



ANGLICAN DIOCESE OF CANBERRA AND GOULBURN

**CLERGY
APPOINTMENT
BOARD**

PARISH PROFILE

For the Parish/Special District of

This form is designed to encourage meaningful discussion by parish members of the Clergy Appointment Board, and to assist diocesan members in their understanding of the parish as it exists at the time of the vacancy.

Parish members of the board should meet for discussion, reach mutual agreement where possible, complete this form, and send it to the Bishop's office at least a week before the meeting with the Bishop, to allow the diocesan members of the CAB to receive it in time to prepare for the meeting.

1. Strengths And Weaknesses Of The Parish

Parish members should come prepared to discuss these in detail.

Strengths:

Weaknesses:

2. Parish Statistics

- 2.1 Estimated total population:
- 2.2 Estimated number of Anglicans:
- 2.3 Parish worship centres:

Centre	Service times and frequency	Average Attendance
1.		
2.		
3.		
4.		
5.		
6.		
7.		

- 2.4 Parish annual income (last financial year): Total \$.....
 Planned giving \$..... Open Plate \$
- Other (e.g. fundraising, rents, etc.) \$.....

- 2.5 Parish contributions:
 To Diocese: \$.....
 To missions: \$

- 2.6 Staff - Stipendiary
- Full/Part-time
- Clergy
- Office
- Other

- 2.7 Staff - Honorary

3. Lay Ministry

- (a) Number of licensed lay ministers (active)
- (b) Number of persons authorised to administer the elements (active)
- (c) Do lay people - read the lessons? Yes/No
- lead intercessions? Yes/No
- (d) To what extent does the parish council ‘share with the priest or deacon-in-charge responsibility for planning, organising and executing the pastoral, educational, evangelistic and missionary work of the church’? (Ref: diocesan ordinance 17(c), p.18)

- (e) In what ways do lay members of the parish take responsibility for aspects of the day-to-day administration of the parish?

4. What Is The Parish Mission Statement And/Or Its Stated Goals

5. What Are The Most Important Needs Of The Parish?

6. What Are The Hopes And Plans For The Future?

7. Parish Groups And Activities

8. The Community

Describe the community in terms of character, age, socio-economic grouping:

9. Personal Qualities

List the particular qualities seen to be important for a new priest or deacon-in-charge:

10. Clergy Conditions of Service

Prior to the meeting of the Clergy Appointment Board, the parish council should meet formally (preferably with the parish members of the Board), to determine the conditions to be offered to the new priest or deacon-in-charge. Parishes must pay the minimum stipend, plus leave loading, a proportion of the total superannuation contribution, long service leave levy, and the statutory family allowance contribution.

Housing to approved diocesan standards is normally provided by the parish.

A vehicle must also be provided for parish and personal use, unless the incumbent prefers to use his/her own car, in which case an allowance is paid at the appropriate diocesan rate.

The Registrar’s most recent Administrative Circular should be used for guidance in these matters.

- (a) Stipend \$
- (b) Housing (Ref: report by outgoing rectory family, and inspection of house by the Regional Archdeacon)

Outline proposed maintenance or improvements.

(c) Transport

Indicate age and type of vehicle:

Anticipated replacement time:

Conditions of use:

[Empty rectangular box for conditions of use]

(d) Allowances:

(1) Hospitality \$..... per year

(2) Telephone

(3) Energy

(4) Conferences, etc

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(5) Car (if not provided by parish)

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(6) Other

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(e) What is the present arrangement regarding surplice fees?

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(f) Estimated annual value of surplice fees: \$.....

(g) Discretionary Fund (for helping needy) \$

(h) Other (include glebes, special supplements, etc., paid to incumbent)

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- (i) Supportive care (how does the parish ensure adequate care for the priest or deacon-in-charge and family?)

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10. Any Other Comments

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Clergy Appointment Board members should note that any variation to this statement or conditions requires the approval of the parish council.

Signed:

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Date: