



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

## **Checklist for the Creation of New Congregations and Faith Communities**

<b>Title</b>	Checklist for the Creation of New Congregations and Faith Communities
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## 1. Introduction

There are a number of legal and legislative requirements that need to be considered by a Presbytery prior to them making a decision to either create a new congregation or faith community or to withdraw recognition of a congregation and/or “convert” it to a faith community.

The following details the sequential steps that Presbytery and/or the congregation or faith community as applicable, needs to undertake to ensure that prevailing legislation is complied with.

## 2. Step 1 – Before a formal decision is made

If any of the answers to the questions below are **YES**, please seek further guidance from Uniting Resources before taking any further action.

QUESTION	YES	NO
Is the organisation an incorporated entity? If <b>yes</b> , please provide details		
Does the organisation hold ABN and/or ACNC registration? If <b>yes</b> , please advise ABN		
Does the organisation hold its own bank account? If <b>yes</b> , please provide details		
Does the organisation hold any other assets such as (but not limited to) motor vehicles or property? If <b>yes</b> , please provide details		
Is the organisation to be recognised as a Congregation of the Church?		
Is the organisation to be recognised as a faith community?		
Is the organisation an existing Uniting Church entity? If <b>yes</b> , please provide details		

### **3. Step 2 – Once a formal decision is to be made**

Once a formal decision is to be made by Presbytery as to the status of the affected organisation, Presbytery shall immediately inform:

- ACOMP; and
- Synod Secretariat

of the impending change in status of the organisation and the date from which the change will take effect.

The Synod Secretariat will duly inform all relevant sections of Uniting Resources and Uniting Financial Services of the impending changes.

Presbytery notification shall include a copy of the checklist completed in Step 1 above.

### **4. Step 3 – After a formal decision has been made**

Presbytery in consultation with the affected organisation and Uniting Resources shall work through and rectify any areas of risk and/or exposure identified during the completion of the checklist completed in Step 1.

### **5. Further Information**

For further information please:

- refer to the Synod Policy on ABN and ACNC Registration; and/or
- contact:
  - the Synod Secretariat on 8267 4323 or email [rowenat@nsw.uca.org.au](mailto:rowenat@nsw.uca.org.au) ;or
  - Risk and Compliance - Uniting Resources on 8267 4365 or email [vickir@nsw.uca.org.au](mailto:vickir@nsw.uca.org.au)