



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

# Community Life Return

## RECORD TRACKER

January – December 2025

Organisation Name: \_\_\_\_\_

Presbytery Name: \_\_\_\_\_

FOR YOUR REFERENCE

ONLY

**DO NOT RETURN THIS BOOKLET TO THE SYNOD.**



## Contents

SECTION A: CONGREGATIONAL ACTIVITY TRACKER.....	4
SECTION B: MINISTRY AND LEADERSHIP .....	19
SECTION C: MISSION .....	20
SECTION D: GOVERNANCE & MEMBERSHIP .....	25
SECTION E: COMMUNITY WORSHIP & FAITH DEVELOPMENT .....	32
SECTION F: RISK MANAGEMENT, OCCUPATIONAL HEALTH & SAFETY .....	33
SECTION G: SAFE CHURCH POLICIES .....	34

## SECTION A: CONGREGATIONAL ACTIVITY TRACKER

The table below can be completed for all congregational activities and later transferred to the individual categories to meet the requirements of the Community Life Return Annual Survey.

By itemising the activities as you go through the year, it is hoped that this will make it easier for summarising the details at a later date.

Add in some explanations about Missional Activity definitions

Governance, etc. and section to go to for more details.

JANUARY 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

Copy this page if required.

FEBRUARY 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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APRIL 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

Copy this page if required.

MAY 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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JULY 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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AUGUST 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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SEPTEMBER 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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OCTOBER 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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NOVEMBER 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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DECEMBER 2025

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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JANUARY 2026

Date	Activity Name	Type (Worship/ Mission/ Governance)	Number of Attendees	Delivery (In person/ Hybrid/ Online)

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## SECTION B: MINISTRY AND LEADERSHIP

### 1. Persons in placement

Name	Minister/Lay		Fulltime Equivalent e.g. 1, 0.5, 0.75, etc	Period of Placement	
	M	L		From	To

### 2. Ministry Roles

Ministry roles would normally refer to people with a Position Description and commissioned in their role by the congregation.

Role	Paid/ Volunteer		How Many?	Period in Role (during 2024)	
	P	V		From	To

Notes:

## SECTION C: MISSION

Mission includes those activities that primarily seek to express and bear witness to the love of God and the Good News of Jesus Christ in word and action with the world.

### **4. Expressions of Mission**

Please note the list provided is not exhaustive and there will be other expressions of mission that are not included. Please enter these details as well.

- How Many – how many sessions or groups do you have for this expression of mission?
- Participants – who usually attends this expression of mission? (*E.g. Congregational members, local families, local homeless community, local refugee community, local school children, etc*)
- Forms of Delivery = relates to the way in which participants engaged with the activity.
  - In Person
  - Online
  - Hybrid.

*Hybrid = Activities that were available both online and in person.*

*Not all events and activities will fit perfectly into these categories, so please select the one that is closest to being appropriate.*

#### **Types:**

Advent/Easter workshops	<i>instrumental music etc.)</i>
Art/Craft Groups	Music Together
Chaplaincy ( <i>please specify type</i> )	Parenting programs
Children's programs	Playgroups
Community Gardens	Prayer and meditation group
Community Op shop	Refugee assistance
Engagement with people with disabilities	School programs (including Breakfasts)
Evangelism	Senior programs (Include Aged Care home visitation and worship, Meals on wheels)
Family camps	Social Justice
Home country of origin support	Social programs (Cafe, Coffee, and Chat groups)
Indigenous engagement	UCAF
International engagement	Volunteering Uniting.
International Student engagement	Winter shelter program
Kids Hope	Women's groups
Mainly Music	Youth programs
Meals ( <i>soup kitchens, food delivery etc.</i> )	Other ( <i>Mission activities not included above</i> )
Men's groups	
Migrant engagement	
Music Other ( <i>Community Choir,</i>	

TYPE OF MISSION												
Type												
How Many												
Monthly Tracking												
	J	F	M	A	M	J	J	A	S	O	N	D
Delivery												
Frequency												
Average Attendance												
Participants												

TYPE OF MISSION												
Type												
How Many												
Monthly Tracking												
	J	F	M	A	M	J	J	A	S	O	N	D
Delivery												
Frequency												
Average Attendance												
Participants												

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TYPE OF MISSION												
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	J	F	M	A	M	J	J	A	S	O	N	D
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	J	F	M	A	M	J	J	A	S	O	N	D
Delivery												
Frequency												
Average Attendance												
Participants												

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### 5. Relationships, Partnerships or Working Partnerships

Where you may partner with other Uniting Church Congregations to undertake areas of mission, administration, compliance, leadership and worship, these may be tracked below:

Name of Congregation you are partnering with?	Type of Partnership	Describe the Relationship

### 6. Congregational Involvement with wider UCA related activities

Type of activities to consider tracking:

- Presbytery
  - Synod eLM events
  - Retreat day
  - Justice conferences, etc.
  - Training/Information sessions
  - Workshops
- Zoom attendance is included.*

Date	Activity

Copy this page if required.

**7. New Missional Activities**

New Idea / Activity	Actively exploring? (Y/N)	

**8. Missional Activities Ceased (and don't intend to restart)**

Missional Activity	When ceased?

**9. Collaboration with other organisations**

If your congregation has been involved in expressions of mission in partnership with another body (e.g. Uniting agency, Scripture Union, chaplaincy associations, local council, other churches, schools, sports clubs etc.) please describe how you are collaborating with them.

Include organisations your congregation engages in or supports any overseas missional work (e.g. organising or funding missional or ministry trip to overseas congregation or community)

Organisation & Description of Collaboration	Overseas (Y/N)

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## SECTION D: GOVERNANCE & MEMBERSHIP

### 10. Church Council Information

Clarify your governance structure (*UCA Regulation excerpt of definitions are over page*)

1. Church Council
2. Whole Congregation under regulation 3.9.3
3. Faith community regulation 3.9.2
4. Other

**These records are for your congregation's use and visibility only. You do not need to complete this if you do not want to.**

This is simply a place for you to record the data making it easier for completion of the survey in due course.

Role	Name	Age (Approx)	Gender	Ethnicity
Chair				
Secretary				
Treasurer				
Member				
Member				

### 11. Governance Meetings

Date	Type of Meeting (Regular/Ad-Hoc/Emergency)	Purpose of Meeting (optional)	No. of council in attendance

Copy this page if required.

### 3.9 ALTERNATIVE LOCAL CHURCH STRUCTURES

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#### PARISH MISSIONS

- 3.9.1 (a) A Synod, after consultation with the Presbytery, may designate a Congregation or related Congregations within its bounds as a Parish Mission if, in the opinion of the Synod, such Congregation is responsible for approved ministries of such special character and extent that the Congregation should be allowed to do one or more of the following:
- (i) to look beyond its own membership and bounds for additional persons to assist in the general oversight and management of the responsibilities of the Congregation;
  - (ii) to seek additional financial support by appeal beyond the bounds of the Congregation, provided that such appeals shall not be addressed to Congregations without prior consent of the appropriate body appointed or designated by the Synod;
  - (iii) to make a case for the extension of ministerial placements beyond the normal maximum term when the proper exercise of the special ministries so requires.
- (b) Except as may be determined in accordance with (c), the Presbytery may, in respect of each Parish Mission, appoint any number from one to ten persons to be members of the Church Council in addition to those listed in Regulation 3.3.1. The Church Council may nominate to the Presbytery names of persons to be considered when such appointments are being made.
- (c) Synod may, at its discretion, determine that in regard to any particular Parish Mission the Synod or a Synod body determined by it shall make the additional appointments to Church Council set out in (b).
- (d) A Parish Mission, in addition to such reports as would normally be made by a Congregation to the Presbytery, shall report annually to the Synod or a body determined by the Synod regarding the special ministries and shall present financial statements as the Synod shall determine.
- (e) If, in the opinion of the Synod, after consultation with the Presbytery, the special ministries no longer justify the designation of Parish Mission, the designation and the provisions pertaining thereto shall be withdrawn following reasonable notice to the Congregation concerned.

