General Assembly 2019

ORDER OF PROCEEDINGS

SATURDAY 18 – FRIDAY 24 MAY

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Free WiFi is available throughout the Assembly Hall
Network: General Assembly
Password: assembly2019

Tel: 0131 260 5220  Fax: 0131 260 5252
E-mail: assemblyoffice@churchofscotland.org.uk
Scottish Charity Number: SC011353
NOTES

1. The General Assembly stand

(a) When The Lord High Commissioner or the Moderator enters the Hall before the constitution of any Session;

(b) When Her Majesty’s Commission to The Lord High Commissioner and Her Majesty’s Letter to the General Assembly are read;

(c) When The Lord High Commissioner addresses the General Assembly, or the Moderator addresses The Lord High Commissioner; and

(d) When a distinguished visitor is brought into the Hall to address the General Assembly.

2. The General Assembly do not stand when The Lord High Commissioner retires from the Hall.

COMMISSIONERS’ TRAVELLING EXPENSES
AND SUBSISTENCE EXPENSES

These are as listed on the Expenses Claim Form

Expense Claim Forms will be received in the New College Foyer on:
     Friday 24 May – 10.00 am to 3.00 pm

or returned to the Principal Clerk’s Office within 21 days of the close of the General Assembly

Voting Handsets and swipe cards must be returned to the Assembly Office or handed in with Expense Claim Forms as above in order for claims to be processed.

Expenses may only be claimed by Commissioners who have recorded their attendance at a minimum of 17 out of 21 sessions of the Assembly.
## ASSEMBLY OFFICE-BEARERS

<table>
<thead>
<tr>
<th>Title</th>
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<tr>
<td>Moderator</td>
<td>Rt Rev Susan Brown *</td>
<td>845</td>
</tr>
<tr>
<td>Moderator-Designate</td>
<td>Rev Colin Sinclair *</td>
<td>846</td>
</tr>
<tr>
<td>Chaplains</td>
<td>Rev Timothy Sinclair *</td>
<td>847</td>
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<td>Rev Andrew Anderson *</td>
<td>848</td>
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<tr>
<td>Principal Clerk</td>
<td>Rev Dr George J Whyte †</td>
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<tr>
<td>Depute Clerk</td>
<td>Ms Christine Paterson †</td>
<td>850</td>
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<tr>
<td>Procurator</td>
<td>Ms Laura Dunlop QC †</td>
<td>851</td>
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<tr>
<td>Law Agent</td>
<td>Miss Mary MacLeod †</td>
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<td>Precentor</td>
<td>Rev Douglas Galbraith</td>
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<tr>
<td>Chief Steward</td>
<td>Mr Alexander F Gemmill</td>
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<tr>
<td>Assembly Officer</td>
<td>Mr William Mearns †</td>
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<tr>
<td>Depute Assembly Officer</td>
<td>Mrs Karen McKay †</td>
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## BUSINESS COMMITTEE

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<thead>
<tr>
<th>Title</th>
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<tr>
<td>Convener</td>
<td>Rev Fiona E Smith</td>
<td>853</td>
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<tr>
<td>Vice-Convener</td>
<td>Rev Donald McCorkindale</td>
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* Communications should be delivered to the Moderator’s Room, not to boxes.
† Communications should be delivered to the Clerk’s Desk, not to boxes.
## Index of Presbyteries

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### Roll of Commissioners

#### 1. Presbytery of Edinburgh

**Minister**

1. Rev James D Aitken, Edinburgh Corstorphine St Ninian’s  
2. Rev Peter I Barber, Edinburgh Gorgie Dalry Stenhouse  
3. Very Rev Dr Russell Barr, Edinburgh Cramond  
4. Rev Rolf H Billes, Edinburgh Colinton  
5. Very Rev Dr Derek Browning, Edinburgh Morningside  
6. Rev James S Dewar, Edinburgh Juniper Green  
7. Rev Dr Liam Fraser, Edinburgh Campus Minister  
8. Rev Ian Y Gilmour, (Edinburgh)  
9. Rev Prof Susan Hardman Moore, Edinburgh Principal of New College  
10. Very Rev James Harkness, (Chaplain General)  
11. Rev Elizabeth M Henderson, Edinburgh Richmond Craigmillar  
12. Rev Dr James A P Jack, Edinburgh Duddingston  
14. Rev Peter J Macdonald, Edinburgh Broughton St Mary's  
15. Rev Stephen Manners, Edinburgh St Nicholas Sighthill  
16. Rev Iain May, Edinburgh Leith South  
17. Rev Alexander T McAspurren, Edinburgh Leith North  
18. Rev Russell Mclarty, Edinburgh Meadowbank  
20. Rev Ian A Moir, (Department of National Mission)  
21. Rev Peter Nelson, Edinburgh Slateford Longstone  
22. Rev Sheena Orr, Edinburgh Prison Chaplain  
23. Rev Norman A Smith, Edinburgh Granton  
24. Very Ref Prof Iain R Torrance Kt, President Emeritus, Princeton Theological Seminary  
25. Rev George Vidits, Edinburgh St Stephen’s Comely Bank  
26. Rev Nigel Watson, (East Kilbride Stewartfield New Charge Development)  
27. Rev Dr Stewart G Weaver, Edinburgh: Portobello and Joppa  
28. Rev Dr John N Young, Edinburgh: Gracemount l/w Liberton  

**Elder**

29. Mr John M Ballantine, Edinburgh: St Stephen’s Comely Bank  
30. Sir Ewan Brown, Edinburgh Mayfield Salisbury  
31. Dr Gavin Brydone, Edinburgh Canongate  
32. Lady Bridget Coulsfield, Edinburgh St Cuthbert’s  
33. Dr John Crispin, Edinburgh Murrayfield  
34. Mr Michael Cunliffe, Edinburgh St Andrew’s & St George’s West  
35. Mr J Guy Douglas, Queensferry  
36. Dr Alison Elliot, Edinburgh Greyfriars  
37. Mr Jo Elliot, Edinburgh Greyfriars  
38. Mr John Hodge, Edinburgh Newhaven  
39. Ms Dee D Hunter, Ratho  
40. Mrs Caroline Kehoe, Edinburgh Greenbank  
41. Mr Bill Kerr, Edinburgh Carrick Knowe
Order of Proceedings

42. Prof Herbert A Kerrigan, Edinburgh Greyfriars
43. Miss Rose N Kumbanga, Edinburgh Morningside United
44. Mr Alasdair J Mackenzie, Edinburgh Colinton
45. Mrs Barbara McIntyre, Edinburgh Drylaw
46. Mrs Betty McLean, Edinburgh Willowbrae
47. Mrs Isabel McNabb, Edinburgh Greenside
48. Ms Sheila Minty, Edinburgh Corstorphine St Ninian’s
49. Mr Ian Murray, Edinburgh Priestfield
50. Mrs Margaret Nimmo, Edinburgh Willowbrae
51. Mr Hugh Paterson, Edinburgh Barclay Viewforth
52. Mr Douglas Robertson, Edinburgh Gracemount
53. Mrs Heather Seggie, Edinburgh St Nicholas Sighthill
54. Captain Richard A Smith, Edinburgh Broughton St Mary’s
55. Mr Thomas C Watson, Edinburgh Corstorphine St Anne’s
56. Mr Ross Wilkinson, Edinburgh Inverleith St Serf’s

Deacon
57. Mr Mark Evans, Edinburgh Head of Spiritual Care – NHS Fife
58. Miss Agnes M Rennie, Edinburgh St Martin’s

3. Presbytery of Lothian

Minister
73. Very Rev Dr John B Cairns, Aberlady with Gullane
74. Rev Andrew Don, Newton
75. Rev Kenneth W Donald, Cockenzie and Port Seton: Chalmers Memorial
76. Rev Alexander G Horsburgh, Dalkeith: St Nicholas Buccleuch
77. Rev Chris H Kellock, Army Chaplain
78. Rev Dr A Leslie Milton, Musselburgh: St Andrew’s High
79. Rev Aniko Schuetz Bradwell, Humbie with Yester, Bolton and Saltoun
80. Rev David D Scott, Traprain
81. Rev Lorna M Souter, Cockpen and Carrington with Lasswade and Rosewell
82. Rev Elisabeth G B Spence, Pioneer Minister
83. Rev Michael D Watson, Deputy Presbytery Clerk

2. Presbytery of West Lothian

Minister
59. Rev Dr Nelu Balaj, Livingston: Old
60. Rev Alistair Cowper, Kirknewton and East Calder
61. Rev Dr Rhona Dunphy, Ministries Support Officer, Ministries Council
62. Rev John M Povey, Kirk of Calder
63. Rev Scott Raby, Fauldhouse: St. Andrew’s
64. Rev Thomas S Riddell, Linlithgow St Michael’s
65. Rev Duncan Shaw, Bathgate St John’s

Elder
66. Mrs Eleanor M Blair, Kirk of Calder
67. Mr Ian Fowell, Linlithgow: St. Michael’s
68. Mr J Peter Kershaw, Pardovan, Kingscavil and Winchburgh
69. Mrs Lynne McEwen, Strathbrock
70. Mrs Janice McFarlane, Kirknewton and East Calder
71. Mrs Grace J Millward, Livingston: Old
72. Miss Agnes Waddell, Fauldhouse: St. Andrew’s
84. Rev Erica M Wishart, Tranent

**Elder**

85. Mr John Adamson, Cockpen and Carrington
86. Mrs Dianne Beatson, Musselburgh: St Andrew's High
87. Mr Kenneth G Bentley, Dalkeith: St John's and King's Park
88. Mr Christopher J Dixon, Prestonpans: Prestonrange
89. Mrs Margaret Findlay, Dalkeith: St Nicholas Buccleuch
90. Mr John Greig, Tranent
91. Mr Ivor A Highley, Musselburgh: St Clement's and St Ninian's
92. Mr T Finlay Marshall, Yester, Bolton and Saltoun
93. Mr John D McCulloch, Presbytery Clerk
94. Mrs Alison Meikle, Haddington: St Mary's
95. Mr Andrew Renwick, Lasswade and Rosewell
96. Mr John Wilson, Dalkeith: St Nicholas Buccleuch

**4. Presbytery of Melrose and Peebles**

**Minister**

97. Very Rev David Arnott, (St Andrews: Hope Park with Strathkinness)
98. Rev Malcolm S Jefferson, Lyne and Manor w St Andrew's Leckie, Peebles
99. Rev Victoria J Linford, Stow St Mary of Wedale & Heriot
100. Very Rev Dr Finlay Macdonald, (Principal Clerk)
101. Rev Malcolm M Macdougall, Eddleston w Peebles Old
102. Rev James H Wallace, (Ettrick and Yarrow)

**Elder**

103. Mr John Dimmock, St Andrews Leckie
104. Mrs Jane Gillham, Stobo and Drummelzier
105. Mrs Isobel Hunter, Skirling
106. Mrs Nora Hunter, Ettrick and Yarrow
107. Mr Ronald McQuat, Stow & Heriot
108. Mrs Lindsay Wilson, Ettrick and Yarrow

**5. Presbytery of Duns**

**Minister**

111. Rev Andy Haddow, Coldingham & St. Abbs linked with Eyemouth
112. Rev Mike Taylor, Chirnside l/w Hutton and Fishwick and Paxton

**Elder**

113. Mrs Carrie Haddow, Coldingham & St. Abbs linked with Eyemouth
114. Mrs Janet Shearer, Duns and District Parishes

**6. Presbytery of Jedburgh**

**Minister**

115. Rev Alistair W Cook, Hawick St Mary's & Old w Hawick Teviot & Robertson
116. Rev Anna S Rodwell, Kelso North & Ednam
117.

**Elder**

118. Mr R Scott Elliot, Hawick: Burnfoot
119. Miss Helen Howden, Hobkirk l/w Ruberslaw
120. Mr Stuart Kelly, Cheviot

**7. Presbytery of Annandale and Eskdale**

**Minister**

121. Rev Eric T Dempster, Lockerbie Dryfesdale, Hutton and Corrie
122. Rev Duncan J Macpherson, HM Forces Chaplain
123. Rev John G Pickles, Annan St Andrews l/w Brydekirk
124. Rev David Whiteman, Annan Old
Linked with Dornock

125. Miss Susan Bicket, Annan Old

126. Mrs Susan Jackson, Dalton and Hightae

127. Mr Adam John Moffat, Hoddam
Kirtle Eaglesfield and Middlebie

128. Mrs Janice Moore, Border Kirk

129. Mrs Angela Brydson, Presbytery Deacon

130. Rev Alison Burnside, Bengairn with Castle Douglas

131. Rev John Collard, Kirkcudbright

132. Rev John Notman, Dumfries: Troqueer

133. Rev Gary J Peacock, Irongray
Lochrutton & Terregles

134. Rev Sally M F Russell, Corsock & Kirkpatrick Durham w Crossmichael, Parto

135. Mrs Sheila Bishop, Castle Douglas

136. Mrs Mary Burney, Corsock and Kirkpatrick Durham

137. Mr Stewart McKean, Urr

138. Mrs Cath A Monk, Crossmichael, Parton and Balmaghie

139. Mr Jack Tait, Closeburn

140. Mr David Townsend, Dumfries: Northwest

141. Rev Eric Boyle, Kirkcovan l/w Wigtown

142. Rev Edward D Lyons, Penninghame, St. John

143. Rev Christopher Wallace, Kirkmaiden l/w Stoneykirk

144. Mr Martin Marsh, Kirkcowan l/w Stoneykirk

145. Mrs Jane Pitcher, Penninghame, St. John

146. Mr Sam Scobie, Presbytery Clerk

147. 10. Presbytery of Ayr

148. Rev Lynsey Brennan, Dundonald

149. Rev Kenneth C Elliott, Prestwick South / Craigie Symington

150. Rev Morag Garrett, Ochiltree / Stair

151. Rev Brian Hendrie, Ayr - St Leonards / Dalrymple

152. Rev James Hogg, OLM

153. Rev Ian Paterson, (Linlithgow: St Michael's)

154. Rev John W Paterson, Old Cumnock: Old l/w Lugar

155. Rev Robert Pickles, Crosshill / Maybole

156. Rev David Prentice-Hyers, Troon: Old

157. Rev Ian Wiseman, Prestwick Kingcase

158. Mrs Jean Barclay, Dalmellington

159. Mr Alan Bruce, Ayr: St Leonard’s

160. Mr Brian Duncan, Troon: Old

161. Mr David Hume, Alloway

162. Mr Gordon S Macdonald, Prestwick Kingcase

163. Mrs Agnes McTurk, Stair

164. Mrs Isabell A Montgomerie, Ochiltree

165. Mrs Lorna Paterson, Ayr: St Columba
11. Presbytery of Irvine and Kilmarnock

Minister

168. Rev H Taylor Brown, Presbytery Clerk
169. Rev David S Cameron, Kilmarnock: New Laigh Kirk
170. Very Rev William C Hewitt, (Clerk to the Presbytery of Glasgow)
171. Very Rev Dr David W Lacy, (Kilmarnock Kay Park Parish Church)
172. Rev Fiona E Maxwell, Kilmarnock Kay Park Parish Church
173. Rev Gavin A Niven, Stewarton John Knox
174. Rev Colin A Strong, Fenwick
175. Rev Kim Watt, Irvine Old

Elder

177. Dr Robin R Burnett, Irvine Fullarton
178. Mr Colin Cameron, Irvine Old
179. Mr Graeme Cameron, Newmilns Loudoun
180. Mrs Jane Johnston, Kilmarnock: Riccarton
181. Miss Fiona McBride, Crosshouse
182. Mr Thomson McKenzie, Irvine Old
183. Mrs Davina Scrimgeour, Stewarton John Knox
184. Mr George Seaton, Fenwick

12. Presbytery of Ardrossan

Minister

185. Rev R. Angus Adamson, Brodick w Corrie w Lochranza & Pirnmill w Shiskine
186. Rev Hilary Beresford, Kilwinning Mansefield Trinity
187. Rev Roderick I T Macdonald, Beith Parish Church
188. Rev Sarah Nicol, Saltcoats St Cuthberts
189. Rev Mandy Ralph, Largs Clarke Memorial
190. Rev Tanya Webster, Ardrossan Park

13. Presbytery of Lanark

Minister

197. Rev Michael Fucella, Biggar w Black Mount
198. Rev Paul G R Grant, Law
199. Rev Bryan Kerr, Presbytery Clerk
200. Rev Louise E Mackay, Lanark St Nicholas
201. Rev George Shand, the Tinto Parishes

Elder

202. Mrs Anna P Aitken, Coalburn and Lesmahagow Old
203. Mr Alan M Grant, Coalburn and Lesmahagow Old
204. Mrs Janette M Mason, Law
205. Mr Robin M Murdoch, Lanark: St. Nicholas
206. Mr Cameron D Sutherland, Biggar

14. Presbytery of Greenock & Paisley

Minister

207. Rev William R Armstrong, (Skelmorlie & Wemyss Bay)
208. Rev David Burt, Gourock Old & Ashton
209. Rev James Cowan, Barrhead St Andrew's
210. Rev Peter Gill, Paisley Wallneuk North
211. Rev Pamela Gordon, Barrhead Bourock
212. Rev Kenneth Gray, Bridge of Weir Freeland
213. Very Rev Dr Lorna Hood, (Renfrew North)
214. Rev Hanneke Marshall, Bridge of Weir St Machar's Ranfurly
215. Rev Dr Peter McEnhill, Kilmaclom Old
216. Rev John Murning, Paisley Sherwood Greenlaw
217. Rev Gary Noonan, Houston & Killellan
218. Rev Teri Peterson, Gourock St John's
219. Rev Stephen Smith, Kilbarchan Parish Church
220. Rev Alan Sorensen, Greenock Wellpark Mid Kirk

855.

Elder
221. Mr Derek Bisset, Paisley Wallneuk North
222. Mr Alistair Boyd, Paisley St Mark's Oldhall
223. Mr Kenneth Carmichael, Paisley St Lukes
224. Mrs Elspeth Cochrane, Barrhead St Andrew's
225. Mrs Anne Considine, Neilston
226. Mrs Fiona Cumming, Langbank
227. Dr Graeme Harris, Bridge of Weir Freeland
228. Mr James Jack, Paisley Martyrs' Sandyford
229. Miss Anne Love, Gourock St John's

230. Mr Jack McHugh, Bridge of Weir Freeland
231. Mrs Ann Mcleod, Kilbarchan
232. Mr James Pettinger, KilMacOlm St Columba
233. Mrs Patricia Robertson, Greenock Westburn
234. Mr Denis Wadsworth, Elderslie
235. Mr Jack Winch, Renfrew North

16. Presbytery of Glasgow

Minister
236. Rev David R Black, Glasgow Pollokshields
237.
238. Rev Dr Richard G Buckley, Glasgow Trinity Possil and Henry Drummond
239. Rev Daniel J M Carmichael, Lenzie Union
240. Rev George S Cowie, Glasgow: Presbytery Clerk
242. Rev Stuart J Crawford, Newton Mearns
243. Rev Adam J Dillon, Kirkintilloch St David's Memorial Park
244. Rev Dr Valerie J Duff, Glasgow Shawlands Trinity
245. Rev Alexander M Fraser, Glasgow Knightswood St Margarets
246. Rev Dr Douglas Gay, University Chaplain
247. Rev Tara Granados, Glasgow Ibrox
248. Rev Roy J M Henderson, Glasgow Pollokshaws
249. Rev David P Hood, Chaplain Marie Curie
250. Rev Jane M Howitt, Glasgow St Rollox
251. Rev Howard R Hudson, Glasgow Bridgeton St Francis in the East
252. Rev Bob Johnston, Kilsyth Burns and Old
253. Rev Margaret H Johnston, Glasgow Kinning Park
254. Rev H Martin J Johnstone, Secretary: Church & Society Council
255. Rev Joseph A Kavanagh, Mearns
256. Rev Dr Scott R M Kirkland, Maxwell Mearns Castle
257. Very Rev Dr David W Lunan, (Presbytery Clerk)
258. Rev John B MacGregor, Cadder
259. Rev George C Mackay, Glasgow Broomhill Hyndland
260. Rev Iain MacLeod, OLM: Glasgow Presbytery
261. Rev Mark Malcolm, Chryston
262. Rev Janet S Mathieson, Williamwood
263. Rev Louise J E McClements, Lenzie Old
264. Rev Gavin McFadyen, Glasgow Cardonald
265. Rev Eleanor McMahon, Glasgow Govan & Linthouse
266. Rev Dr John McPake, Church of Scotland Ecumenical Officer
267. Rev Muriel B Pearson, Glasgow Cranhill
268. Rev Jeanne N Roddick, Greenbank
269. Rev Bruce H Sinclair, Glasgow Jordanhill
270. Rev David G Slater, Gartcosh w Glenboig
271. Rev Prof Roger D Sturrock, Glasgow: Kelvinside Hillhead & Wellington
272. Rev Graham M Thain, Glasgow St David's Knightswood
273. Rev G Melvyn Wood, Glasgow Blawarthill

**Elder**
274. Ms Margaret Alexander, Glasgow: Cranhill
275. Mrs Irene Allison, Glasgow: Kelvinside Hillhead
276. Mr Graeme D I Barrie, Easterhouse
277. Mr Ralph P Boettcher, Glasgow: Merrylea
278. Mrs Christina L Brownlie, Glasgow: Cardonald
279. Mrs Alison Cairns, Glasgow Ibrox
280. Mrs Helen Carnochan, Glasgow Gairbraid
281. Mrs Valerie Ewart, Glasgow: Gartcosh
282. Mrs Alison Fenton, Glasgow: Giffnock South
283. Mr Andrew Ferguson, Fernhill & Cathkin
284. Mr George Ford, Glasgow Eastwood
285. Mr Ewan Gourlay, Glasgow Cathcart Trinity
286. Mr Leslie H Hooper, Glasgow: Shettleston New
287. Mr David Howard, Giffnock Orchardhill
288. Mrs Helen Howard, Greenbank
289. Mr David Hutton, Giffnock: The Park
290. Mr Raymond Jenkins, Glasgow: King’s Park
291. Mrs Carol Johnston, Kirkintilloch Hillhead
292. Mr Duncan Logie, Glasgow: Wellington
293. Mr Gordon J MacFarlane, Glasgow: Clincarhill
294. Mr Andrew Mackenzie, Glasgow: Bishopbriggs Springfield Cambridge
295. Mrs Fiona Matheson, Glasgow: Croftfoot  
296. Mrs Isabel McDerment, Glasgow: Scotstoun  
297. Mrs Janette McFarlane, Kilsyth Burns & Old  
298. Miss Maureen McNabb, Glasgow: Cardonald  
299. Mrs Irene Munro, Newton Mearns  
300. Mr Graham Murray, Torrance  
301. Dr Garry K Osbourne, Sandyford Henderson Memorial  
302. Mr John H Stuart, Glasgow: Kelvinbridge  
303. Mrs Helen Sturrock, Glasgow: Wellington  
304. Prof Hazel Watson, Glasgow: Jordanhill  
305. Mr Andrew Wilkin, Kirkintilloch St David's Memorial Park  
306. Mr James Williams, Glasgow: Clincarthill  
307. Mr Neil Young, Glasgow: St Paul's  
308. Ms Elsie Donald, Glasgow: Govan and Linthouse  
309. Miss Irene Kay, Glasgow: Rutherglen Old  
832. Mr Robert MacDonald, Glasgow: Yoker  
856.  
**Deacon**  
310. Mr J Paul Cathcart, Glasgow: Castlemilk  
311. Ms Joanna Love, Deacon: Glasgow Presbytery  
17. **Presbytery of Hamilton**  
**Minister**  
312. Rev Graham Austin, Cleland l/w Wishaw St Mark's  
313. Rev Gavin W Black, Motherwell Crosshill  
314. Rev Ross Blackman, Hamilton Old  
315. Rev John Brewster, East Kilbride Greenhills  
316. Rev Bryce Calder, Motherwell St Mary's  
317. Rev Dr W John Carswell, Hamilton Cadzow  
318. Rev Stewart J Cutler, Stonehouse St Ninian's LEP  
319. Rev Robert M Kent, (Hamilton: St John's)  
320. Rev Murdo C Macdonald, Blantyre Livingstone Memorial l/w Blantyre: St Andrew's  
322. Rev Terence C Moran, Wishaw South  
323. Rev Fiona Nicolson, Coatbridge New St Andrew's  
324. Rev Anne Paton, East Kilbride Old  
325. Rev Christopher A Rankine, Hamilton Hillhouse  
326. Rev Hanna Rankine, Airdrie Clarkston  
327. Rev Sarah L Ross, Blantyre Old  
328. Very Rev Dr Hugh R Wyllie, (Hamilton: Old)  
**Elder**  
329. Mr David S Alexander, Uddingston Viewpark  
330. Mr James M Brown, Blantyre St Andrew's  
331. Miss Elizabeth Buchanan, Motherwell Crosshill  
332. Mrs Wilma Davidson, Airdrie New Wellwynd  
333. Mrs Aileen Hannah, Motherwell South  
334. Mrs Lynette Jardine, Uddingston: Old
335. Mr David Kennedy, Airdrie High
336. Mr Alistair Macrae, Hamilton Cadzow
337. Mr Craig W Mains, Cleland
338. Mrs Brenda McCrae, East Kilbride Moncreiff
339. Mr Archibald McGowan, Shotts Calderhead Erskine
340. Mrs May McNeil, Holytown
341. Mr Stewart McNeil, Holytown
342. Mr Douglas Pearson, Uddingston Burnhead
343. Mr George Robertson, Hamilton Old
344. Ms Zandra Swan, Bellshill Central
345. Mr Andrew Williamson, Blantyre St Andrew's

18. Presbytery of Dumbarton

Minister
347. Rev Roderick G Hamilton, Bearsden New Kilpatrick
348. Rev Tina Kemp, Helensburgh Parish Church w Rhu and Shandon
349. Rev Dr Ian K McEwan, Bearsden Baljaffray
350. Rev Gregor McIntyre, Clydebank Failey
351. Rev Norma Moore, Dumbarton: Riverside
352. Rev Ruth H B Morrison, Clydebank Waterfront w Dalmuir Barclay
354. Rev Graeme R Wilson, Bearsden Cross
355. Rev David T Young, Helensburgh Parish Church w Rhu and Shandon

Elder
356. Mr Alexander Anderson, Bearsden: Westerton Fairlie Memorial
357. Mrs Christine Cavanagh, Bearsden: Killermont
358. Mrs Janice Dinning, Dalmuir: Barclay
359. Mr Robert M Kinloch, Jamestown
360. Mr James Morris, Old Kilpatrick Bowling
361. Mrs Fiona Nicolson, Bearsden: New Kilpatrick
362. Dr David Pollard, Arrochar
363. Miss Fiona Sinclair, Clydebank: Waterfront
364. Mrs Elizabeth Stewart, Dalmuir Barclay
365. Mr Neil Turnbull, Helensburgh

19. Presbytery of Argyll

Minister
366. Rev Dr Iain Barclay, Appin l/w Lismore
367. Rev Dr Roderick D Campbell, West Lochfyneside
368. Rev David Carruthers, Ardrishaig w South Knapdale
369. Rev Dr Robert K Mackenzie, Upper Cowal
370. Rev David Mitchell, Kilfinan w Kilmodan and Colintraive w Kyles
371. Rev Tom Telfer, Kilchrenan & Dalavich l/w Muckairn
372.
373.
374.

Elder
375. Mr Douglas Allan, United Church of Bute
376. Mrs Morag Allan, United Church of Bute
377. Mrs Alison Hay, Cumlodden, Lochfyneside & Lochgair
378. Mr Stephen Hunter, Ardrishaig
379. Miss Margaret H Jacobsen, Lochgilphead
380. Mrs Anne Parkhouse, Kilcalmonell
381. Ms Marilyn Shedden, Killean & Kilchenzie
382. Mrs Elizabeth Speirs, Rothesay Trinity
383. Mr Martin Waddell, Kilbrandon & Kilchattan

22. Presbytery of Falkirk

Minister
384. Very Rev Albert O Bogle, Pioneer Minister, Sanctuary First
385. Rev Scott W Burton, Brightons
386. Rev G.F (Erick) F du Toit, Associate Minister, Camelon
387. Rev Dr J M Henderson, Laurieston with Redding & Westquarter
388. Rev George MacDonald, Bonnybridge: St Helen's
389. Rev Monica Macdonald, Slammanan
390. Rev Elspeth McKay, Cumbernauld Old
391. Rev Marion Perry, Blackbraes & Shieldhill with Muiravonside
392. Rev Andrew Sarle, Falkirk: Bainsford
393. Rev Grace Saunders, Cumbernauld: Condorrat
394. Rev Deborah L van Welie, Polmont Old
395. Rev Anne W White, Grahamston United LEP

Deacon
408. Miss Valerie Cuthbertson, Cumbernauld Old

23. Presbytery of Stirling

Minister
409. Rev Dorothy U Anderson, Alloa Ludgate
410. Rev Alison E P Britchfield, Tillicoultry
411. Rev Scott Brown, Buchlyvie l/w Gartmore
412. Rev Murdo Campbell, Strathblane
413. Rev Sang Y Cha, Alloa St Mungo's
414. Rev Iain Goring, Dollar l/w Glendevon l/w Muckhart
415. Rev Ruth Halley, Logie
416. Rev Barry Hughes, Stirling St Mark's
417. Rev Jeffrey Mccormick, Callander
418. Rev Alan F Miller, Stirling Church of The Holy Rude w Stirling Viewfield
419. Rev Elizabeth M Robertson, Bannockburn: Ladywell

Elder
420. Mr Bruce Anderson, Dunblane Cathedral
421. Mr Iain Breakenridge, Port of Menteith
422. Mrs Meriel Cairns, Muckhart
423. Mr Daniel Gunn, Aberfoyle
424. Mr Keith Hyam, Strathblane
425. Ms Caroline Irvine, Gartmore
426. Miss Dorothy C Kinloch, Callander
427. Mrs Helen McGregor, Bannockburn: Ladywell
428. Mrs Margaret McKenzie, Stirling: St Mark's
429. Mrs Elaine Scott, Tillicoultry
430. Mrs Hazel Turnbull, Logie
431. Mrs Jean T Porter, Stirling: St Mark's

Deacon
432. Very Rev Dr John Chalmers, (Principal Clerk)
433. Rev Debbie Dobby, Beath & Cowdenbeath North
434. Rev Elizabeth A Fisk, Culross & Torryburn
435. Rev Dr Iain M Greenshields, Dunfermline St Margaret's
436. Very Rev Dr Andrew R C McLellan, (Her Majesty's Chief Inspector of Prisons)
437. Rev Monika Redman, Dunfermline St Leonard's
438. Rev MaryAnn R Rennie, Dunfermline Abbey
439. Rev Michael Weaver, Dunfermline Gillespie Memorial

Elder
440. Mr James Adamson, Dunfermline St Margarets
441. Mrs Aileen Christie, Dunfermline: Gillespie
442. Miss Ina Dodds, Culross and Torryburn
443. Mrs Lorraine E Fraser, Dunfermline Abbey
444. Mrs Elizabeth Grant, Rosyth
445. Mr John Jones, Beath & Cowdenbeath North
446. Mrs Sheila Leel, Dunfermline: St Leonard's
447. Mrs Barbara Leppard, Dunfermline: St Leonard's

25. Presbytery of Kirkcaldy

Minister
449. Rev Lynn Brady, Dysart St Clair
450. Rev Gillian Paterson, Wellesley
451. Rev Marc A Prowe, Auchtertool w Kirkcaldy Linktown
452. Rev James Reid, Kinghorn
453. Rev Justin Taylor, Kirkcaldy: Abbotshall
454.

Elder
455. Mrs Sheena S T Briggs, Glenrothes: St Ninians
456. Mrs Ena Hudson, Kirkcaldy Abbotshall
457. Mrs Jenny Mcleod, Kirkcaldy: Abbotshall
458. Mr Gordon Thomson, Kirkcaldy: Torbain
459.
460.

Deacon
461. Mrs Jacqueline Thomson, Buckhaven & Wemyss
26. Presbytery of St Andrews

**Minister**
462. Rev Gavin Boswell, Largo Parish Church
463. Rev Dr Amos Chewachong, Newport-On-Tay
464. Rev Dr James Connolly, Balmerino w Wormit
465. Rev John Duncan, Leuchars St Athernase
466. Rev William F Hunter, Howe of Fife
467. Rev Jeffrey Martin, Cupar Old Linked with Monimail
468. Rev Allan McCafferty, St Andrews Hope Park and Martyrs w Strathkinness

**Elder**
469. Mrs Merlyn Ball, Largo Parish
470. Mr Kenneth Fraser, St Andrews: Hope Park and Martyrs Church
471. Mr Ewan Macleod, Balmerino
472. Mrs Jean Martin, Cupar Old Church
473. Mrs Liz Slattery, Edenshead Church
474. Mr Richard Trewern, Leuchars: St Athernase
475. Mr John Wilson, Howe of Fife

27. Presbytery of Dunkeld and Meigle

**Minister**
476. Rev Anne Brennan, Fortingall & Glenlyon w Kenmore & Lawers
477. Rev Annegret Ewart-Roberts, Kinclaven w Caputh & Clunie
478. Rev R. Fraser Penny, Dunkeld Parish Church
479. Rev Grace M F Steele, Blair Atholl and Struan w Braes of Rannoch w Foss

**Elder**
480. Mrs Margaret Conroy, Blairgowrie

28. Presbytery of Perth

**Minister**
485. Rev Scott Burton, Perth: St Matthews
486. Rev Dr Klaus O F Buwert, Muthill
487. Rev J Colin Caskie, (Presbytery Clerk)
488. Rev Graham W Crawford, Perth: Kinnoull
489. Rev Adrian J Lough, Auchtergaven & Moneydie Lw Redgorton & Stanley
490. Very Rev Dr Angus Morrison, Orwell and Portmoak
491. Rev Alan D Reid, Kinross
492. Rev David C Searle, (Warden: Rutherford House)
493. Very Rev Dr James A Simpson, (Dornoch: Cathedral)
494. Rev James C Stewart, Perth: Letham St Mark’s
495. Rev Kenneth D Stott, Perth: North

**Elder**
496. Mrs Fiona Alexander, Perth: Kinnoull
497. Mrs Sally Bonnar, Perth: North
498. Mr Neil Bremner, Mid Strathearn
499. Miss Marjorie Clark, Perth: St Matthews
500. Mr Thomas Drennan, Auchtergaven & Moneydie Lw Redgorton & Stanley
501. Mr Hugh L Mackenzie, Perth: Craigie and Moncreiffe
502. Mr Maxwell C G Moir, Scone and St Martins
503. Mrs Inez A Robinson, Muthill
504. Dr Dot A Weaks, Perth: North
505. Mr Douglas Wiseman, Perth: Kinnoull
506. Mr Raymond Young, Aberuthven and Dunning

Deacon
507. Miss Patricia M Munro, (Perth: St John’s Kirk of Perth)

29. Presbytery of Dundee

Minister
508. Rev Cathy Brodie, Dundee: Fintry (OLM)
509. Rev Dr Roderick J Grahame, Dundee: Lochee
510. Rev Dr Johnathon Humphrey, Dundee: Chalmers Ardler
511. Rev Alisa McDonald, Dundee: Barnhill St Margaret's
512. Rev Emma McDonald, Dundee: St David’s High Kirk
514. Rev Stewart McMillan, Dundee: Strathmartine
515. Rev Robert J Ramsay, (Invergowrie)
516. Rev Caroline Taylor, (Leuchars St Athernasne)

Elder
517. Mrs Mary Binnie, Dundee: Balgay
518. Miss Margaret C Coutts, Trinity
519. Mrs Catherine Havranek, Abernyte
520. Mr David MacDougall, Fintry
521. Mrs Barbara MacFarlane, Dundee: The Steeple
522. Mr David Muir Wood, Monikie & Newbigging and Murroes & Tealing
523. Mr David J B Murie, Dundee: Broughty Ferry St James'
524. Mr Gordon Sharp, Dundee: West
525. Mr Tim Xenophontos-Hellen, Dundee: St Andrew's

Deacon
526. Mr Lewis Rose

30. Presbytery of Angus

Minister
527. Rev Brian Dingwall, Arbirlot l/w Carmyllie
528. Rev Dr Martin Fair, Arbroath St Andrew's
529. Rev Dr Karen M Fenwick, Forfar Lowson Memorial
530. Rev Michael S Goss, Barry l/w Carnoustie
531. Rev Maggie Hunt, Forfar St Margaret's
532. Rev Dr Ian A McLean, Montrose Old & St Andrew's
533. Rev Dolly Purnell, Arbroath Old & Abbey

Elder
534. Mrs Irene Gillies, Brechin Cathedral
535. Mrs Elizabeth Kidd, Brechin Gardner Memorial
536. Mrs Elaine McLean, Montrose Old & St Andrew's
537. Mrs Helen McLeod, Forfar St Margaret's
538. Mr Neil R Purnell, Arbroath Old & Abbey
539. Mrs Ray Spalding, Montrose Old & St Andrew's
540. Mr Ian Wilson, Aberlemno

31. Presbytery of Aberdeen

Minister
541. Rev Gordon T Craig, Oil and Gas Chaplain
542. Rev Duncan C Eddie, Holburn West
543. Rev Dr Edmond Gatima, Torry St Fittick's
544. Rev Peter (James) N Johnston, Ferryhill
545. Rev Louis Kinsey, St Columbas Bridge of Don
546. Rev Kenneth L Petrie, Craigiebuckler
547. Rev Scott M Rennie, Queen's Cross
548. Rev Dr Brian S Sheret, (Drumchapel Drumry St Mary's)
549. Rev Susan J Sutherland, Aberdeen Mastrick
550. Rev Mary (Patricia) M Whittaker, Aberdeen St John's for the Deaf and the North of Scotland

**Elder**

551. Miss Alice Merrilees, Kirk of St Nicholas Uniting
552. Mrs Jane E Dargie, Craigiebuckler
553. Mrs Hazel Hewitt, St Nicholas South of Kincorth
554. Mrs Mary S Notman, Ferryhill
555. Ms Judith J H Pearson, Queen's Cross
556. Mr Alexander Riddell, St Machar's Cathedral
557. Mrs Hilda O Smith, Garthdee
558. Mrs Betty A Steel, St Mark's
559. Mr Malcolm A Steel, St Mark's
560. Mr William D Sutherland, Mastrick

**32. Presbytery of Kincardine and Deeside**

**Minister**

561. Rev David Barr, Glenmuick
562. Rev Hugh Conkey, Newtonhill
563. Rev Norman Lennox - Trewren, (West Mearns (OLM))
564. Rev Dr Alan Murray, Banchory Ternan East
565. Rev Amy Pierce, Birse and Feughside

**Elder**

566. Mr David Galbraith, Presbytery MAV Convener

567. Mr Colin Guy, (Mid Deeside)
568. Mrs Jean C M Haslam, (Birse and Feughside)
569. Mr William McCrae, (Portlethen)
570. Mrs Hazel Paterson, (Stonehaven: Dunnottar)

**33. Presbytery of Gordon**

**Minister**

571. Rev Dr John A Cook, Howe Trinity
572. Rev Sheila Craggs, (Inverurie St Andrews)
573. Rev Dr Mary Cranfield, Culsalmond and Rayne w Daviot
574. Rev George E Glen, Cluny w Monymusk
575. Rev Carl Irvine, Kintore
576. Rev Gillean P Maclean, Udny and Pitmedden
577. Rev Richard Reid, Foveran

**Elder**

578. Miss Ann Brown, Kemnay
579. Mrs Pam Marr, Udny & Pitmedden
580. Mr Alastair Smith, Inverurie St Andrews

581.
582.
583.
584.

**34. Presbytery of Buchan**

**Minister**

585. Rev Robert A Fowlie, Longside Parish Church
586. Rev Sheila M Kirk, Deer Parish Church
587. Rev David I W Locke, Banff w King Edward
588. Rev Dr Alan Macgregor, Marnoch Parish Church
589. Rev Aileen McFie, Maud & Savoch w New Deer St Kanes
590. Rev William Stewart, New Pitsligo w Strichen & Tyrie
591. Rev Dr Jeffrey Tippner, St Fergus

**Elder**

592. Mr John Anderson, Lonmay Parish Church
593. Mr George Berstan, Turriff St Andrews
594. Mrs Mary E Berstan, Turriff St Andrews
595. Mr Robert M Esson, Cruden Parish Church
596. Ms Irene E Finlayson, Banff Parish Church
597. Miss Ursula (address as Ruth) R Mackenzie, Peterhead New Parish Church
598. Mr Andrew Simpson, MacDuff Parish Church

**35. Presbytery of Moray**

**Minister**

599. Rev Isabel C Buchan, Buckie North w Rathven
600. Rev John Morrison, Dallas w Forres St Leonards w Rafford
601. Rev Alasdair J Morton, (Bowden l/w Newtown)
602. Rev Gillian M Morton, (Hospital Chaplain, Borders General Hospital)
603. Rev Sheila Munro, RAF Wyton Chaplain
604. Rev Donald K Prentice, Dallas w Forres St Leonards w Rafford

**Elder**

605. Mrs Ann M C Bowie, Bellie and Speymouth
606. Mr George McKay, Elgin St Giles' and St Columba's South
607. Mr David Pirie, Findochty
608. Mrs Heather Pirie, Findochty

609. Mrs Janet S Whyte, Bellie and Speymouth
610.

**36. Presbytery of Abernethy**

**Minister**

611. Rev Catherine A Buchan, Laggan and Newtonmore
612. Rev Gordon Strang, Cromdale & Advie w Dulnain Bridge w Grantown On Spey

**Elder**

613. Mrs Christine Clasper, Grantown-On-Spey
614. Mr Ian Hall, Laggan and Newtonmore

**37. Presbytery of Inverness**

**Minister**

615. Rev Trevor Hunt, Presbytery Clerk
616. Rev Ian Manson, Kilmorack & Erchless
617. Rev Scott McRoberts, Inverness St Columba New Charge
618. Rev Alison Mehigan, Nairn Old
619. Rev Scott Polworth, Inverness Kinmylies
620. Rev Dr Hugh Watt, Urquhart & Glenmoriston

**Elder**

621. Mr Stephen Hutchison, Inverness Hilton
622. Mr Iain MacDonald, Inverness East
623. Mr Andrew Mackay, Urquhart & Glenmoriston
624. Mr Kenneth Morley, Inverness St Columba New Charge
625. Mrs Sheila Proudfoot, Inverness Ness Bank
626. Mr Michael Ronaldson, Inverness Trinity

**Deacon**

627. Mrs Joyce Mitchell, Deacon
38. Presbytery of Lochaber

Minister
628. Rev Stewart Goudie, North West Lochaber
629. Rev Dr Malcolm A Kinnear, Kinlochleven l/w Nether Lochaber
630. Rev Morag M Muirhead, OLM, Fort William: Duncansburgh MacIntosh l/w Kilmonivaig

Elder
631. Mrs Ella Gill, Acharacle Parish Church
632. Mr Ken Gill, Acharacle Parish Church
633. Mrs Fiona Maclean of Ardgour, Ardgour Parish Church

39. Presbytery of Ross

Minister
634. Rev Nicholas Archer, Ferintosh
635. Rev Susan Cord, Killelearnan w Knockbain
636. Rev Bruce Dempsey, Dingwall St Clement's
637. Rev Andrew Fothergill, Tain
638. Very Rev Dr Alan D Mcdonald,
639. Rev Ivan C Warwick, Kilmuir and Logie Easter

Elder
640. Mrs Catherine Chambers, Presbytery Clerk
641. Mr Michael Jenner, Contin
642. Mrs Sheila Macleod, Dingwall Castle Street
643. Mr Jack Reid, Tain
644.
645.

