

To Presbytery Ministers Mission and Education, and Administration

To Presbytery Property Committees – or Presbytery Committees engaging the Presbytery Property roles and functions (Reg 4.3.1)

This introduction includes:

1. A new Property for Mission resource
2. A tool to use
3. Implementing the Workbook
4. Where to find the *Property for Mission Workbook*
5. Presbytery inclusion

1 A new Property for Mission resource

Please find attached PDF files for the newly released *Property for Mission Workbook*. The *Property for Mission Workbook* is designed to assist in the process of either:

- 1.1 A Property Application
- 1.2 An Asset Strategy Program
- 1.3 The workbook is a tool to be used by a Task Group, set up as a limited-life committee of a Church Council. (See Appendix Four – Task Group Terms of Reference.)
A tool to use
- 1.4 The Workbook is not another set of Property Application Forms to be completed. Rather, the six inquires and their accompanying Reporting Pages provide a simple, iterative process that builds towards a set of objectives to inform a Property Application or Asset Strategy Program.
- 1.5 The Workbook has three sections:
 - Inquiry Manual – 6 simple Task Group session plans, augmented by additional explanations and methods in Appendix Two
 - Reporting Pages – 6 sets of working papers, each clearly named and numbered, to be used to record and report the Task Group's work in response to each Inquiry
 - Appendices – 7 documents that provide a variety of additional explanations, methods, tools and resources to help a Task Group get the most out of their work together.
- 1.6 The Workbook also includes the Synod's Major Strategic Review Mission Principles and a session plan to assist congregations, Church councils and other Church bodies to reflect on their part in the mission of God to which they have been called and sent. (See Appendix Six).

2 Implementing the Workbook

- 2.1 Property Services will advise Property Applicants and / or Asset Strategy Program participants as to when the *Property for Mission Workbook* is applicable and to be implemented.
- 2.2 In the case of a Property Application, PART and / or Property Services will advise the Application that the *Property for Mission Workbook* is to be implemented. This advice will usually occur when a Business Case is required

(Form 2B – Business Case) and therefore the advice is triggered by the likelihood a property project will be in the vicinity of or exceed \$2.0Million.

- 2.3 In the case of an Asset Strategy Program, the *Property for Mission Workbook* provides the process and resources for the first stage of an ASP project. The ASP Team will advise the Workbook's use within the program schedule.

3 Where to find the *Property for Mission Workbook*

- 3.1 **Hard copy:** The Workbook is available in hard copy, through Property Services. The Workbook is printed on demand. Property Services does not hold stock copies. Property Services will provide Hard copies to applicants or ASP Participants when timely and salient to do so.
- 3.2 **E files:** the workbook is also available as a pdf file – **P4MWkBkdigitalall.pdf** – as attached to this email. This file can be downloaded for printing and will print to quality legibility in either full colour or grayscale.
- 3.3 **Web availability:** The Workbook will also be installed on the Synod of Vistas' Property page on the Synod Website.
- 3.4 **Additional PDF files:** Reporting Pages and Appendices – will also be installed on the same Web page.
- 3.5 **Writable versions of the Reporting pages** will be added to the Synod's Property webpage as soon as possible.

4 Using the *Property for Mission Workbook*

- 4.1 **Appendix One – Property for Mission Workbook: Explanations, Questions and Answers** – provides a more detail introduction to the Workbook
- 4.2 **Workbook means workbook** - Property Services encourages Task Groups to use the Workbook as a Workbook. The Inquiry session plans have been field tested in various settings during 2014-2015 Major projects and Asset Strategy Programs.
Each Inquiry sets out a sequence of activities to be followed. These are always directly related to the matching Reporting Pages. Colour and numbering codes are used to make the necessary connections. Users will need the applicable Reporting Pages throughout each inquiry, not just at the end of inquiry or completion of the 6 inquiries. Reporting Page are in effect, working pages.
 - a) **Copy and use:** All Reporting Pages and Appendices and photocopiable. Users are encouraged to make copies and distribute them to Task Group members so that the response is 'evolutionary rather than revolutionary'.
 - b) **Appendix Two** – Further information to assist working through each of the six inquiries – provides additional commentary, methods and resources.

5 Presbytery Inclusion

Presbytery is included in several ways:

- 5.1 **Regulated role and functions:** As the Council with responsibilities for the pastoral, ministerial, mission and property oversight of the congregation and

its Church Council. This means the Presbytery is involved with any Property Application and with any Asset Strategy Program.

- 5.2 **Provision of a Discernment Guide** to Church Council. The Guide can also be included in the Church Council's Task Group.
- 5.3 **Providing oversight and guidance** to the Task Group as the group works its way through the 6 Inquiries.
- 5.4 **Providing presbytery perspectives** in the forming of objectives following completion of the Workbook.
- 5.6 **Support and advocacy for a Property Application or Asset Strategy Plan** – Subject to Reg 4.6.3, all Property Applications and Asset Strategy Plans require the approval of the Presbytery, which might sometimes include presentations to the Synod's Property Board and / or its sub-committee, the Property Assessment Review Team.

6 Education and Training

Property Services intends to offer education and training events to Presbyteries during 2016. Details will be made available soon. The *Property for Mission Workbook* will be included in the suite of resources for introduction and skills training.

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