



Property for Mission Reporting Pages



Coversheet and Endorsement

Please use the Reporting Pages to record the information from each of the six inquiries included in this Workbook. When complete, please compile all Reporting Pages, attachments and this page together and arrange for endorsement by the Task Group and Church Council/s. Then submit to your presbytery for endorsement and appropriate action.

Property for Mission Participant Details 	
Task Group Name	
Participating congregation/s	
Contact Person	Name
	Position
	Address
	Phone
	Email
CHECKLIST: Indicate that the following Reporting Pages and documents are attached	
Inquiry One	<input type="checkbox"/> R1 Mission Commitments and Activities Overview
Inquiry Two	<input type="checkbox"/> R2 Property Requirements – Spaces and Places
Inquiry Three	<input type="checkbox"/> R3A Audit of Current Property
	<input type="checkbox"/> R3B Property User Priority
Inquiry Four	<input type="checkbox"/> R4 Funds and Finances Attachments (Consolidated 5 year forecast, financials for last 2 years, budget for the current year.)
Inquiry Five	<input type="checkbox"/> R5A Property for Mission Assessment Record(s)
	<input type="checkbox"/> R5B Collated Assessment Records
Inquiry Six	<input type="checkbox"/> R6A Vision for Property: Engaging our imagination – telling the story of our property vision (Activity 1)
	<input type="checkbox"/> R6B Vision for Property: Description of our property vision (Activity 2)
	<input type="checkbox"/> R6C Vision for Property: Visualising our property vision (Activity 3)
	<input type="checkbox"/> RCD Vision for Property: Estimating the cost and timing for our property vision (Activity 4)
ENDORSEMENT: Representative from the Task Group and Church Council to sign and date below	
Task Group	
Church Council	

R1

Mission Commitments and Activities Overview

The below reflects mission commitments supported by the Church community, and encourages further consideration of mission initiatives in response to continuing discernment of God's calling and sending the community. Start Up Indicator Categories are: (GREEN) Current and continuing; (AMBER) Planned to commence in next 3 years; and (BLUE) Hoped for opportunity likely to commence 3 or more years from now.



Priority	Church Community Mission Commitments	Start Up indicator	Typical Mission events, activities, and programs requiring property 

If additional space is required please make a copy of this Reporting Page and continue to complete the record.

Property Requirements – Spaces and Places

R2

Mission Commitments (from R1)	People & frequency	Spaces and Places Required 

If additional space is required please make a copy of this Reporting Page and continue to complete the record.

R3A

Audit of Current Property

Complete one page per property.



1	Name of Property:	
2	Full Street Address:	
3	Title Details:	
4	Beneficial User(s): as allocated by Synod Property Board	
5	Configuration: Types and approx. sizes of rooms/spaces in/on the property	
6	Uses: typical range of uses of the property	
7	Tenants: a. Leases b. Licences c. MOU partners d. Other forms of agreement to use the property	
8	Income: (all sources as a total) generated from the property per annum	
9	Maintenance: pending in next 2 to 3 years	

If additional space is required
please make a copy of this
Reporting Page and continue
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Please provide a rough sketch of the current site configuration and interior floor plan.

R4

Funds and Finances

Prepare and provide the following financial documents. If there is need of any clarifying information or narrative, please include in the space below.



Attached	Requirement	Comments
<input type="checkbox"/>	Consolidated 5 year forecast (For all communities and properties, and all income and expenditure)	
<input type="checkbox"/>	Financials for the last 2 years (As approved by the Church Council)	
<input type="checkbox"/>	Budget for the current year (As approved by the congregation)	
<input type="checkbox"/>	Documents relating to any Trust or Bequest (Gifted to the UCA Property Trust (Victoria) or (Tasmania) on behalf of the congregation)	

Any other comments:

If additional space is required please make a copy of this Reporting Page and continue to complete the record.

Property for Mission Assessment Record

R5A

Complete one record per property. Please nominate an abbreviation or identifier reference (Property ID), up to 6 characters long, for use when collating all the assessment records in Reporting Page R5B. Refer to 'Appendix Two: Further Information – Inquiry Five' for an explanation of each of the questions.

Property Name					Property ID
Full Street Address					
Ranking on scale: 1 (very low) to 5 (very high)					Comments 
1. Property assisting mission	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
2. Location suitability to context	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
3. Strategic regional asset	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
4. Fit for mission purposes	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
5. Contribution to Christian story	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
6. Extent of use	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
7. Neighbours' understanding	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
8. Financial sustainability	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
9. Capacity for refurbishment and/or development for mission	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
10. Alternative property or location options	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					
11. Mission partnership options	<input type="checkbox"/>				
Very Low	1	2	3	4	5
Very High					



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R5B

Collated Assessment Records

Combine the results of all completed 'Property for Mission Assessment' records below, using the nominated abbreviation to indicate the property to which each score (1-5) for each question relates. Tally the results to get an overall score for each property.



Property ID							
1. Property assisting mission							
2. Location suitability to context							
3. Strategic regional asset							
4. Fit for mission purposes							
5. Contribution to Christian story							
6. Extent of use							
7. Neighbours' understanding							
8. Financial Sustainability							
9. Capacity for refurbishment and/or redevelopment							
10. Alternative property or location options							
11. Mission partnership options							
TOTAL SCORE							

Vision for Property:

Engaging our imagination – telling the story of our property vision

R6A

ACTIVITY ONE: Imagine that a few years have passed and the congregation(s) are now settling into the completed church redevelopment and/or reconfiguration. Talk and listen with one another then make a group response to each of the following questions.

1. Who are the people with whom you have established mission shaped relationships and who share in the use of this property with you?



2. What comments and stories are these people telling about the contribution the property makes to their lives and connection with you?

3. What feelings do you have about worshipping, relating to and working with other people in and through this property?

If additional space is required please make a copy of this Reporting Page and continue to complete the record.

R6A



4. In what ways do you understand this property is now a positive partner in the proclamation of God's good news where you are located?

5. What are the particular features of this property that are really contributing positively to the various mission commitments of the local Church community?

6. What mission initiatives planned some time ago have now been launched in association with this property?

7. What opportunities for mission shaped partnerships, relationships and activities or programs not previously planned for are now finding spaces and places in this property?

If additional space is required please make a copy of this Reporting Page and continue to complete the record.



8. What have you learnt about relationships with partners and commercial property users as a result of the development of the Church property you now inhabit?

Blank area for response to question 8.

9. What do you think are the benefits to your local Church community's mission of the recent redevelopment of the church property?

Blank area for response to question 9.

10. What is the impact on mission of measures taken to establish financial sustainability through the recent property redevelopment?

Blank area for response to question 10.

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R6B

Vision for Property: Description of our property vision

ACTIVITY TWO: Describe your concept for property for mission.

Noting that the context is from a few years in the future when the Task Group and congregation(s) have settled into the completed church redevelopment and/or reconfiguration.



A large area of horizontal lines for writing, intended for describing the property vision.

If additional space is required please make a copy of this Reporting Page and continue to complete the record.

Vision for Property:

Visualising our property vision

R6C

ACTIVITY THREE: Provide two rough drawings of the property vision, showing:

1. Site configuration: overview of all property elements on the site or sites, according to the property vision.
2. Interior floor plan overview of the interior spaces of the building or buildings. Noting that the context is from a few years in the future when the Task Group and congregation(s) have settled into the completed church redevelopment and/or reconfiguration.



If additional space is required please make a copy of this Reporting Pages and continue to complete the record.

R6D

Vision for Property: Estimating the cost and timing for our property vision

ACTIVITY FOUR: Provide an estimation of the likely cost for the property vision and the probable timing and/or staging of the redevelopment/reconfiguration.

Noting that the context is from a few years in the future when the Task Group and congregation(s) have settled into the completed church redevelopment and/or reconfiguration.



How much do think that it will cost to achieve the property vision?
Tick the appropriate box.

- | | |
|---|--|
| <input type="checkbox"/> \$0 to \$500,000 | <input type="checkbox"/> \$5 million to \$10 million |
| <input type="checkbox"/> \$2 million to \$5 million | <input type="checkbox"/> \$1 million to \$2 million |
| <input type="checkbox"/> \$500,000 to \$1 million | <input type="checkbox"/> More than \$10 million |

Describe how you have arrived at this cost.

How long did it take to complete the project?

Did the property vision need to be split into stages?

If so, describe the timing and scope of work in each stage.

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