sunday per quarter (non-cumulative) free of placement duties	
18. Internet & Phone Allowance	Monthly Allowance \$ 88.33	
19. Personal Resources & Development Allowance (PRDA)	<input checked="" type="checkbox"/> Full - Minister does not use allocated equipment (PC, desk etc) * <input type="checkbox"/> Discounted - Minister to use allocated equipment \$	
* AS DETERMINED ANNUALLY BY THE SYNOD		
These Terms of Placement were approved by the Church Council on / /		
 _____ PRC Chairperson/ Secretary Date 13 / 10 / 2022	 _____ Minister Accepting Call Date / /	

Notes in regard to the Terms of Placement Schedule

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 1000 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 UCA Handbook of Ministerial Provisions and Charges

PERSONAL RESOURCES AND DEVELOPMENT ALLOWANCE: The purpose of PRDA is for personal resources for ministry, computer hardware costs and associated equipment, supervision, and professional development including attendance at the annual presbytery conference.

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, 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) 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. UCA Handbook <https://victas.uca.org.au/resources/terms-of-placement-committee/>