

# Appendix One:

## *Property for Mission Workbook:* Explanations, Questions and Answers



### **What inquiry does the workbook facilitate?**

The workbook provides six inquiries focussed on gaining understanding about ways in which the Church community's mission commitments are serviced by Church property. The inquiries are about:

Mission: our commitments and activities:

- a. dreams and visions,
- b. planned initiatives soon to be launched,
- c. and current and continuing commitments

Spaces and places: our property requirements in respect to mission activities, events and programs

- a. Types of built spaces and places
- b. Types of outdoor spaces and places
- c. Facilities with each of the above.

Property audit: our funds and real estate, and relations with property users

- a. Consolidated financial statements from the previous five years
- b. Details about each property under the beneficial use of the Church community
- c. A 'property user' priority audit for the various property users associated with the property of the Church community as Beneficial User

Property Assessment: our assessment of the property allocated

- a. An inquiry into the extent to which the current property meets mission requirements
- Vision for Property: our vision of property fully functioning and serving mission commitments to the best of its capacity.

The workbook is divided into six inquiries. Each of the inquiries provides resources for a Task Group to consider a particular element of a property for mission assessment. The final inquiry, Vision for Property, will lead to the Joint Objectives developed in response to the property for mission report. The Joint Objectives will guide the development and selection of strategic plans for church property.

## Maintaining connection with the Church Council

Property Services recommends the Task Group conduct three, 'check-in' conversations with the congregation and / or Church Council.

'Check-in' conversations could occur:

1. when the mission, property requirements and priority user information Reporting Pages (R1-R3B) have been completed;
2. When the property audit, including funds and real estate, and property assessments have been completed (R4-R5);
3. When the vision for property is being considered, but prior to completion of Reporting Pages R6A – R6D

Maintaining communications between the Task Group, Church Council and congregation is essential. 'Check-in' conversations indicated above allow time to talk and listen with the Church Council. A 'Check-in' offers opportunity to make a presentation and receive feedback. A 'Check-in' might also provide an opportunity for the Church Council to consider messages to be conveyed to the congregation. Equally, the congregation and its members might well have feedback to pass on.

Scheduling the three 'Check-in' dates and times and places when the Task Group first begins its work will help the Property for Mission inquiry flow. Check dates when the Church Council can meet for a Check-in prior to the initial Task Group meeting. Ensure that the 'Check-in' schedule is included on the Task Group's initial meeting agenda.

## What is included in the workbook?

All the resources required to conduct and complete a property for mission inquiry are included in the workbook. Work on each section according to their sequence in the workbook.

Each section will contain three main sub-sections:

- an explanation – what is this about,
- using the Reporting Pages – guidelines to engage the inquiry
- Reporting Pages – usually in the form of a table.

The sequence of the inquiry facilitated by the workbook flows as follows:

1. Inquiry One: Mission – establishing the Church community's mission commitments and activities
2. Inquiry Two: Property requirements – identifying the 'spaces and places' required for the mission commitments
3. Inquiry Three: Property Audit and User Priority – examining the details of the property and noting the priority the Church community has allocated to three categories of property users.
4. Inquiry Four: Funds and Finances – a detailed overview of the Church community's financial history and current situation, including funds held
5. Inquiry Five: Property Assessment – assessment of the property allocated in respect to future mission commitments
6. Inquiry Six: Vision for property – ideas about property that works, as well as to assist our congregation and mission partners to fulfil their mission commitments.

Communication between the Church Council and Task Group should be frequent, regular, informative, and work in both directions. Likewise, communications between the Church Council, congregation and church community need to be well timed, informative, welcoming of constructive comment, and work in both directions.

## Why use this workbook?

The Synod's commitment to a Theology of Property (Synod, 2008) and Mission Motivated Development (Synod, 2010) are the basis for any understanding of the role property plays in the UCA. A Theology of Property, and Mission Motivated Development are guiding principles for the property for mission inquiry. These principles are well resourced by several documents, available from the property section of the Synod website.

Property Services uses this workbook to assist each congregation participating in a project to prepare for Property Applications that will best serve the mission requirements of the Church community.

The purposes of the Property for Mission Workbook are to:

- gain clarity and agreement to the mission purposes that will guide consideration of the contribution property will make to mission commitments
- identify particular requirements of a Church property according to the mission purposes of the congregation and agencies occupying them
- obtain an accurate and up-to-date listing of all Church property, and detailed listing of the agreements extended to current users
- identify and understand the nature of the relationship between the local church and each of the buildings users associated with the Church property
- identify and understand the mission and financial priorities the Church Council(s) give to the variety of property users
- assess the suitability, in respect to mission purposes, of the current Church properties under beneficial use of the congregation and or agencies using them
- understand the Church Council(s) vision for Church property
- prepare for the Joint Objectives that will guide the ASP Team in their development of the strategic plan for property assets.

The Property for Mission inquiry is not so much about mission, but rather is about the role and function property plays in any Church community's mission commitments.

The Property for Mission Workbook is designed to be used in the development of a Property Application Business Case, and in Asset Strategy Program projects.

## Expectations of the Councils of the Church

The UCA *Constitution and Regulations* provide for the various Councils of the Church to work together on property matters. Each Council has particular roles and functions to play.

Presbyteries participate in various ways, including:

- preparation of a Mission Plan, early discussions about property requirements, and early discussions about the relevance of current property to the Mission Plan's expectations of the contribution property might make
- recruiting Presbytery members to serve on the Task Group
- recruiting Presbytery members for training as facilitators of the Property for Mission Workbook
- providing feedback to Property Applications to the Church Council and Property Board or ASP reports presented at each of the important ASP Gateways
- assisting with Property Applications
- advocating for Church Council when major presentations are required by the Synod's Property Board.

The Synod participates through its Property Board, which provides a governance structure for all Property Applications, as required by the *Regulations* and Synod By-Laws.

### Church Councils participate

The *UCA Regulations* (Reg 4.6.1) provides guidance as to ways in which congregations and their Church Councils participate in any Property Application.

In the case of Asset Strategy Program projects, the Church Council, together with the Presbytery will have initiated a proposal for the Church community to participate in ASP. Once a Church Council has been informed by Property Services that the Property Board has endorsed ASP as an appropriate action for the Church community, Property Services will advise both the Church Council and Presbytery of the next steps.

### What about Mission Plans?

Mission Plan: It is expected that the Presbytery and Church Council working together have conducted a thorough mission planning exercise, resulting in a Mission Plan. This need not be a new Mission Plan. Should the Church Council have a recent Mission Plan that is a current commitment to the congregations' or Church community's mission, the Task Group will draw on this plan when engaging workbook tasks.

The Mission Plan will probably include topical sections outlining the mission focus and purposes of the congregation. These might include topics such as worship, community service, justice and peace-making, discipleship, etc. The Mission Plan and will have been adopted by the Church Council and noted by the Presbytery.

It is important that the Mission Plan identify the congregations':

- i. Dreams and Visions – hoped for opportunities to contribute to making a difference to people with whom the congregation senses it has been called to establish life changing relationships
- ii. Planned initiatives – events, activities and programs that have not yet be launched, but which the congregation is committed to starting between now and in the next 3 years
- iii. Continuing commitments – events, activities and programs that have been significant means to life changing relationships in the past, present and will be so into the foreseeable future.

### What about Property details?

It is expected that the Presbytery and Church Council will have given some preliminary consideration to the current property allocated to the congregation or Church community under the provisions of Beneficial Use.

Considerations should include:

- Condition
- Suitability for current use
- Relevance to future use as indicated by the Mission Plan
- Property Users – what priority to do these organisations have when assessed against the Mission Plan.

Any documentation arising from the above considerations will be required by the Task Group. Please ensure that the Task Group has such documents to be tabled at its initial meeting.