

## Checklist for Closing a Congregation

### DISSOLUTION OF A CONGREGATION

#### 3.4.3

- (a) A Congregation shall be dissolved or cease to be recognised when, in the opinion of the Presbytery it is not capable of and / or unwilling to fulfill the purpose, functions and responsibilities specified in Regulation 3.1.1.
- (b) A Presbytery may dissolve and cease to recognise a Congregation for reasons which it considers are in the best interests of the mission, witness and service of the Church within the bounds of the Presbytery.
- (c) In the application of this Regulation:
- (i) the Presbytery shall take proper account of the purpose, functions and responsibilities of the Congregation as the primary expression of the corporate life of the Church;
  - (ii) the Presbytery shall consult adequately with the Congregation and with any other Congregation to which the Congregation is related by the Presbytery and shall provide the Congregation(s) with the reasons for any proposals and for any decision which it makes;
- (d) When a Congregation is no longer recognised the Presbytery shall ensure:
- (i) that each member of the Congregation is transferred to a roll of another Congregation;
  - (ii) that all rolls and other records of the Congregation are placed in the custody of an appropriate officer of the Church;
  - (iii) that proper arrangements are made for the pastoral care of the members and adherents, persons in placement and any property affected; and
  - (iv) that the matter is reported to the Synod.

### Church Council Secretary

1. Secretary communicates to the Secretary of the Presbytery its intention to close (or Presbytery communicates to the Church Council its reasons why recognition of the Congregation be withdrawn)
2. The Presbytery Secretary refers this communication to both the Pastoral Relations Committee and the Administration Committee. Before the Pastoral Relations Committee, the Committee responsible on the behalf of the Presbytery for closure of Congregations, acts, the Congregation and/or Church Council under the guidance of the Presbytery Minister (Administration) completes the following checklist and when each item has a formal determination it is then to be submitted to the PRC so that, being assured that all that is required under the Regulations have been fulfilled, the decision of the Presbytery to cease recognition of the Congregation as required under Regulation 3.4.3.(d) is resolved.

#### ITEM

<p>1. All members have been contacted and membership transfer forms completed for each member to a pastoral roll of another congregation. Transfer forms are available from the Presbytery Secretary if needed. Individual forms are not necessary if a "bulk transfer" is involved.</p> <p>Members are transferring their membership to _____</p> <p>_____</p>	<p>CC Secretary Signed as completed</p> <hr style="border: 0.5px solid black;"/> <p>Date</p> <hr style="border: 0.5px solid black;"/>
<p>2. All records (Minute books, Membership registers, Baptism registers, Marriage registers, written histories etc) have been/ will be placed in the UC Archives</p> <p>The following documents are to be given to</p> <p>The local Historical Society _____ (Official Congregation records MUST go to Synod Archives. If any material is to stay locally only photocopies which comply with the Privacy principles of the Church may be made available to the local body.)</p> <p>Synod Archives _____</p> <p>The nearest UC Congregation of _____</p>	<p>CC Secretary Signed as completed</p> <hr style="border: 0.5px solid black;"/> <p>Date</p> <hr style="border: 0.5px solid black;"/>

<p>3. Memorials (eg War memorials) have been relocated to another body (eg local Historical Society, RSL etc) If to local body – photos to Synod Archives. NB It is essential that there is an awareness of and compliance with any obligations of heritage overlays.)</p> <p>The following items are to be donated to:</p> <p>The local Historical Society _____</p> <p>RSL _____</p> <p>The nearest UC Congregation of _____</p> <p>Other beneficiaries _____</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>4. Decisions have been made concerning “Chattels” – hymns books, communion furniture, chalices/patens, Bibles, cross etc . (NB It is essential that there is an awareness of and compliance with any obligations of heritage overlays)</p> <p>The following items are to be donated/sold to:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>5. A Congregational meeting has been held which sustains resolutions concerning:</p> <p>a. Possible future use of property – (lease/sale) and gives some direction to appropriate missional use of any property sales (The following MOTION is to be communicated to the Secretary of the Presbytery)</p> <p>_____</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>b. Possible application of trust funds/legacies for which the Congregation has been granted beneficial use. (The following MOTION is to be communicated to the Secretary of the Presbytery)</p> <p>_____</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>c. Amalgamation of all extraneous bank accounts into a single account – payment of all accounts.</p> <p>Accounts closed are:</p> <p>Bank Ac # _____ in the name of _____</p> <p>Bank Ac # _____ in the name of _____</p> <p>Operating Ac # is _____</p> <p>Current signatories are:</p> <p>_____</p> <p>_____</p>	<p>CCTreasurer Signed as completed</p> <hr/> <p>Date</p> <hr/>

<p>d. The following liabilities still need to be dealt with:</p> <p>i _____ \$ _____</p> <p>ii _____ \$ _____</p> <p>iii _____ \$ _____</p> <p>iv _____ \$ _____</p>	<p>CC Treasurer Signed as completed</p>
<p>e. Suggested application of Property Sales Proceeds</p> <p>MOTION of the Congregation _____</p> <p>f. Notification is made to the Australian Tax Office notifying is the Cessation of the ABN and all Tax returns are finalised</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>g. Suggested date of closure is _____</p>	<p>CC Secretary Signed as completed</p> <hr/> <p>Date</p> <hr/>
<p>7. The completed document is signed and can be forwarded to the PRC via the Presbytery Secretary, PO Box 4157, Alfredton, 3350.</p> <p>_____</p> <p>(Church Council Secretary)</p> <p>_____</p> <p>Presbytery Minister (Admin)</p> <p>Sent to the PRC on _____ (DATE)</p>	

It needs to be clearly understood that as from the date of closure which is contained in the Resolution of the Presbytery the Congregation or Church Council is no longer a legal entity. Any current office-bearers no longer have either title or authority to operate bank accounts or make decisions concerning the former Congregation. At the date of closure all resolutions of the Congregation and all financial accounts must have been transferred to the Presbytery, or if part of a cluster, the relevant Church Council, who is the only body with legal authority to make final payments of accounts after this date.

**Presbytery Resolution**

*Having received a report from the Congregation of N and the Administration Committee of the Presbytery, and satisfied that all pastoral and administrative matters referred to in Regulation 3.4.3 (d) have been attended to, the Pastoral Relations Committee of the Presbytery of Western Victoria resolves to withdrawn recognition of and dissolve the Congregation of N at a Closing Service of Thanksgiving for its Life and Witness to be held on DATE*

Date of PRC Meeting \_\_\_\_\_

RESOLUTION SENT BY PRESBYTERY SECRETARY TO SYNOD \_\_\_\_\_ DATE