



PLACEMENT PROFILE

SECTION 1 – BASIC INFORMATION

1.1 Placement Name(s): Toorak Uniting Church

1.2 Please list congregations/agencies names below

- Toorak Uniting Church
- _____
- _____
- _____

1.3 Profile approved by Church Council/Governing Body / /

1.4 Primary purpose of placement: **To replace retiring minister.**

1.5 Suitable for: **Minister of the Word**

1.6 Time fraction: 100%

1.7 Term:

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

Fixed Term: _____

Initial Term reviewed in: _____

5 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.

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)

Our vision: We welcome and accept people of all races, religions, political views, gender, marital status, sexual orientation and ages. Wherever on their faith journey they may be, wherever they have come from, wherever they are going; whatever they believe or do not believe; TUC is a place where all are welcome.

Our mission: To care for all people. To build community in worship and care. To support people on their life journey. To share with others the teachings of Jesus with generosity and joy.

2.2 Date adopted 5 / 5 / 2021

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

TUC has one congregation, which is usually shared over two Sunday services (9am & 10.15am). After each morning service, attendees share fellowship over coffee. We share at least one Whole Church Community service per quarter, usually followed by BBQ or lunch together. We feel blessed that our number of congregants has remained steady in the past 10 years for both services despite lockdown in 2020. On an average Sunday there would be approximately 10-15 at the 9am service and approximately 50 at the 10.15am service.

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

TUC has become more progressive in theology. We now have a good balance of traditional and contemporary theology. In 2020 we began livestreaming. Post-lockdown there is still a proportion of our congregation who attend this way. Our offerings have moved increasingly to direct credit. Our congregation has become increasingly involved in raising funds for our Outreach Projects. We used to have an intern minister, however have not since 2017. The 9am service used to have 15-20 congregants on average each week, but the lower numbers have not really recovered post-covid lockdowns.

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

- a) To walk with others and encourage them in their spiritual growth.
- b) To provide challenging, spiritually moving and enriching worship.
- c) To strengthen our support of Outreach programs.
- d) To strengthen our commitment to and awareness of the Toorak Ecumenical Movement and activities of the broader Christian community
- e) To continue to be a centre for community in our region.
- f) To continue to support and build up the Ministry of Music.

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

- a) Encouraging follow-up discussion after worship. To provide challenging, spiritually moving and enriching worship.
- b) Actively support placement in worship planning and delivery.
- c) Continue to support current projects (Kinross, Christmas Bowl, Food For Friends, Toorak Op Shop, SOSK (Skills opportunity and survival in Kenya), Cranbourne Food Truck, Robinvale High School etc...) and strengthen our personal connection to these activities.
- d) Enhance and support the role of the Communications Team, who have oversight of the media that we use to connect with each other and the community, and the Annual Roach Lecture.
- e) Maintain an effective Church Office that can assist the community to access and use our campus.
- f) To support the Director of Music with funding and encouragement.

SECTION 3 - CONTEXT

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

Toorak and adjacent suburbs. [In the 2016 Census, there were 12,909 people in Toorak (State Suburbs). Of these 46.0% were male and 54.0% were female. Aboriginal and/or Torres Strait Islander people made up 0.3% of the population. The median age of people in Toorak (State Suburbs) was 45 years.]

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

Matches fairly well with the local community. Of the more than 80 church members who responded to our survey, 37% were male, 61% were female and 2% preferred not to say. 46% of our parishioners are aged between 71-85 years old and 28% are aged 56-70 years old.

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

Loneliness and isolation. Aged community. Fear about future – worries about climate change, population policies, financial security etc.

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

Kinross Arts Centre is an active outreach providing a community arts and spirituality space. Part of Kinross is the Manse café, which encourages residents of Toorak to gather together on our grounds. Alan Watson Dance Class has been run by TUC staff and volunteers for around 50 years, giving teens a chance to come together in a safe space to learn ballroom dancing. John Macrae Centre was started by our church and provides day care for frail elderly. JMC is now wholly administered by *Uniting* but our historic ties remain strong and we provide the building to JMC free of charge (net). John Mackenzie Kindergarten was also started by church volunteers but is now an incorporated entity. The church continues to support JMK through access to generous facilities on a subsidised basis. Yoga groups, Bridge groups, Ikebana, Over 50s exercise group, Ceramic Glass Circle and others are community groups which hire our facilities at reduced cost on a regular basis. Many other casual users also hire our function rooms on an ad hoc basis.

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

St Catherine's School, Scotch College, St Kevin's, MGS, MGGS, Lauriston, Loreto, Toorak Primary School. Initiatives of Change. Prahran Mission.

SECTION 4 – PEOPLE AND ACTIVITIES¹

Congregation name

Toorak Uniting Church

Location

603 Toorak Rd, Toorak 3142

Website information

www.toorakuc.org.au

4.1 Activities

Including worship services, study groups and special events

Activity	Day and time	Frequency	Style	Average Attendance
Worship service	9am Sunday	Weekly	Informal	15-20
Worship service	10.15am Sunday	Weekly	Semi-formal. Choir	45-60
Choir – practice + service	9am Sunday	Weekly	Informal	10-15
Worship service – Whole Church Community	10.15 Sunday	Quarterly	Semi-formal. Choir	50-70
Management Team	Tuesday 4.30-6.30pm	Monthly		8
Church Council	Thursday 7.30-10pm	Every 2 months		10-15
Dance Classes	Tues-Thurs 6.30-9.30pm	Weekly during term times		45-90 per night (restrictions permitting)
Handbell rehearsals	Wednesdays 6.30-8.30pm	Weekly		12
Morning Group	Thursdays 10am-12 noon	Monthly		10-15
Roach Committee	Mondays 9.30-10.30	Monthly		5-10
Pastoral Care Team meeting	Monday 9.30-11.30am	Monthly		8-12
Prayers for Christian Unity	Thursdays 10-11am	Monthly		10-15
Uniting Arts Toorak meeting (Kinross)	Morning	Every 2 months		6-8
Roach Lecture	Evening	Annual		200+
Zoom Bible Study group	Evening	Weekly in 6-8 week blocks		5-10

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

70

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

Several hundred

¹ To be completed by each congregation in the placement.

4.4 Statistics

	CURRENT		DURING THE LAST 2 YEARS
Members	278	Baptisms	8
No. of elders	9	Confirmations	0
No. of Church Council Members	19 + minister	Marriages	20*
Frequency of Church Council Meetings	Every 2 months	Funerals	22

* An increasing amount of weddings at TUC are as a venue rather than run by our minister. We are pleased to be able to welcome couples from other congregations to marry in our church, particularly those where bride and groom are from differing faiths who find a neutral, welcoming space here.

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

There are numerous opportunities for congregants to participate including –

Worship: Sunday rosters (Flowers, elders on duty, bible reading, welcoming, counting), music (choir, organ, other occasional instruments), livestream and sound support

Action and Prayer Groups:

- Morning tea following services
- Committees (Fellowship, Management, Church Council, Pastoral Care, Property, Finance, Outreach, Roach, Kinross)
- Toorak Ecumenical Movement
- Prayers for Christian Unity

Study: Zoom Bible Study intermittent, 6 – 8 week duration, various foci

SECTION 5 – JOINT CONGREGATIONS

5.1 List the names of congregations relevant to the placement

- _____
- _____
- _____
- _____
- _____
- _____

5.2 Do the congregations have separate church councils or a joint church council?

5.3 Please describe the existing or potential relationships between congregations

5.4 How long have the congregations been working together?

5.5 What changes and developments are anticipated in the next 3 to 5 years?

5.6 Is ministerial time expected to be divided in a particular way?

SECTION 6 – NEW MINISTER

6.1 Is this placement a replacement role?

YES

☐☐

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

Rev Dr Christopher Page

6.3 Date from which the placement is available.

1 September 2021

6.4 What are the primary responsibilities expected of the role?

To lead worship services, Pastoral care for and visitation, Nurturing people in their faith. Assisting people to work through difficult issues. Leadership presence within the activities and communities on our campus.

6.5 Are there language requirements or preferences for the placement?

Clear spoken English. Good diction and volume for our hearing-impaired.

6.6 What housing arrangements are available to the minister?

TBA. Minister is currently in manse at Gardiner Uniting. This manse is soon to be sold. Action will be taken to find a new manse if it is required.

6.7 What is the location of the office?

On campus: 603 Toorak Rd, Toorak

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

6.9 Expand on the priorities that are being sought.

Our congregation have clearly expressed a desire for a minister who will prioritise Pastoral Care, nurturing, supporting, encouraging and inspiring our members. There is also a clear desire to build up the next generation to ease the burden on some of our older members. We do not have many children who attend, but we do have a few young adults with varying degrees of attachment associated with TUC.

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

A warm, caring demeanour who is a "people person". Someone who values music, the arts and our strong tradition of outreach. A good preacher of the Word. Commitment to the parish, willing to be present in the lives of the congregation and involved in the day-to-day running of the campus.

SECTION 7 – WORKING RELATIONSHIPS

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

While not a formal team ministry, for the past several years, TUC has employed a number of casual Associate ministers. Rev. Wal Baker has been leading one 9am service per month, Rev. Peter Beale has led a number of wedding services, and Rev John Edwards has regularly filled in when needed and whenever Rev. Dr Page has been on leave

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

7.3 Describe the existing and potential ecumenical relationships

Toorak Ecumenical Movement: St Peter's Catholic, St John's Anglican, Swedish Church. The TEM covenant was signed in 1980. 40th anniversary celebrations had been planned in 2020 but were derailed due to COVID-19. Instead, the celebration will take place this year in the 41st year.

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

Armadale Uniting Church, Stonnington Community Church, Gardiner Uniting.

SECTION 8 – PRESBYTERY COMMENTS

Placement Toorak Uniting Church

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. The congregation has worked hard to establish and maintain community connections, and these offer great potential for ongoing mission.

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

There are opportunities for exploring regional collaboration in the next 3 years together with the Presbytery, and the Presbytery is planning a consultation with the congregation in the next year. An appropriately gifted ministry agent will be able to support the congregation in enhancing and expanding the significant existing community connections. The congregation is also directly supportive of outreach projects of other congregations in the Presbytery.

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

YES

☐

NO

☒

If yes, please elaborate:

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

The Toorak congregation operates as a Program-Size congregation despite being Pastoral-Sized. The Presbytery is encouraging all congregations to consider options for cooperation and collaboration. In the case of Toorak, there is the opportunity to collaborate across cultural boundaries (St Andrew's Gardiner, Korean Church of Melbourne) and Presbytery boundaries (Camberwell, Richmond). The Presbytery encourages collaboration between Congregations and Agencies and Schools, and Toorak exemplifies these collaborations.

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

YES

☒

NO

☐

Presbytery comment:

The Congregation is anxious to minimise any period of vacancy because the significant programs require the input of a full time ministry agent. While a consultation is ideal after a period of long tenure, this does not need to interfere with the placement process.

- 8.6 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

☒

Deacon

☐

Ordinand

☐

Pastor

☐

Please provide reasons for the above selection:

The Congregation requires someone with experience, initiative and skill in ministry and so this placement would be unsuitable for an Ordinand.

- 8.7 Is Priority Placement recommended?**

YES

☐

NO

☒

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

If yes, please elaborate: YES ☐ NO ☒

8.9 Term: Undefined up to 10 years (See Reg 2.7.3(a))

8.10 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:

8.11 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?

The Property Committee will work with the congregation to ensure appropriate accommodation will be available.

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

The Presbytery expects that Ministry agents in the Presbytery will be open to cooperative and collaborative relationships with other ministry agents in their area.

8.13 Presbytery Representatives on the Joint Nominating Committee

JNC Chairperson		Other Presbytery Rep	
Name	Rev Duncan Macleod	Name	Rev Ray Gormann
Address	PO Box 696 Noble Park VIC 3174	Address	6 Rippon St Footscray VIC 3011
Email	pm-tl@ucappep.org	Email	rgormann@bigpond.net.au
Phone	0439 828 718	Phone	0447 142 425

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: 2/06/2021

Terms of Placement

1. Placement	Toorak Uniting Church		
2. Presbytery	Port Phillip East		
3. Time Fraction	<input checked="" type="checkbox"/> Full time	<input type="checkbox"/> Part time - Time fraction : 0.	
4. Term	<input checked="" type="checkbox"/> Up to 10 years	Initial term reviewed in 5 years	
STIPEND – For further information refer to Summary of Ministerial Provisions and Charges			
5. Stipend (per annum)	As determined annually by Synod		
6. Additional provision (if any) %			
7. Payment by Centralised Stipend	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
TRAVEL			
8. Travel allowance allowance – Minimum of 5000km (km p.a.)	Up to 10,000km p.a		
9. Fuel cost allowance	As determined annually by Synod		
10. Is a car provided?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
HOUSING			
11. Manse owned by placement	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
a) Address			
b) Declared to be an acceptable condition by the Presbytery?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date of inspection	
12. Manse rented by placement as required	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
13. Manse Allowance	As determined annually by Synod - <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
14. Other details			
ALLOWANCES			
15. Leave as determined by Synod	28 days of annual leave (inc. 4 Sundays)	Minimum of 14 days study leave p.a.	
16. One Sunday per quarter (non-cumulative) free of placement duties?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
17. Telephone – Fixed Line (check all that apply)	<input type="checkbox"/> Line Rental	<input type="checkbox"/> Placement Calls	<input type="checkbox"/> Personal Calls (local) <input type="checkbox"/> All Calls
18. Mobile Phone and/or home internet	<input type="checkbox"/> Purchase cost up to \$		Other –
	<input checked="" type="checkbox"/> Fixed Plan/Cap up to \$150 per month		
19. Personal Resources & Development Allowance (PRDA)	<input checked="" type="checkbox"/> Discounted - Minister to use allocated equipment including a laptop PC. * Ministers may apply to the Roach Committee for financial support for study leave, ministerial exchange or personal development activities that will be of benefit to the TUC congregation.		
20. Stationery and Postage	Provided by the office staff		
21. Hospitality	Limit of \$1000 per annum to be increased by \$100 every two years		
These Terms of Placement were approved by the Church Council on / /			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> _____ Secretary/ Treasurer Date / / </div> <div style="width: 30%;"> _____ PRC Chairperson/ Secretary Date / / </div> <div style="width: 30%;"> _____ Minister Accepting Call Date / / </div> </div>			

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 cost of internet access is included in this allowance, 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 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/>