



## 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 3 / 10 / 22

1.4 Primary purpose of placement:  
To replace our current Pastor who has accepted another call

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)) Yes  
Fixed Term: \_\_\_\_\_ Years  
Initial Term reviewed in: \_\_\_\_\_ 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 multi-cultural and multi-generational church with a range of worship styles. We have 5 worship services most Sundays throughout the year. Combined services are held on special occasions. A significant addition to the church-based congregation/s is the online cohort who live-stream or watch services / Bible studies / meditation sessions as podcasts or downloads. Some of this congregation was already established via the pre-Covid broadcast ministry, but others have joined during or post-Covid and prefer to worship online. We have a range of active social and missional groups for adults, as well as the Sunday morning Kats and Dogs (Sunday School) and Uthies for children, and a Friday evening youth program.

### 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 the 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 (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, and establish four projects that reflect our vision for the future:

- Continued funding (and possible expansion) of the Welfare program
- Establishing a program of multicultural and intergenerational events to encourage involvement with the local community
- Creating an integrated online presence, encompassing social media as well as the online streaming of services and functions
- Grow connections with the local community through outreach

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

The strategic steps in question were from the 'RE-Vision for 2022' document.

- 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 to 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 used 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 on the traditional lands of the Wurundjeri people of the Kulin nation in the city of Monash, a culturally diverse community in Melbourne's southeast suburbs.

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 (in 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 consulate events
- 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

### **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

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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.

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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 ACTIVITIES<sup>1</sup>

**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		

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.

### 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 2019 even before considering multiple attendees per device.

<sup>1</sup> To be completed by each congregation in the placement.

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 Beac, Kerang and Johnsonville. On special occasions we would live-feed from Beac. We commenced public live streaming shortly before 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	8	Marriages	1 in 2021 35 total
No. of Church Council Members	10	Funerals	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* performs on special occasions and at other venues (about 25 members)
- A lay-led, on-line, Bible study is provided bi-monthly
- Four lay-coordinated missional groups
- A lay-led prayer 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 (pastor).

Alanee Hearnshaw

6.3 Date from which the placement is available.

November 2022

6.4 What are the primary responsibilities expected of the role?

Faith Development of Youth and Young Adults

- This role has specific emphasis upon the formation of faith community relationships involving and facilitating youth and young adult engagement.
- The appointee will assume a leadership role within the overall ministry team in relation to these areas of faith formation and faith journey for youth and young adults as a key element.

Pastoral Care

- Pastoral care for the youth and young adults of GWUC is a key responsibility of this position.

Leadership and resourcing Children & Families Ministry

- Assume leadership responsibilities for the resourcing of Children's and Families Ministry and be the key reference point.
- Supervise and support the Families and Children's Worker (Please note – the Families & Children's Worker is currently a limited tenure position).

Worship leadership and Involvement

- As part of the Ministry team, prepare, participate in and lead worship services both individually and as part of the team.
- Think strategically and creatively in planning worship services and specific periods such as Advent and Easter.
- Ensure inclusiveness of families, children, youth, and young adults in the worship life of the congregation.

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			L
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		M	
7.	Engaging in new mission initiatives beyond traditional structures	H		
8.	Establishing new worshipping communities		M	
9.	Fostering ecumenical understanding and practice		M	
10.	Fostering mission and service in local community	H		
11.	Knowledge of church administrative procedures and finance			L
12.	Leadership of worship and proclamation of the gospel		M	
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		M	
16.	Working on issues of social justice and advocacy		M	
17.	Working with older people			L
18.	Working with people in the first third of life	H		
19.	Other: Welcoming & friendly within ethical boundaries		M	

## 6.9 Expand on the priorities that are being sought.

The main priority for this position is to lead ministry to children, youth and families. This may include:

- (a) Planning and developing new ministry initiatives beyond traditional structures to engage this group and their peers
- (b) Supporting and using services and programs for this group to engage people of other cultures, eg our playgroups are attracting recent migrants
- (c) Identifying, training and supporting lay leaders within the group and wider church to help utilise the many mission and service opportunities for this group
- (d) Providing pastoral care to people in this group

Reflecting theologically with the church and unchurched, ie. help us learn ways to talk about our faith

Work with colleagues in leading worship, especially services more targeted towards the group.

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

- Formal qualifications in Biblical/Theological training and willingness to work within the ethos and values of the Uniting Church in Australia.
- Strong interpersonal skills with a genuine and warm approach.
- Excellent communication skills, contemporary knowledge of social media, online platforms and similar technologies and the ability to use them to relate to and engage with young people and their families.
- Knowledge and understanding of the learning processes of youth, young families and children and of their relationship issues and needs.
- Ability to provide pastoral care for these groups.
- Ability to develop attractive and engaging programs for the target groups and to identify, train and delegate to lay assistants.
- Excellent organisational and planning skills and strong decision making ability, working independently as well as collaboratively within a team.
- Capacity to manage competing priorities and to meet deadlines.
- Ability to liaise effectively with a wide range of people across the congregation and in the wider community.
- Be compassionate, perceptive, discerning and professional, while understanding the importance of maintaining confidentiality, respecting individual privacy and rights.

## 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.

Minister of the Word, 1.0FTE (former role of Neil Peters, who finishes in 2023)

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

Jemma Graham – Children’s Worker, 0.20FTE, 8hrs/wk

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

Joanne Boldiston – Office Manager, 0.75FTE, 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 Lukes (Mt 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 .....

Presbytery .....

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

Presbytery comment:

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

- 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](#))

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

- 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	<input type="checkbox"/>	Deacon	<input type="checkbox"/>
Ordinand	<input type="checkbox"/>	Pastor	<input type="checkbox"/>

Please provide reasons for the above selection:

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8.8 Is Priority Placement recommended?

YES  NO

Please provide reasons for this choice:

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

If yes, please elaborate: YES  NO

8.10 Term:

Undefined up to 10 years (See Reg 2.7.3(a)) \_\_\_\_\_  
Fixed Term: \_\_\_\_\_ Years  
Initial Term reviewed in: \_\_\_\_\_ Years

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  NO   
With help from Presbytery and/or Synod? YES  NO

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.

**8.14 Please provide contact details of the Presbytery Representatives on the Joint Nominating Committee**

<b>JNC Chairperson</b>		<b>Other Presbytery Rep</b>	
Name	.....	Name	.....
Address	.....	Address	.....
Email	.....	Email	.....
Phone	.....	Phone	.....


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

Signed: .....

Please print name: .....

Date of Presbytery PRC meeting: .....

## Terms of Placement

<b>1. Placement</b>	Glen Waverley Uniting Church	
<b>2. Presbytery</b>	Port Phillip East Presbytery	
<b>3. Minister Name</b>		
<b>4. Time Fraction</b>	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time - Time fraction : 0.....
<b>5. Term</b>	<input type="checkbox"/> Up to 10 years	<input type="checkbox"/> Fixed term of ..... years
<b>6. Other details about term (eg plans for review)</b>		
<b>STIPEND – For further information refer to Summary of Ministerial Provisions and Charges</b>		
<b>7. Stipend *</b>	<input checked="" type="checkbox"/> YES	
<b>8. Payment by Centralised Stipend</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<b>9. Additional provision (if any)</b>	..... % Reason:	
<b>TRAVEL</b>		
<b>10. Car and Fuel allowance * – Minimum of 5000km</b>	Car allowance: 15000 km PLUS Petrol @ 0.20c per KM (1250km per month = \$250)	
<b>11. Is a car provided?</b>	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<b>HOUSING – For Aged Care, Defence Force, Education, Health Care and Prison Chaplains go to question 15</b>		
<b>12. Manse</b>	Owned by placement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Rented by placement <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>a) Address if manse owned by placement</b>		
<b>b) Declared to be an acceptable condition by the Presbytery?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of inspection:
<b>13. Manse Allowance</b>	To be paid if minister does not require accommodation * <input type="checkbox"/> Minister to check box	
<b>14. Other details</b>	Manse provided by GWUC	
<b>ALLOWANCES</b>		
<b>15. Annual Leave</b>	<input checked="" type="checkbox"/> 4 weeks annual leave (including 4 Sundays)	
<b>16. Study Leave</b>	<input checked="" type="checkbox"/> Minimum of 2 weeks study leave (pro rata) *	
<b>17. Sundays (if applicable)</b>	<input checked="" type="checkbox"/> One Sunday per quarter (non-cumulative) free of placement duties	
<b>18. Internet &amp; Phone Allowance</b>	<input checked="" type="checkbox"/> Allowance (minimum \$70/month) \$88.33	
<b>19. Personal Resources &amp; Development Allowance (PRDA)</b>	<input checked="" type="checkbox"/> Full - Minister does not use allocated equipment (PC, desk etc) * <input type="checkbox"/> Discounted - Minister to use allocated equipment \$.....	
<b>* AS DETERMINED ANNUALLY BY THE SYNOD</b>		
These Terms of Placement were approved by the Church Council on        /        /		
		
<hr/> Secretary/ Treasurer Date    30/9/2022	<hr/> PRC Chairperson/ Secretary Date    /    /	<hr/> 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/>