



THE STEEPLE CHURCH

OPTIONS AROUND ADOPTION OF A NEW ORGANISATIONAL MODEL

Working Group

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The Working Group suggests that the current organisational model is no longer optimal in serving the needs of the congregation as a Church and a Charity.

1. There is a need for all core charity trustee responsibilities to be handled by one body of trustees.
2. There is a need for a more effective decision making structure and an opportunity for most operational decisions to be devolved to the Teams who are given responsibility for leading and co-ordinating defined areas of the congregation's spiritual and temporal life.
3. There is a need to create a system whereby Kirk Session matters can be dealt with in fewer and shorter meetings and with timely reporting structures that allow members adequate time to consider matters in advance of meetings.
4. There is a need to create a system which frees the Minister from the burden of feeling obliged to be actively involved in all / most of the congregation's Operational Groups, freeing him up to concentrate on those aspects of congregational life that are of highest priority for his ministry.
5. There is an opportunity to ensure that the skills and talents of all those involved in our Church Fellowship are best fostered and appropriately harnessed and that everyone is fully informed of all that is happening and feels more empowered to play an active role in the life of the congregation.

The Working Group has defined a core structure that we believe should deliver these aims either within a new Unitary Constitution as described below or within the current Model Constitution.

What we hope might be achieved with the adoption of such a new way of working is not simply a change of structure, but a change of culture. There are so many different parts to church life at The Steeple Church, for which we are grateful and most fortunate. It would help to move to a more devolved decision making structure and process. This will allow Teams to take responsibility for the areas of church life with which they have been entrusted, within the parameters set by the Church trustees. They will have a budget, devolved responsibility, and will be trusted to get on with the work they have been given.

3 CONSTITUTION OF THE STEEPLE CHURCH

For a number of years, the constitution of The Steeple Church has followed the Model Deed of Constitution. Our current organisation model under that constitution is shown at section 4 below.

In recent times, the responsibilities of Kirk Session and Congregational Board members have significantly changed, from that of purely serving the internal needs of the Congregation to also acting as legal trustees of a charity.

Charity trustees are the people who have the general control and management of the administration of a charity and are legally responsible under section 66 of the Charities and Trustee Investment (Scotland) Act 2005 for making sure that the charity works in a way consistent with its purposes (the reasons the charity exists) and complies with the law (see Appendix). All trustees share equal collective responsibility for this.

As recently as 2008, the General Assembly urged congregations not having a written constitution to adopt either the Model Deed or the newer Unitary Deed, prompted by the need to comply with the requirements of Charity Law.

For those unacquainted with the intricacies of church constitutions, a short background may be helpful.

3.1 THE MODEL DEED OF CONSTITUTION

Without going into too much detail, the Model Deed differentiates between the sacred and temporal matters, between the spiritual and material.

The Kirk Session is primarily concerned with the spiritual wellbeing of the church members and for the missionary outreach to the parish. The Moderator of meetings is the Minister.

The decision making on the temporal matters of finance and fabric is the responsibility of the Congregational Board, made up of the Minister, elders and elected church members. The Minister is the Chairman of the Board but meetings can be chaired by any of its members if the Minister declines office or is absent.

Under the Model Deed, the Charity Trustees are the members of both the Kirk Session and the Congregational Board.

3.2 THE UNITARY DEED OF CONSTITUTION

Under the Unitary Deed, instead of a separation between spiritual and temporal, and between Kirk Session and Congregational Board, there is only one main court, the Kirk Session, which has oversight of both matters. A key difference with this form of constitution is that it expressly provides for the constitution of committees to which the Kirk Session can delegate powers.

Under the Unitary Deed, the members of the Kirk Session are the Charity Trustees.

Following the view that a Unitary Constitution eliminates the possibility of charity trustees being constituted in separate meetings and coming to different views of common interest, there has been a trend towards its adoption. The General Assembly of 2016, while not compelling every congregation to adopt the Unitary Constitution, decided that new constitutions would only be issued in that form. Within the Presbytery of Dundee, 23 out of 35 congregations are now operating under the Unitary Constitution.

3.3 POTENTIAL PROS FOR UNITARY DEED OF CONSTITUTION (VERSUS CURRENT MODEL DEED)

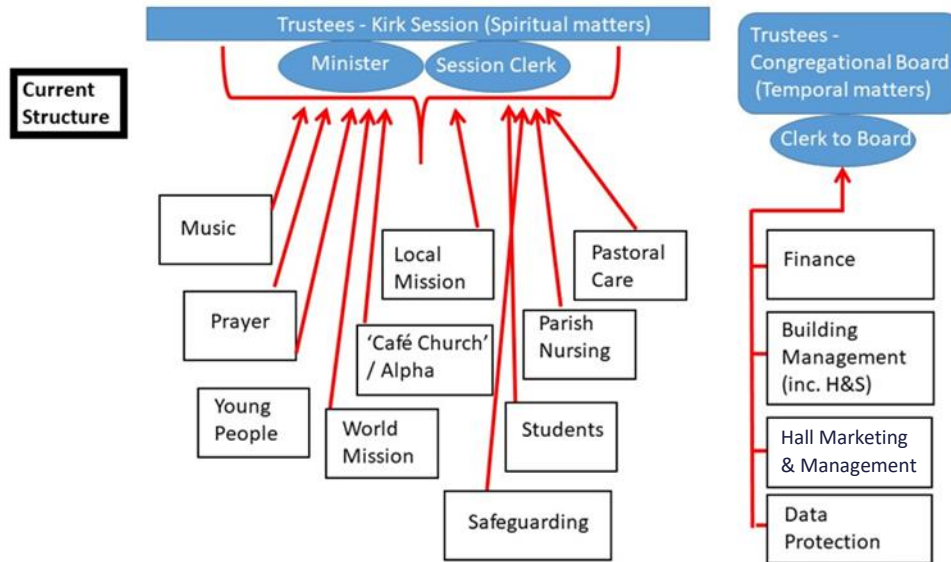
- There would be a single governing body of trustees – so all trustees are fully involved in the governance of the charity and able to promote a clearer sense of direction for the overall strategy of the congregation.
- The separation between spiritual and temporal matters can start to look somewhat arbitrary as they are often closely intertwined.
- The stronger emphasis on devolution of responsibility and decision making to ‘Teams’ should allow for better informed and faster decision-making and fewer and more focussed Kirk Session meetings.

3.4 POTENTIAL CONS FOR UNITARY DEED OF CONSTITUTION (VERSUS CURRENT MODEL DEED)

- Less time might be available within the Kirk Session for discussing spiritual matters, high level strategy and reflection, because of responsibility for governance of finance and fabric matters etc.
- Fewer members of the congregation may be involved in the decision-making of the church because of the lack of any ‘elected members’ of the Congregational Board.
- The minister has to chair all Trustee meetings.

4 CURRENT ORGANISATION OF THE STEEPLE CHURCH

The Kirk Session handles all issues relating to spiritual matters and the Congregational Board handles all temporal matters.



5 THE PROPOSED SHAPE OF THE STEEPLE CHURCH UNDER THE UNITARY CONSTITUTION

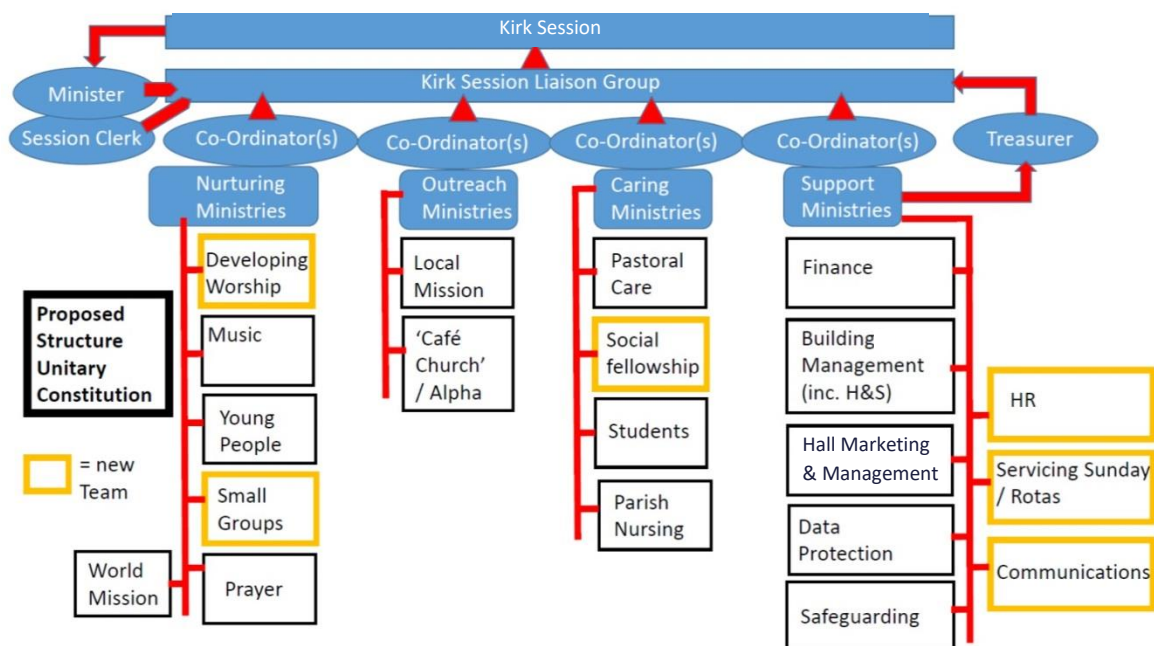
In order to best appreciate the Unitary Constitution, it is easiest to describe how it could be implemented for our situation at The Steeple Church.