## FAITH COMMUNITIES

- 3.9.2
- (a) A Presbytery may recognise as a Faith Community a grouping of people who;
    - (i) are seeking to explore the implications of faith in God, gathering in order to serve the community and/or nurturing one another in faith; or
    - (ii) are worshiping together and seeking to relate to the Church for nurture and support, and
    - (iii) apply to the Presbytery to be recognised as a Faith Community.
  - (b) A Faith Community may include confirmed members of the Church who hold their membership in a Congregation or who have their membership recorded with the Presbytery.
  - (c) A Faith Community will order its life, under the oversight of the Presbytery, so as to encourage its participants, develop its mission, and be accountable for its resources, and may seek the guidance of a Presbytery about possible ways to do so.
  - (d) A Faith Community may appoint leaders from its participants and may designate a participant to attend meetings of the Presbytery.
  - (e) A Faith Community may apply to Presbytery to be recognised as a Congregation. A Presbytery may request a Faith Community to make such an application.
  - (f) A Presbytery may cease to recognise a Faith Community.

## **16. Congregation Membership**

Membership of the Uniting Church is defined in the UCA regulations as

- confirmed members
- baptised members (not yet confirmed) and
- members in association.
- Adherents/Active participants = others who attend who are active in the life of the congregation

If the following table of membership information does not already exist on record, we suggest the following data is maintained during the year to enable easy access for completion of the annual survey.

We understand that data is not kept on the ages of members or adherents. Rough estimates are adequate.



**Regular Participation**

Record the average number people who participate in activities run by your church.

*Examples of activities include worship services, bible studies, prayer meetings, etc.*

<b>ACTIVITY AVERAGE ATTENDANCE</b>												
Monthly Tracking												
Activity	J	F	M	A	M	J	J	A	S	O	N	D

**Notes:**

Keep a record of any reasons that may influence highs and lows in attendance numbers (e.g. local bush fires, local festivals, other congregational or community events, etc.).

Make notes of significant moments in the life of your congregation (e.g. weddings, funerals, changes in leadership, review or introduction of mission statements, etc.).

## New Member Participation

22. How many new people participated in worship services?

Of the new people who participated in worship services, what was their reason for doing this? Some reasons are listed below:

1. Renewed faith
2. New to faith
3. Transfer from another denomination
4. Transfer from other Uniting Church
5. Seeker (someone exploring faith)
6. Unknown due to virtual format
7. Other

Person	Reason	Other Comments

## SECTION E: COMMUNITY WORSHIP & FAITH DEVELOPMENT

### **Worship Services**

25. When and where were worship services held?

Please select the **styles** from following list:

- Café-style/Meal-based
  - Contemporary
  - Contemplative/Reflective.
  - Creative/Informal
  - Messy Church
  - Multi-age/Family
  - Traditional
  - Wider Community (e.g Hospital/Aged Care/Prison/School)
  - Youth-focused
  - Other
- 
- Forms of Delivery = relates to the way in which participants engaged with the activity.
    - In Person
    - Online
    - Hybrid.

*Hybrid = Activities that were available both online and in person.*

*Not all events and activities will fit perfectly into these categories, so please select the one that is closest to being appropriate.*

### **Faith Formation**

26. Did you have any groups for worship, faith formation or other spiritual practices? Faith formation is any activity intended to grow people's belief and trust in God.

Please select the Type from the list below:

1. Bible Study
2. Family small group
3. Lay Training
4. Prayer/Meditation
5. Sunday Schools
6. Women's study groups
7. Youth groups
8. Family camps
9. Family study groups
10. Men's study groups
11. Retreats
12. Theological Book Clubs
13. Young Adult groups
14. Other

## SECTION F: RISK MANAGEMENT, OCCUPATIONAL HEALTH & SAFETY

Use this area for your own notes relating to any relevant activities towards this section of the survey. This may include details around Evacuation Planning, Safety Manuals and Synod OHS inspections or remediation work.

NOTES:

## SECTION G: SAFE CHURCH POLICIES

Use this area for your own notes relating to any relevant activities towards this section of the survey. This may include details or resources around the Code of Conduct adherence, Culture of Safety contacts, Working with Children Checks (VIC/NSW) or Vulnerable People Registrations (TAS).

For information navigate to the following website: <http://safechurch.ucavictas.org.au/>

NOTES: