

The Presbytery of the South West

STANDING ORDERS

1. MEMBERSHIP AND ROLL

- a) The Presbytery shall consist of all ministers of parishes within the bounds, and other ministers and deacons qualifying for membership in terms of General Assembly legislation, Commissioned elders, and appointed additional elders.
- b) The Roll shall be attested at the ordinary meeting in September.
- c) Each Kirk Session shall commission annually one of its number (or as otherwise provided for in General Assembly legislation) as a representative to the Presbytery.
- d) Elders' commissions, which run from 1st July to 30th June, shall be forwarded to the Business and Nominations Committee by 15th June, where possible, and in any case not later than two months after the close of each General Assembly in order that proposals for committee membership may be prepared.
- e) The Presbytery shall appoint annually enough additional elders to ensure that there are as many elders as ministers. Kirk Sessions and Presbyters may submit the names of elders for consideration by the Business and Nominations Committee for appointment as additional Elders as vacancies arise. In selecting names to propose to Presbytery for appointment, the Committee shall have regard to the need to ensure that the membership of Presbytery is broadly representative of the make-up of the congregations within its bounds and that Presbytery has access to the range of skills and experience needed for its work.
- f) The following shall be eligible for appointment as Corresponding Members: MDS staff and Pioneer Ministers appointed in accordance with the Presbytery Plan, the Convener and Secretary of Guilds Together, Elder Trainers, Presbytery Safeguarding Trainers, Readers and Graduate Candidates. Ministry Candidates in the earlier years of training may apply for Corresponding Membership. Others may be invited at the discretion of the presbytery.
- g) Corresponding Members may attend all meetings of Presbytery and speak (except when Presbytery is exercising judicial functions) but cannot vote or propose a motion.
- h) When the Presbytery's Administrator, or other Presbytery Post holder, is not a member of Presbytery, they shall be a Corresponding Member.
- i) Presbytery may appoint Elders to be Additional members in order to achieve an appropriate balance of numbers between Ordained Ministers and Elders
- j) Having regard both to economy and protecting the environment the default method of communication between presbytery and its members shall be email. If an email address cannot be provided then postal communication may be requested.

2. MODERATOR

- a) The Business and Nomination Committee, having provided an opportunity for suggestions to be received from full members of Presbytery, shall propose a Moderator.

- b) Presbytery shall elect a Moderator from among its members at the March meeting.
- c) The Moderator be installed to office at the June meeting, after the minutes have been approved, and shall normally hold office for one year.
- d) In the absence of the Moderator, the immediate past Moderator shall preside, and if not present, a former Moderator shall preside, whom failing the Presbytery shall elect a temporary Moderator for the meeting
- e) Should the Moderator cease to be a member of Presbytery during their term of office, their duties shall devolve upon a previous Moderator as nominated by the Business and Nomination Committee, until a new election can be organised.
- f) The Moderator shall rule on all Points of Order, such ruling being tantamount to a decision of the Court.
- g) The Moderator shall have no deliberative vote. In the event of a tie in voting, the Moderator shall have power to give a casting vote.

3. OFFICIALS

Presbytery shall appoint a Clerk, on such terms and conditions as shall be agreed by parties.

Presbytery shall appoint a Depute Clerk, who may act in place of the Clerk pro tempore.

Presbytery shall appoint a Treasurer, who need not be a member of Presbytery, and who shall hold office at the will of Presbytery. The Treasurer will take charge of the funds and be an Ex Officio member of the Business and Nomination Committee. The Annual Budget and an Annual Statement of Accounts shall be presented to Presbytery for approval.

Presbytery shall appoint a safeguarding Officer, who shall hold office at the will of Presbytery, and ensure that best practice is maintained.

The Presbytery shall appoint an Administrator to be responsible for administrative tasks under the supervision of the Presbytery Clerk, on such terms and conditions as shall be agreed by parties.

Any member of presbytery who requires Pastoral support should contact the Presbytery Clerk in the first instance, who shall arrange appropriate pastoral support.

4. ORDINARY MEETINGS

Presbytery shall normally meet for Ordinary Business on the second Saturday of September, in person, at 10.30am, on the first Tuesday of December and March, on line, at 7pm and on the second Saturday of June, in person, at 10,30am. The location of in person meetings shall be the Howard Centre, Kilmarnock, or such other venue as may be determined by the Business and Nominations Committee.

Presbytery shall celebrate the Sacrament of the Lord's Supper, at which the Moderator shall preside, annually at the September meeting.

5. SPECIFIC PURPOSE MEETINGS

Specific Purpose Meetings may be held as required, either as resolved by the Presbytery or as called by the Business and Nominations Committee . Normally, wherever possible two weeks' notice of such meetings shall be given to all members and corresponding members of Presbytery.

6. CONDUCT OF BUSINESS

- a) Presbytery business shall be conducted in accordance with the Standing Orders of the General Assembly, and by the practice and procedures of the Church, save where specified differently in these standing orders.
- b) The quorum for all Presbytery meetings shall be 3, of which 2 must be ministers.
- c) The Presbytery having been constituted with Worship, the sederunt shall be taken. Any apologies for absence shall be intimated to the Clerk in advance of the meeting, or entered on the Absence sheet. The minutes of the last ordinary meeting and any subsequent meetings, being circulated to all members by the Clerk ten days beforehand, shall be submitted for approval.
- d) The Order of Business, as circulated in the documents sent by the Clerk ten days prior to the meeting, with any amendments proposed by the Business and Nomination Committee together with any additional items in the hands of the Clerk, shall be brought before the Court for approval.
- e) After the Order of Business is agreed it shall be competent to move at any time that a matter (in whole or in part) be taken in private, such a motion to be voted on without debate. However, as much as possible, matters should be taken in open court.
- f) The Order of debate and the Method of Voting shall be that of the Standing Orders of the General Assembly
- g) Any member of Presbytery wishing to give Notice of Motion shall submit the same in writing to the Clerk prior to the meeting of Presbytery. It shall be competent for a Member to call attention to any matter of urgent public importance without previous notice. Should the Presbytery agree, reasonable opportunity for its consideration shall be given.
- h) After Committee Reports are presented and the Deliverance has been moved, questions shall be taken followed by Comments. The Deliverance shall then be considered section by section. Any amendments are to be disposed of before counter-motions. The Presbytery votes 'For' or 'Against' an amendment. In the case of a counter-motion the Presbytery shall vote 'For' the motion or 'For' the counter-motion. Finally, the Deliverance as a whole is to be put to the Presbytery for approval.
- i) All speakers at in person meetings should use microphones if available.
- j) Speakers must address the Moderator and should preface their speech with 'Moderator' (followed by their name if speaking for the first time at any meeting).
- k) No member may speak more than once on the same matter, except by the permission of the Moderator, apart from the Committee Convener whose Report is under consideration and the

original mover of any motion, who shall have the right of reply, thereby closing the debate. This right of reply does not include the right to introduce new matter to the debate.

- l) Motions, amendments, and counter-motions should be sent in writing to the Clerk prior to the meeting to allow them to appear on screens where possible, but in any case, immediately they have been seconded.
- m) Questioning: When a Presbyter intends raising a question or making a comment, the response to which is likely to require research in terms of finance, statistics, or interpretation of Church Law, then courtesy requires that advance notice be given to those likely to be involved in the response.
- n) Point of Order: Where a genuine point of order over procedure is raised, the challenger shall state the grounds for raising it usually referring to the Standing Order the challenger believes has been infringed; the speaker may reply briefly to explain why they consider they are not out of order; but no other member may speak except by permission of the Moderator. The Moderator shall then give his or her ruling, but before doing so may invite the court to vote on the matter. The Moderator's ruling can be challenged, and, if it is, a vote will have to be taken.
- o) Other than with the special permission of the Presbytery the maximum time-limit for speeches shall be as follows:
 - Convener presenting a Report, introducing an Overture, presenting a Petition – 10 minutes;
 - Mover of a Notice of Motion, moving counter-motions, seconding motions, making comments – 5 minutes;
 - Guest speakers – 15 minutes;
 - Speeches about Appointments, Translations, Demissions, Tributes – 5 minutes.
 - Time limits do not apply when the Presbytery is either: a) dealing with matters under the Barrier Act; b) acting judicially
- q) A member of Presbytery may dissent from any decision made by the Presbytery and this dissent will be recorded in the minutes, if both: a) the member gives intimation of dissent before the meeting proceeds to the next business; b) the member has taken part in the vote on the matter under discussion.
- r) Fast-track business: It is important that Presbyters should read the committee reports in advance of the meeting, in order to be aware of items of business, which have been designated for fast-tracking. If any Presbyter considers such an item to be deserving of debate, then they should notify the Presbytery Clerk, or the Business Convener, by 12 Noon on the day before the Ordinary Meeting. The appropriate convener will then be informed and the relevant section(s) of the proposed deliverance removed from the fast-track process. After submitting the agenda, the Business Convener will formally move the adoption of all fast-track business. Although fast-track items will be adopted in a single block, the subsequent minute of Presbytery will record the detail of such items under the appropriate committee report. When compiling the report of a Standing Committee, the convener should clearly identify any sections of the proposed deliverance, which are of a routine or administrative nature and

which the committee considers can be 'fast-tracked' rather than requiring oral presentation and debate by Presbytery. A full explanation of proposed 'fast-track business' should be outlined in the committee's report.

- s) Apart from Supplementary Reports and Vacancy Procedure Committee Reports, only in exceptional circumstances and with the agreement of the Convener of the Business Committee and the Moderator may a Report be given orally or a late written Report be circulated. Any paper so presented must be in the hands of all Presbyters at the meeting and read by them prior to any discussion commencing.
- t) It is not competent to review a decision of Presbytery until at least 6 months has elapsed, unless in exceptional circumstances, of which the Moderator shall be the judge.

7. CONFLICT OF INTEREST

Presbyters have a legal duty, as charity trustees, to act in Presbytery's best interests when making decisions, even if doing so conflicts with their own interests or those of a relative or friend, or with the interests of the congregation that appointed them. Should a member of Presbytery believe that there may be an actual or potential conflict of interest for them in the business before Presbytery or one of its Standing Committees, he or she should declare it at the start of the meeting at the indicated point in the Agenda, failing which, at that point when the relevant item of business is reached. A full explanation of what can comprise a conflict of interest, and how a conflict can be managed, is provided in the Presbytery's Policy on Conflict of Interest.

8. PRESBYTERY PAPERS

Presbytery papers are circulated to enable informed discussion to take place at Presbytery meetings. All members and corresponding members are expected to respect this intention. If a paper is labelled confidential it must not be shared or circulated.

9. USE OF POWERS

- a) In the event of a decision being required in relation to a matter which is judged to be administrative and/or non-contentious and where it is considered that a delay would be unhelpful to those affected, Powers are given to the Moderator (whom failing a predecessor), Clerk and the Convener and Vice Convener of the Business Committee, in consultation with any other appropriate Committee Convener or member, to act on behalf of Presbytery.
- b) In the event of urgent business arising between meetings, the Moderator, Clerk and Convenor and Vice Convenor of the Business Committee are authorised to act in the name of presbytery, in consultation with the Convenor of the relevant committee.
- c) The Moderator, Convener of the Business committee and the Clerk are empowered to make an immediate appointment of an Interim Moderator in a Kirk Session in any circumstances where through ill-health or emergency they deem it necessary or advisable, and thereafter seek the homologation of the Presbytery at its next ordinary meeting.

In all cases the use of powers must be reported to Presbytery at the next ordinary meeting.

10. CITATIONS

In any situation where the law or practice of the Church requires that a formal edict, notice or citation should be sent to a congregation or to an individual, it shall be considered sufficient for this to be transmitted by email when this facility is available to recipients. Citations from Presbytery to a congregation regarding attendance at a Presbytery meeting should be read to the congregation on at least the two Sundays prior to the meeting.

11. STANDING COMMITTEES

- a) The Standing Committees shall be as follows:
 - Business and Nomination
 - Presbytery Review
 - Presbytery Planning
 - Property
 - Ministries, Education, Resources and Information Technology
 - Superintendence
 - Mission
- b) Support Committees shall be as follows:
 - Finance and Accounts
 - Safeguarding (and Data)
 - Vacancy Procedure
- c) The Business and Nomination Committee shall comprise a Convener, a Vice-Convener and the Conveners of the other Standing Committees, together with the Moderator, Clerk, Safeguarding Officer and Treasurer.
- d) Conveners of Standing and Support Committees shall be nominated by the Nominations and Business Committee and be appointed by Presbytery at its June meeting,
- e) Conveners of Standing and Support Committees shall serve for a maximum of four years and shall not normally be eligible for re-appointment.
- f) Membership of each Standing and Support Committee should not exceed fifteen members, including the Convenor and Vice Convenor, except in exceptional circumstances where additional support may be sought from co opted members.
- g) Members of Presbytery appointed to Standing and Support Committees are expected to participate fully in the business of the Committees.

- h) Members of Standing and Support Committees shall be appointed by the Presbytery on the nomination of the Business and Nominations Committee at the June meeting of Presbytery to serve from the First day of July following the said June meeting of Presbytery.
- i) Members of Standing and Support Committees shall normally be appointed for a maximum of four years in the first instance and be eligible for re-election for a further four years. No member shall normally serve for more than two consecutive terms of office.
- j) Each Standing and Support Committee should, if possible, include representation from the different geographic areas of the Presbytery.
- k) Each Standing and Support Committee shall appoint a Vice-Convenor and Minute Secretary.
- l) Presbytery shall appoint a Convenor-Designate to each Standing and Support Committee to serve alongside the Convenor during the latter's final year of office.
- m) The frequency, scheduling, location and format of Standing and Support Committee meetings shall be for Convenors to determine in consultation with their members.
- n) The Remits of each Committee shall be determined by Presbytery
- o) Standing and Support Committees may co-opt additional non-voting members who have a specific interest and expertise to offer, such co-options to be reported to the Business and Nominations Committee.
- p) The quorum of all Standing Committees shall be three members of presbytery.
- q) The Moderator and Clerk are entitled (*ex officio*) to attend all meetings of Standing and Support Committees, should be specifically invited if their advice or expertise is required, and informed of the date, time and location of the meeting in all circumstances.
- r) Delegated powers may be granted by the Presbytery to Committees. A Committee has authority to act in the name of the Presbytery in all matters falling within the powers delegated to it, provided that action shall not be taken unless it has the support of at least two-thirds of the Committee present and voting. Where powers of delegation have been used, Convenors shall report in writing to the Clerk all action taken for submission to the next ordinary meeting of the Presbytery.
- s) Convenors of Standing and Support Committees should submit any proposal requiring Presbytery finance to the Business Committee prior to submitting this to Presbytery.
- t) A Convenor who is unable to attend a meeting of the Business Committee should appoint a deputy to attend in their place.
- u) All business for inclusion on the Agenda, including written Standing Committee Reports and Deliverances and all papers for circulation with the Notice of Meeting should be delivered to the Clerk no later than sixteen days before the presbytery is due to meet, such correspondence to be in electronic format unless there are exceptional reasons otherwise.

- v) Urgent business arriving too late for inclusion on the Agenda should be intimated in writing or electronically to the Clerk as soon as practicable and at least forty eight hours before the meeting.
- w) All relevant papers should be forwarded to presbytery members ten days in advance of the presbytery meeting.

12. ORDER OF THE DAY

The Presbytery shall be free to appoint an Order of the Day for any special item of business: the execution of the Order to be left in the hands of the Moderator.

13. CALL TO ORDER

The Moderator shall be entitled to call a speaker to order if there be need.

14. FINANCE

1. Presbytery Levy

A levy to meet the expenses of Presbytery shall be made on each Congregation at a rate of 1.5% of the previous years assessable income as per the annual accounts. This shall be subject to an annual review.

2. Expenses

While members are asked to exercise economy those carrying out duties on behalf of Presbytery or attending Presbytery meetings may claim reimbursement of travel costs at £0.45 per mile, or of a second class train fare. In addition, the ferry fare and board and lodging expenses for overnight stay will be allowed for those travelling to and from Arran and Cumbrae at the actual expense occurred, if reasonable and receipted.

3. Accounts

- a) The congregational Treasurer should send copies of congregational Accounts to the Presbytery Office marked for the attention of the Secretary of the Finance and Accounts Committee. Once approved by the Committee, a set should be sent to OSCR not later than 30th September. On the same date, a set of accounts must also be sent to 121 George Street.
- b) Approved congregational accounts must be received (not approved) by a congregation at the Stated Annual Meeting, or equivalent Congregational Meeting in the case of congregations not having the Model Deed of Constitution, such meeting to be held not later than the 30th June following the financial year-end date.

4. Trustees, Budget and Ministry and Mission Allocations

- a) All full members of the Presbytery shall act as the Trustees of the Presbytery for Charitable purposes
- b) An Independent Examiner shall be appointed at the June meeting of Presbytery. He or she may not be a Trustee.
- c) The Trustees Report shall be presented at the October meeting of Presbytery
- d) A budget for the following year, which shall *inter alia* specify the monies allocated to Standing Committees to spend at their discretion, shall be presented to the December meeting of Presbytery. The expenditure of any additional monies shall require the approval of Presbytery.
- e) Ministry and Mission Allocations for the following year shall be presented to the October meeting of Presbytery. However, it shall be competent to amend individual allocations during the year.

15. EXAMINATION OF RECORDS

In the first few months of each year the following congregational records will be inspected: Kirk Session Minute Book, Congregational Roll, Baptismal Register, Minute Book of the appropriate Financial Board where applicable, Data Protection Policy, Property Register and Safeguarding Register.

16. INDUCTIONS AND ORDINATIONS

- a) At Ordinations, Inductions, and at the Setting Apart of Readers the Moderator, if a minister, shall preside and Induct, Ordain or Set Apart, or, if an elder, preside, induct and set apart but a minister appointed by the Nomination and Business Committee shall ordain.
- b) The person conducting worship shall conduct the opening devotions and preach, and the sermon should not overlap with the Charges, which shall be given by the Moderator.
- c) Robes may be worn
- c) All Presbyters are welcome to attend an Induction and/or Ordination, but those living near to the congregation in question shall be expected, so far as possible, to attend.
- d) On Induction, every minister shall receive:
 - I. The Call
 - II. Details of parish boundaries;
 - III. Current Presbytery plan.

17. PRESBYTERY AND THE GENERAL ASSEMBLY

- a) In the case of Remits from the General Assembly a motion approving shall have precedence over others
- b) While the presbytery reserves the right of free election of Commissioners to the General Assembly, Commissioners to be nominated shall normally be chosen by rotation.
- c) In the event that all Commissions are not filled an appeal will be made by the Nomination and Business Committee for applicants to fill such vacant Commissions. The Nomination and Business Committee shall determine who will fill such vacancies from the pool of applicants.
- d) In any year when the Clerk does not receive a Commission to the General Assembly he/she is empowered, at the expense of Presbytery, to attend the proceedings of the Assembly.

18. AMENDMENT OF STANDING ORDERS

- a) Any proposal for the alteration of standing orders shall be either: i) on the report of the Business Committee and intimated to Presbytery; ii) by notice of motion sent in writing to the Clerk in time to be circulated in advance to all members of Presbytery;
- b) Standing orders may be amended on such a proposal or motion receiving a simple majority of those present and voting at the meeting at which it is considered.

19. SUSPENSION OF STANDING ORDERS

The Presbytery may, on the motion of any member and on cause shown, suspend Standing Orders, or any of them, provided that such Motion shall receive the support of at least two thirds of those voting when the question is put by the Moderator, and provided that such suspension shall not contravene any General Assembly legislation or regulations or be otherwise *ultra vires*.

APPENDIX

PROPERTY

1. Financial Limits

- a) Presbytery requires that all proposed alterations, together with any repairs exceeding **£5000** per annum for Buildings in Category B and exceeding **£25,000** per annum for Category A Buildings (see Section 5.2 of the Appraisal and Adjustment Act, 2003) should be submitted to the Property and Finance Committee in good time for its meeting, along with relevant forms and plans. All alterations and any repairs costing in excess of **£50,000**, including expenditure on repairs over the preceding three years and the coming three years, are required to be transmitted by Presbytery to the General Trustees for their approval.

2. Maintenance and Repair

- b) The permission of Presbytery, and where appropriate of the General Trustees, must be sought and obtained before work commences on major alterations, and/or any additions, and/or repairs to property, whether or not the titles are vested in the General Trustees.
- c) The cost of work must include all work to be carried out, even if phased, and must include all fees for all legal work, architects, surveyors, VAT, and any other costs which may be incurred.
- d) In the event that repairs are urgently necessary in the interests of safety or to maintain the building in a wind and water tight condition, the work may proceed without prior consent, in consultation with the Convenor or Vice-Convenor of the Property and Finance Committee. Such work shall be noted in the minutes of the next Property and Finance Committee meeting and submitted for homologation at the next ordinary meeting of Presbytery.
- e) Four weeks' notice shall be given to the Property and Finance Committee to consider plans and submissions for the subsequent meeting of Presbytery. Submission must include full details, plans, costings (estimates), details of financial reserves, along with any fundraising plans. Additionally, where possible, evidence of three competitive tenders must be produced and details should be included of the last two financial years expenditure on the congregation's properties.
- f) Where there is doubt whether work is an alteration or a repair, the matter should be raised with the Property and Finance Committee for clarification.
- g) Congregations are reminded that expenditure on property is approved by Presbytery without prejudice to any future negotiations on readjustment.
- h) When significant work on a heating system is involved, prior consultation with the Church of Scotland's Energy Consultant should be undertaken. Congregations are reminded that financial assistance may be available from the General Trustees where the installation of renewable or sustainable energy sources is envisaged. Where work on lighting or sound systems is contemplated then it is recommended that advice be sought from the Consultants on these matters appointed by the General Trustees.

3. Property Register

- a) The Property Register should be kept up to date and the year's log of inspection and work completed. The Register should be submitted to the Congregation's Financial Court at the first meeting of the year prior to submission for Presbytery's inspection. The Register must include a record of insurance levels on all properties.

4. Professional Surveys

- a) Ten yearly inspections of property by the Buildings Officer are to be made according to an approved rota devised by the Property and Finance Committee and Buildings Officer.
- b) Following receipt of the Professional Survey Report all work identified as "Urgent" must be completed within one year of receipt of the report by the congregation.
- c) Following receipt of the Professional Survey Report all work identified as "Essential" must be completed within five years of receipt of the report by the congregation.
- d) Following receipt of the Professional Survey Report all work identified as "Desirable" must be completed within ten years of receipt of the report by the congregation.
- e) Congregations will be asked to submit to the Property Committee details of how they intend to finance "Urgent" and "Essential" work within the respective time frame.
- f) Attention is drawn to the need to complete and maintain a Manse Condition Report (Act XII 2007).

5. Vacancies

- a) On the occurrence of every vacancy, the manse shall be inspected by the Property and Finance Committee and a written report on the condition of the properties shall be submitted to the Presbytery.
- b) As soon as possible after the congregation(s) have elected to call a new minister, the Property and Finance Committee shall inspect the manse and submit a written report to the Presbytery.
- c) The Call shall not be sustained unless the Manse condition is considered to be satisfactory.

VACANCIES AND CALLS

- a) Congregations should obtain guidance from the Vacancy Procedure Committee of Presbytery and consult the Guidelines for Nominating Committees and Interim Moderators from the Faith Nurture Forum on intimation of a vacancy, and should follow the provisions of the Acts of the General Assembly regarding vacancy procedure as these may be enacted and amended from time to time.
- b) Congregations should seek details of vacancy procedures and schedules on the Church of Scotland Website or from the Presbytery Office. Interim Moderators shall ensure that vacant congregations are made aware of all required vacancy procedures as early as possible in the vacancy.

- c) Kirk Sessions should consider what pastoral provisions can be given from the congregation and whether or not a Locum should also be appointed.
- d) The Vacancy Procedure Committee has been entrusted to act on non-controversial vacancy matters and will seek to expedite matters by issuing an edict to the congregation with the intended action and informing full members of Presbytery. The action will be final unless four members of either the Presbytery or the congregation object within the time stated in which case proceedings will be sisted and will be dealt with at Presbytery.
- e) In consultation with the Interim Moderator and Advisory Committee, a Kirk Session should prepare a detailed Parish Profile of their congregation and parish with attention being paid to their vision of their ministry and mission in the foreseeable future.

CONGREGATIONAL WORSHIP

Kirk Sessions are responsible for ensuring that a Principal Diet of Worship takes place in each parish every Sunday (except in cases where a Basis of Linkage or Union specifies otherwise). The hour of worship is fixed by the Kirk Session except where specified in a basis of linkage or Union.

Services in addition to the Principal Diet of Worship may be held without Presbytery approval. In any case where the Principal Diet of Worship has to be cancelled, the Presbytery Clerk must be notified as soon as possible.

Kirk Sessions wishing to omit the Principal Diet of Worship on a particular Sunday to allow the congregation to participate elsewhere in a joint Act of Worship must first obtain the permission of the Presbytery. However, such permission will not be required in the case of a United or Linked charge, where the service is to take place in another church within the union or linkage and/or where the timing of the joint service is to be changed.

Pulpit Supply

The General Assembly has determined that the payment of pulpit supply shall be at a standard fee (at present, £60 where there is only one diet of worship on a Sunday and £30 for each additional diet of worship). In all cases necessary travelling expenses are to be paid at the rate of 45p per mile, or such other rate as may be set by the General Assembly. Congregational Treasurers are asked to make payment of appropriate fees and expenses on the same day as supply is provided.

GUIDANCE FOR MINISTERS

Sickness

All Ministers (and others) paid through the centralised payment scheme of the Church must report all absence from work due to sickness (irrespective of how short the absence may be or whether or not a Sunday is involved) to the Faith Nurture Forum and follow the guidance contained in the Ministers' Handbook. Faith Nurture Forum staff should be informed by telephone immediately the absence begins.

When a Congregational Treasurer incurs expenditure in providing pulpit supply as a result of the minister or trainee being absent through illness, full cost of pulpit supply will be refunded, provided application is made in the appropriate pro-forma return and that the absentee has previously advised the Faith Nurture Forum. In addition to those regulations Ministers are instructed to inform the Presbytery Clerk of their illness without delay so that Pastoral Care, assistance with Supply, or an Interim Moderator may be arranged if required.

Care And Support

The Presbytery operates a Pastoral Care Scheme for all ministers and Ministries Development Staff. Ministers are encouraged to seek fellowship and support amongst local colleagues.

Study Leave

The National Study Leave Scheme is operated under the direction of the Training and Development for Ministry and Mission Committee in consultation with the Faith Nurture Forum. Application Forms are available from the Faith Nurture Forum or via the Church of Scotland website and a copy should be submitted to Presbytery as well as the Faith Nurture Forum.

Chaplaincies

Where requests to become a chaplain come from within their own parish, ministers are free to accept such chaplaincies, recognising the advisability of informing their Kirk Session of such acceptance. Where the proposed chaplaincy extends beyond their parish, and/or exists out with their parish, then ministers should receive the permission of the minister of the parish(es) in which they would exercise that chaplaincy. Where any chaplaincy attracts payment for services rendered, the authority of Presbytery must be given before the appointment can be confirmed. Ministers are reminded that, when combining certain paid chaplaincies (eg prison chaplaincy) with full time parish ministry the number of hours which can be worked as a Chaplain is restricted and are recommended to clarify the position with the Presbytery Clerk prior to accepting the chaplaincy appointment.

Funerals and Marriage

Ministers-in-Charge are expected to provide parish funeral services. When a minister is ill, away from home, or for other good and sufficient reason unable to conduct funeral services, it is his/her duty to arrange for a deputy and to inform others who need to know of those arrangements. Funeral Directors must be encouraged to make the first contact with the Parish Minister funeral when a Church of Scotland funeral is requested. In case of difficulty the Presbytery Clerk should be contacted.

Ministers are reminded to update their out of office messages on phone and email.

Ministers are reminded of the laws regarding 'intrusion in another's parish' and that if they are considering ministering to non-members in another's parish then courtesy demands that they first contact the parish minister. No Church of Scotland minister should charge or receive a fee for a service but an unsolicited gift may be accepted.

The Church of Scotland is the National Church and, as such, its ministry and its congregations' parochial responsibilities extend beyond its membership to those who do not profess allegiance to the Church.

It is recognised that services are sometimes being conducted by people other than parish ministers (e.g. retired ministers) who are not in receipt of a stipend or salary. The General Assembly has accepted that where such individuals are effectively being asked to deputise for a Parish Minister, i.e. that 'the funeral is being conducted as part of the ministry of the local parish it is the responsibility of the congregation (through its financial body) to ensure that appropriate fees and expenses are met' and that the family of the deceased are not to be charged for such a person's services. The Faith Nurture Forum suggests that congregations pay a sum equal to the current pulpit supply fee when a depute conducts a service.

Marriages should normally take place in church though increasingly ministers are asked to officiate elsewhere and may do so using their discretion. A minister should not allow his or her name to be associated with any commercial undertaking that provides facilities for weddings.