To do that, this part of the document will look at the overall structure and how that structure would operate. In section 6 we will look at the individual remits of the teams.

5.1 BASIC PRINCIPLES

- Four **Ministry Streams**: ‘Nurturing Ministries’, ‘Outreach Ministries’ ‘Caring Ministries’ & ‘Support Ministries’
- As many as necessary **Action Teams** within these four Streams to cover all areas of congregational life and charitable function
- Proposed new congregational developments to follow the Flow Chart on page 10
- Each Ministry Stream supported/overseen by (preferably) 2 ‘Stream Coordinators’
- ‘Support Ministries’ managed within fourth Ministry Stream, also now supported/overseen by 1 (or 2) ‘Stream Co-Ordinator(s)’ – replacing Clerk to CB
- Four Stream ‘Co-Ordinators’ work together with Minister, Session Clerk & Treasurer in ‘**Kirk Session Liaison Group**’ to co-ordinate focussed KS Agenda
- KS role = Strategic & Spiritual Direction, + sensitive pastoral issues AND all core ‘Charity Trustee’ responsibilities, acting as a single governing body. Operational matters devolved to ‘Action Teams’.

5.2 PROPOSED ORGANISATIONAL STRUCTURE



5.2.1 THE KIRK SESSION

The Kirk Session would have oversight of the whole life and service of The Steeple Church, with responsibility for the spiritual and temporal oversight of the affairs of the congregation. Members of the Kirk Session would be the Charity Trustees of The Steeple Church. (See Appendix.)

The Kirk Session meetings would continue to be open to all and an invitation would be extended to the congregation to attend. There would be an opportunity for any member of the congregation to speak, however final decisions would remain in the hands of the elders.

The Kirk Session would ideally appoint two Co-ordinators for each Ministry Stream to work together. At least one of the Co-ordinators would be an elder and would be a member of the Liaison Group.

The Kirk Session would continue to be moderated by the Minister.

5.2.1.1 SESSION CLERK AND TREASURER

The Kirk Session will appoint a Session Clerk and if possible a Deputy Session Clerk who would ideally serve in that role for five years, or longer by mutual agreement. Further appointments of five years may be made.

The Session Clerk, supported by the Deputy Session Clerk, would be responsible for keeping a regular minute of the proceedings of the Session and proceedings at the Annual Meeting of the congregation and maintaining these in a permanent record. The Session Clerk will ensure the safe custody of all records and deal with all correspondence, including the issue of extract minutes.

The Session Clerk will chair the Kirk Session Liaison Group.

The Kirk Session will appoint a Treasurer who would ideally serve in that role for five years or longer by mutual agreement.

The Treasurer's duties include keeping one or more bank accounts in the name of the congregation and such detailed accounting records of the income and expenditure and of the assets and liabilities of the congregation. The Treasurer and up to four members may be authorised to act as signatories of all cheques drawn on the congregation's bank accounts.

The Treasurer will sit on the Kirk Session Liaison Group.

5.2.1.2 APPOINTMENT OF ELDERS

The Acts of the Church of Scotland allow for various different means by which to appoint new elders. Traditionally in The Steeple Church this has been by nomination and appointment within the Kirk Session.

There may be concern that the 'democratic' element that is allowed by the Model Constitution, whereby members of the congregation are elected to serve on the Congregational Board will be lost under a move to the Unitary Constitution if the present system of appointment of elders is maintained.

The Act (Act X, 1932, amended) also allows for

- Nomination and direct election for the members of the congregation.
- A system of signed lists, in which members of the congregation submit a signed list of names and the names having the greatest numbers of votes are elected.

It would be proposed, perhaps for a trial period of 5 years, to use a hybrid system whereby the whole congregation (including elders) is given the option to nominate names to the Kirk Session. Assessment and appointment would then be made by the Kirk Session.

5.2.2 THE KIRK SESSION LIAISON GROUP

The introduction of a Liaison Group follows the pattern of the Presbytery Business Committee.

The Liaison Group would be moderated by one of the Session Clerks, with a Secretary appointed to take minutes.

The Liaison Group would comprise the Minister, Session Clerks, one Ministry Stream Co-ordinator for each stream, Treasurer and any other co-opted members.

The remit for the Liaison Group is described below in section 6.2.

5.2.3 TEAMS

The Teams are where the bulk of The Steeple Church's work will happen.

Each Team should have a leader, who may or may not be an elder. It would also be recommended that someone in each Team act as Secretary to take a basic minute of each meeting which would be sent to their Ministry Stream Co-ordinator. Details on reporting and minutes are provided in sections 5.3.2.2.

All members of the congregation will be encouraged to become active in the decision-making process and delivery of the work of the church through their participation on one or more Teams.

While the word 'Team' suggests a group of people, and while this will indeed be appropriate for most areas of Ministry, in some circumstances it may be appropriate for a single person to take sole responsibility for certain circumscribed tasks eg/ Safeguarding or Health & Safety.

Teams should 'meet' at such intervals as is necessary for the effective progress of the areas under their remit. Meetings need not always be formal physical get-togethers but could also be 'virtual' using new technologies. Leadership, clarity of both purpose and devolved responsibilities, and good communication are crucial. Active Teams with significant remits might aim to 'meet' and report at least quarterly – in line with the reporting cycle described later (see 5.4) An annual Team report is a minimum necessity.

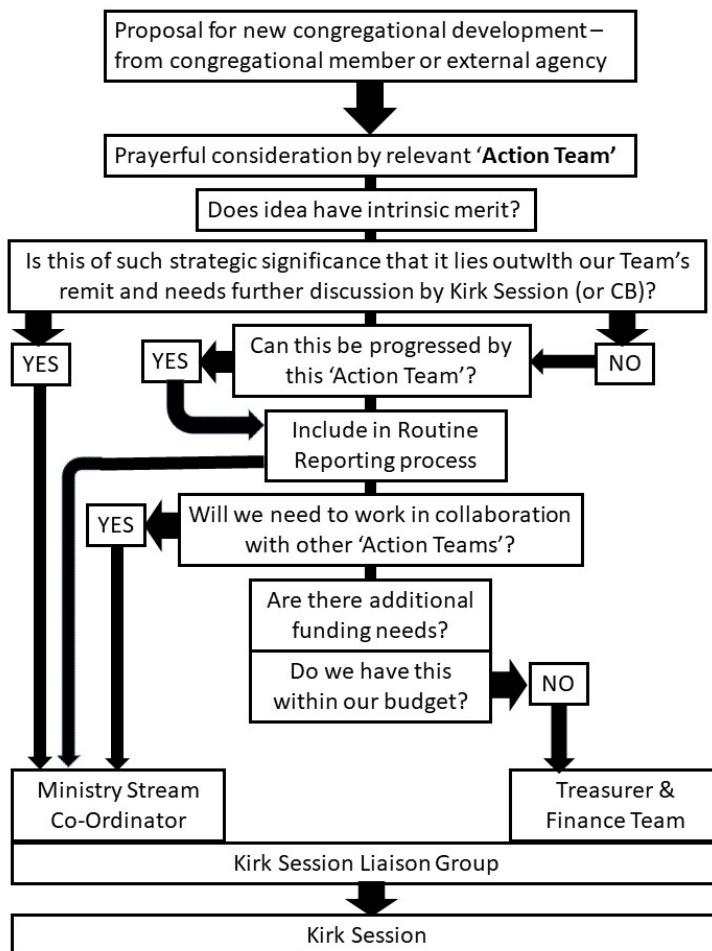
Suggested remits for each Team are outlined in sections 6.3 - 6.7.

5.3 METHOD OF WORKING

Central to the working of any structure is communication, particularly communication between different Teams and office bearers, and between the Kirk Session and the congregation as a whole.

It is suggested that the Kirk Session move to a system of written reports. Minutes of the Kirk Session could be made available for members of the congregation to read with matters held in private being minuted in a record apart.

The new system as described would encourage ideas and suggestions to be fed in from any member of the congregation and from external sources.



5.3.1 GENERAL OVERVIEW OF REPORTING STRUCTURE

The reporting structure would revolve around the Kirk Session meeting as the culmination of a particular cycle of meetings.

Teams to meet

Team Reports submitted to Stream Co-ordinators

Liaison Group Meets

Reports Submitted to Session Clerk

Reports & Draft Agenda Distributed

Kirk Session Meets

Kirk Session minute circulated shortly after KS meeting

The cycle would begin with a window of opportunity in which the Teams would meet, which could be 4 or 6 weeks depending on the frequency of Kirk Session meetings.

Two to three weeks before the Kirk Session meeting the Liaison Group would meet in order to prepare for the Kirk Session meeting, draft the agenda, coordinate Team activity and so on (full remit in section 6.2). Final reports from the Teams would be expected to be in the hands of the Session Clerk by the end of that week.

The Session Clerk would prepare the reports from Teams and a draft agenda for distribution to all elders at least one week before the Kirk Session meeting.

Thereafter additional agenda items should only be added in exceptional circumstances in consultation with the Liaison Group chairman and should be accompanied by written material circulated as early as possible, so that KS members will have prior knowledge of what they were being asked to consider

Extra copies would be available for church members at the Kirk Session meeting itself.

5.3.2 REPORTS AND MINUTES

The system of reports will be essential to the smooth operation of the Unitary Constitution. Some guidance might be useful so that Teams are aware of the expectations that this system would introduce.

5.3.2.1 TEAM MINUTES

It would be expected that all Teams keep a basic minute of their meetings. The minutes do not need to be a word for word account of all that was discussed at the meeting. All decisions that are made should be recorded, and it might be helpful to note in summary form any discussions that led to a decision.

They should be available for inspection by the Kirk Session, if requested.

5.3.2.2 TEAM REPORTS

The Report would include

- a note of decisions made,
- a summary of any discussion the Team thinks may be useful for the Kirk Session to know,
- a list of recommendations to bring to the Kirk Session for a decision, if necessary.

A standard template would be provided for all Teams. Production of the Report is the responsibility of the Team Leader.

5.4 PROPOSAL FOR MEETING STRUCTURE 2019/20

One of the key goals for introducing the Unitary Constitution would be to enable Teams to work with greater sense of purpose and autonomy. However, the central role of the Kirk Session for oversight remains.

In order to facilitate this, a suggested Meeting Structure is shown below.

There is an inbuilt flexibility for teams, who can meet at any time between meetings of the Kirk Session and the next Liaison Group. A review after a trial period of 12 months would be recommended.

Date	Event	Purpose
[1 August 2019 onwards	Teams	Review remit / plan for year ahead / allocate responsibilities
4 September 2019	Liaison Group	Review progress / prepare for Kirk Session
25 September 2019	Kirk Session	Normal business / Team reports / deliverances / etc.
2 October 2019 onwards	Teams	Normal business
6 or 20 November 2019	Liaison Group	Review progress / prepare for Kirk Session
20 Nov OR 4 December 2019	Kirk Session	Normal business / Team reports / deliverances / Check Roll / Agree Budget etc.
11 December 2019 onwards	Teams	Normal business
4 March 2020	Liaison Group	Review progress / prepare for Kirk Session and Annual Meeting / initiate plans for Kirk Session away day
25 March 2020	Kirk Session	Approve Accounts/ approve proposals for SAM / normal business / Team reports / deliverances / etc.
Sunday 29 March 2020	Annual Meeting	Accounts / business only
1 April 2020 onwards	Teams	Annual review of work / plan strategy for next 2 years / review budgets
7 or 21 May 2020	Liaison Group	Annual review / evaluation of 2 year plan / budgets / finalise Kirk Session away day
4 June 2020	Kirk Session	Away day to review and evaluate each Team's achievements and plans / discuss future strategy and budgets / guest speaker
11 June 2020 onwards	Teams	Normal business / prepare for next year]

Teams to submit report to co-ordinator two weeks before Liaison Group.

We also recommend a KS Away Day be arranged annually.

6 REMITS FOR KIRK SESSION, LIAISON GROUP AND TEAMS

In this section a general remit for all Teams, an outline of the suggested specific remits for each group and the role of Team Leaders is described. It is anticipated that remits will be reviewed by individual Teams and the Kirk Session

6.1 THE KIRK SESSION

Under the Unitary Constitution the Kirk Session is the sole governing body of the Charity.

Moderator: The Minister

Minutes: Session Clerks

The responsibilities of the Kirk Session include

- concern for the spiritual welfare not just of the congregation but also of the parish as a whole
- the provision of church services
- concern for the organisational life of the congregation
- the need to maintain good order, administer discipline, judge and determine cases, and see that Assembly legislation is observed
- judging the fitness of those who desire to receive the Sacraments
- maintaining both a Baptismal Roll and a Communion Roll
- appointment of one of its number to represent it in Presbytery
- matters relating to Safeguarding

With the dissolution of the Congregational Board, the responsibilities would also include

- maintenance and insurance of the properties of the congregation
- preparation and distribution of an annual budget for the congregation
- creation and maintenance among the members of the congregation a commitment to the provision, by regular giving, of sufficient income to meet the cost of the whole financial and other temporal affairs of the congregation and taking all necessary and appropriate measures to that end.
- setting the level of salaries of church officials and entering into contracts of employment
- termination of contracts of employment and supervision of all paid employees
- payment of salaries of Church officials and other expenses of the congregation
- meeting of the Ministries and Mission allocations
- raising of additional funds, if need be, subject to the approval of the Presbytery, (where the funds are to pay for extraordinary repairs or improvements, the approval of the General Assembly's Committee on Parish Appraisal and of the General Trustees is also required)
- management of church funds to ensure they are used exclusively for congregational and/or Church of Scotland purposes unless specially raised or donated for other purposes
- acceptance of loans only if repayment can be assured and if agreed by Presbytery
- keeping detailed accounting records and preparing Congregational Accounts in a form that shows income and expenditure, assets and liabilities
- arranging for the proper auditing of the Accounts of the congregation and its organisations
- arranging for the Annual Meeting to receive the accounts
- submission of the audited accounts for approval by Presbytery and submission to OSCR
- matters relating to Data Protection
- matters relating to Health & Safety
- all other duties relating to Charity Trusteeship

The discharge of these responsibilities would be devolved to appropriate Teams as far as possible.

6.2 THE KIRK SESSION LIAISON GROUP

Moderator: Session Clerk

Minutes: Secretary to the Liaison Group

Membership: Minister, Session Clerks, one Ministry Stream Co-ordinator for each stream, Treasurer and any other co-opted members.

The remit of the Liaison Group would include

- making arrangements for all normal Kirk Session meetings, including drafting its Agenda, and for any visiting speakers
- regularly evaluating and coordinating Team activity, reviewing each Team's activities, and, where applicable, coordinating the activities of the Teams
- ensuring that Teams are properly resourced
- ensuring all major issues and changes are brought to the Kirk Session for discussion and approval
- encouraging Teams to become involved in partnerships and to share experiences and resources

6.2.1 ROLE OF MINISTRY STREAM CO-ORDINATOR

- To prayerfully and actively support and encourage Teams via the Team Leaders within their ministry stream
- to ensure that the work devolved to Teams is progressed
- to sit on the Kirk Session Liaison Group and provide it with all necessary information relevant to the activities of Teams in their Ministry Stream
- to act as the link between Teams in their Ministry Stream and the Kirk Session via the Liaison Group
- to receive reports and be conversant with decisions made within their Teams

6.3 TEAMS

The following remits and guidelines would, by necessity, need to be kept under continual review and be open to change, subject to Kirk Session approval.

The Minister should be considered an *ex officio* member of all Teams but without the expectation that he will become actively involved unless he feels this particularly important.

Teams should only provide the Minister with minutes and reports if and when he requests these.

6.3.1 THE ROLE OF TEAM LEADER

This will include

- monitoring the activities of their Team;
- ensuring that the Team are reminded of and work towards achieving the goals within their remit;
- reviewing and proposing amendments to the remit as required, via the Liaison Group and Kirk Session;
- coordinating Team activities – with other Teams directly and through the Liaison Group;
- ensuring Team reports are received by the Stream Co-ordinator in time for distribution prior to Liaison Group meetings.

6.3.2 GENERAL REMIT FOR ALL TEAMS

All Teams will

- hold meetings as required, and record actions arising to ensure the remit of the Team is carried out effectively
- provide written reports to the Stream Co-ordinator by email at least 14 days in advance of Liaison Group meetings, detailing decisions already taken and indicating other areas where matters may need to be discussed by Kirk Session
- coordinate activities of the Team via the Liaison Group, and by active liaison with other Teams when required
- regularly review the work of the Team, liaising with their Stream Coordinator, and seeking Kirk Session approval for significant future plans where appropriate
- ensure Team activities are communicated to the wider church
- Identify expenditure requirements, operating within a budget forecast approved by the Kirk Session and to bring any proposed expenditure over and beyond the budget to the Finance Team for approval
- liaise with the Booking Co-ordinator regarding the use of church resources

6.3.3 TEAM REMITS

20 Ministry Teams operating across 4 Ministry Streams (Nurturing/Outreach/Caring/Support).

6.4 NURTURING MINISTRIES STREAM

6.4.1 DEVELOPING WORSHIP TEAM (NEW)

Remit:

- To support the Minister in discerning, developing and delivering the worship life of The Steeple, including exploring new expressions of worship.
- To ensure that Worship remains contemporary and relevant to the needs of the Congregation.

Team Leader: Robert Calvert

6.4.2 MUSIC TEAM

Remit:

- To prayerfully plan and lead the musical praise within The Steeple
- To foster the musical talents within the Steeple fellowship
- To ensure that musical praise remains fresh and of a high standard, with adequate preparation.
- To ensure that appropriate musicians are rota'd to lead and support praise each Sunday morning.

Team Leader: Mark Parsons

6.4.3 YOUNG PEOPLE TEAM

Remit:

- To foster the important priority of young people (0-16) within The Steeple, and to encourage sustained prayer for them.
- To prayerfully ensure that the young people within our fellowship, and those who visit, are loved and nurtured.
- To prayerfully support the parents and carers of the young people within the Church family.
- To ensure that a really welcoming and attractive package of 'age appropriate' activities and support for young people is available each Sunday morning.
- To ensure that the specific needs of our 'older' young people are met within a 'Youth Fellowship' model, working together with other Churches if possible.
- To recruit, train and support volunteers to work with Young People on Sunday Mornings and at other times.
- To foster, plan, prepare and deliver monthly 'Messy Church' Services as part of The Steeple's core activities.

Team Leader:

6.4.4 SMALL GROUPS TEAM (NEW)

Remit:

- To foster the important priority of 'midweek Small Groups', including Home Groups, within The Steeple, as a key vehicle for fellowship, prayer and bible study.
- To support and encourage 'Small Group' Leaders and hosts in their important role.

Team Leader:

6.4.5 PRAYER TEAM

Remit:

- To foster and support the prayer life of the Congregation.
- To organise regular opportunities for collective prayer – prayer meetings, vigils etc.
- To compile and publish a regular Church 'prayer letter' or equivalent.
- To ensure that the 'Prayer Room' is kept fresh, relevant, fit for purpose and well used.

Team Leader:

6.4.6 WORLD MISSION TEAM

Remit:

- To foster and co-ordinate a focus on and support for individuals and organisations working in Christ's name overseas.
- To prayerfully discern which individuals and organisations to highlight and support.
- To ensure that information and prayer requests are made available and highlighted to the congregation.
- To plan and organise fund-raising opportunities, as appropriate.
- To organise special events and services as appropriate.
- To prayerfully distribute funds given to the Steeple International Fund.
- To act as the liaison with World Mission Council, Presbytery World Mission initiatives and other Christian organisations working overseas.

Team Leader:

6.5 OUTREACH MINISTRIES STREAM

6.5.1 LOCAL MISSION TEAM

Remit:

- To prayerfully co-ordinate and organise the activities and approaches that the Steeple adopts to tell out the good news of Jesus to those in our City.
- To provide 'seeker-sensitive' space in the Steeple Sanctuary on a regular basis.
- To promote and co-ordinate support for Dundee-wide outreach activities (eg/ CreationFest).

Team Leader: John Clark

6.5.2 'CAFÉ CHURCH' / ALPHA TEAM

Remit:

- To organise and advertise regular structured Outreach Events in the Steeple, including Café Church and Alpha Courses.
- To ensure that volunteers are recruited for support functions including catering, AV and security.

Team Leader:

6.6 CARING MINISTRIES STREAM

6.6.1 PASTORAL CARE TEAM

Remit:

- To work with the Minister and Pastoral Assistant to ensure that the pastoral care needs of members of The Steeple family are identified and met.
- To ensure that the elderly and infirm are regularly visited and supported.

Team Leader:

6.6.2 SOCIAL FELLOWSHIP TEAM (NEW)

Remit:

- To organise and co-ordinate Church Lunches, 'Out & About', Ski Club and other ad hoc special events that seek to build friendship and community.
- To ensure that visitors and newcomers are welcomed and helped to integrate into the fellowship.

Team Leader:

6.6.3 STUDENTS TEAM

Remit:

- To prayerfully identify and support Students, including those from overseas, who worship with us.

Team Leader:

6.6.4 PARISH NURSING TEAM

Remit:

- To deliver all aspects of the Parish Nursing at The Steeple.

Team Leader: Barbara McFarlane

6.7 SUPPORT MINISTRIES STREAM

6.7.1 FINANCE TEAM

Remit:

- To support the Treasurer in carrying out his/her duties as laid down in the Constitution of the Church.
- To take responsibility for the safe and responsible stewardship of all aspects of the Church's finances, in line with Church of Scotland regulations and Charity Law, and to ensure that Church income is used exclusively for the purposes of the congregation and the Church of Scotland.
- To prepare annual expenditure budgets after liaising with Action Teams and to present these to the Kirk Session for approval.
- To monitor income and expenditure throughout the year in comparison with budget targets.
- To ensure that Annual Accounts are independently examined or audited and presented to Presbytery and OSCR in a timely fashion. Also to ensure that the congregational accounts are received by the congregation at the Annual Meeting.
- To administer the 'Gift Aid' scheme on behalf of the congregation and to ensure compliance with HMRC guidelines.
- To provide and promote a variety of ways for donors to give.

Finance Convenor: Bob Potter

Treasurer: Alister Stibbles

6.7.2 BUILDING MANAGEMENT TEAM

Remit:

- To take responsibility for the maintenance and upkeep of all Church premises, including the Manse, and all equipment.
- To arrange adequate and appropriate insurance for all Church premises and assets.
- To comply with the requirements of the Local Church Review and Quinquennial Property Survey.
- To keep the Property Register and Manse Schedule updated and present them to Presbytery for annual inspection.
- To appoint contractors for works required in accordance with the Church's Bribery & Procurement Policy.
- To ensure that the usage of utility services is monitored and that there is a regular review of utility providers.
- To ensure that appropriate cleaning services are in place.
- To ensure compliance with Health & Safety and other legislation relating to heritable property as it applies to the Church.

Team Leader:

6.7.3 HALL MARKETING & MANAGEMENT TEAM

Remit:

- To control and co-ordinate the use of the Church buildings, including core congregational use, other use by congregational members, external individuals and organisations in accordance with Steeple Policies.
- To work with Red Pepper Events and other agencies to ensure appropriate use of the premises for external Meetings and Events.
- To set and regularly review appropriate tariffs for commercial and charity lets.
- To support the volunteer and hall lets coordinators.
- To ensure that volunteers are recruited, trained and rota'd to support usage, including set-up and reception duties.

Team Leader:

6.7.4 DATA PROTECTION TEAM

Remit:

- To ensure that the church complies with all aspects of the General Data Protection Regulations (GDPR) and any new regulations that may be introduced in future.

Team Leader:

6.7.5 SAFEGUARDING TEAM

Remit:

- To ensure that the church complies with all aspects of the Protecting Vulnerable Groups (PVG) regulations and any new regulations that may be introduced in future.
- To support individuals wishing to work with vulnerable groups, including young people, in completing Disclosure Scotland applications.
- To arrange such training as may be required for individuals wishing to work with vulnerable groups, including young people.

Team Leader: Piers Bowser

6.7.6 HR TEAM (NEW)

Remit:

- To take responsibility for preparing job descriptions, advertising posts, interviewing applicants, advising the Kirk Session on appointments and issuing contracts of employment to new employees.
- To ensure that a structured process of appraisal / performance review is carried out for all employees.
- To ensure that appropriate pension arrangements are made for Church employees.
- To keep the terms and conditions of employment of Church employees under review.
- To liaise with the Finance Team on rates of pay.
- To ensure that the Church's procedures relating to grievances and disciplinary matters are followed.

Team Leader:

6.7.7 SERVICING SUNDAY / ROTAS TEAM (NEW)

Remit:

- To ensure that all is in place for the smooth running of Sunday services
- To ensure that the weekly 'Notice Sheet' is published
- To ensure that AV preparations are in place
- To ensure that people are recruited and appropriately rota'd for:
 - Welcoming
 - Door Duty
 - Reading
 - Intercessory Prayer
 - Communion
 - Collection plates / counting/banking
 - Sound and PowerPoint operators
 - Beadling

Team Leader: Church Administrator

6.7.8 COMMUNICATIONS TEAM (NEW)

Remit:

- To optimise effective communication and information sharing within and beyond the Church family.
- To ensure that the Church Website remains fresh and comprehensive.
- To work alongside Red Pepper Events to promote optimal use of social media, including structured use of the Church Facebook Group.
- To effectively publicise 'outreach' and community focused events, including via press and Dundee Council website.
- To be aware of current Data Protection regulations.

Team Leader: Church Administrator

7 RETAINING THE MODEL CONSTITUTION

If the Model Constitution were to be retained, we believe that most of the principles described in this document could and should be put in place to ensure a more functional and efficient system, as follows:

- Congregational Board handles all Temporal/Support Ministries AND all core 'Charity Trustee' responsibilities (albeit CofS requirement for Safeguarding also to report to KS).
- CB remains responsible for co-ordinating/supporting/overseeing 'Support Ministry Action Teams'
- Kirk Session handles all work of three 'spiritual streams'.
- Work of 'Spiritual Stream Action Teams' supported/overseen by 1 (or 2) Co-Ordinator(s) for each 'Stream'
- Three Stream 'Co-Ordinators' work together with Minister & Session Clerk in '**Liaison Group**' to co-ordinate focussed KS Agenda
- KS role = Strategic & Spiritual Direction + sensitive pastoral issues. Operational matters devolved to 'Action Teams'