40. Presbytery of Sutherland

Minister
646. Rev Hilary M Gardner, Lairg & Rogart
647. Rev Ian W McCree, Clyne l/w Kildonan & Loth Helmsdale
648. Rev Dr John B Sterrett, Golspie
649. Rev Mary J Stobo, OLM

Elder
650. Mr Sydney L Barnett, Clyne Kildonan & Loth Helmsdale
651. Mrs Irene Chisholm, Creich
652. Mrs Jeanni Hunter, Kincardine Croick Edderton
653. Mrs Gladys McCulloch, Rosehall

41. Presbytery of Caithness

Minister
654. Rev Esme F Duncan, Ordained Local Minister - Presbytery
655. Rev Heather Stewart, Parish of Latheron
656.

Elder
657. Mrs Catherine Mappin, Wick St Fergus
658. Mrs Lorraine Sinclair, Parish of Latheron
659.

42. Presbytery of Lochcarron - Skye

Minister
660. Rev Janet Easton-Berry, Bracadale and Duirinish
661. Rev Stuart Smith, Gairloch and Dundonell
662. Rev Anita Stutter, Applecross, Lochcarron and Torridon

Elder
663. Dr John Adamson, Glenelg, Kintail & Lochalsh
664. Mr William Cameron, Gairloch & Dundonnell
665.
43. Presbytery of Uist

Minister
666. Rev Gavin Elliott, Presbytery Clerk

Elder
667. Mr John Macdonald, Carinish

44. Presbytery of Lewis

Minister
668. Rev William J Heenan, Stornoway St Columbas
669. Rev Gordon Macleod, Stornoway High Church of Scotland
670. Rev Dougie Wolf, BARVAS

Elder
672. Mr Hamish Duncan, Stornoway High Church of Scotland
673. Mr Donald Macleod, Lochs Crossbost
674. Mr Donald J Macleod, Carloway

45. Presbytery of Orkney

Minister
676. Rev Wilma Ann Johnston, East Mainland
677. Rev David Gordon McNeish, Birsay, Harray and Sandwick
678. Rev Julia M Meason, Kirkwall, East l/w Shapinsay

Elder
680. Mr Kenneth Meason, Shapinsay
681. Mr John Stockan, Birsay Harray and Sandwick

46. Presbytery of Shetland

Minister
684. Rev Dr Frances Henderson, Transition Minister, Presbytery of Shetland
685. Rev Thomas Macintyre, Lerwick and Bressay

Elder
686. Mr Jim Donald, Tingwall
687. Mr Larry Sutherland, Tingwall

47. Presbytery of England

Minister
688. Rev Dr David Coulter, Guernsey St Andrews In The Grange
689. Rev Alistair Cumming, Presbytery Clerk
690. Rev Dr James Francis, Army Chaplain
691. Rev Graeme Glover, Jersey St. Columba's
692. Rev Kleber Machado, Corby, St Ninians
693. Rev Philip J Majcher, Crown Court, London
694. Very Rev Dr John H McIndoe, London St Columba's

Elder
696. Mrs Katie Bennie, Jersey St Columba's
697. Miss Elizabeth Fox, London, St Columba's
698. Ms Elspeth Gordon, London Crown Court
699. Mrs Susan Pym, London St Columba's
700. Mrs Catharine Robertson, London St Columba's
701. Mr Ian Russell, London St Columba's
702. Mr Angus Snedden, Corby St Andrews
703. Mrs Anne Wilson, London St Columba's
48. Presbytery of International Charges

Minister
705. Rev Eric W Foggitt, (Dunbar)
706. Rev Derek G Lawson, Scots International Church Rotterdam
707. Rev James Sharp, Colombo (Interim Moderator)
708. Rev Jan J Steyn, Paris
709. Rev Laurence H Twaddle, Geneva

Elder
710. Mr Chandan De Silva, Colombo
711. Dr Thorsten Koenig, Amsterdam
712. Mr David Lloyd, Brussels
713. Mr Scott Macsween, Paris
714. Mme Valerie Prieur, Paris

49. Presbytery of Jerusalem

Minister
857.

Elder
715. Mrs Joanna Oakley-Levstein, St Andrew's Galilee

DELEGATES FROM OTHER CHURCHES

UNITED KINGDOM

The Presbyterian Church of Wales
726. Rev Brian Matthews, Moderator

The United Reformed Church
728. Rev Nigel Uden, Moderator

The United Reformed Church National Synod of Scotland
720. Rev John S Bremner, Ecumenical and Interfaith Relations Officer

The Baptist Union of Scotland
719. Rev Frances Bloomfield, Convener

The Church of England
829. The Revd Canon Jeremy Worthen, Secretary for Ecumenical Relations and Theology Council for Christian Unity (22 May)

The Methodist Church in Scotland
723. Rev Dr David P Easton, Chair of the Synod

Religious Society of Friends – General Meeting for Scotland
718. Adwoa Bittle, Clerk of General Meeting for Scotland (18 and 22 May)
716. Elizabeth Allen, Assistant Clerk of General Meeting for Scotland (19-21 May)

The Roman Catholic Church Bishops’ Conference of Scotland
722. The Most Rev Leo William Cushley, Archbishop and Metropolitan of St Andrews & Edinburgh (20, 22, 24 May)
724. Rt Rev Mgr Philip Kerr, Vice-President of the Office of Mgr Philip Kerr, Vice-President of the Office of Ecumenism (18, 21, 23 May)

The Salvation Army
717. Lieut-Col Carol Bailey, Secretary for Scotland (19-20 May)

The Scottish Episcopal Church
727. The Rt Rev Andrew Swift, Bishop of Brechin

The United Free Church of Scotland
721. Mr John Cross, Moderator

The Congregational Federation in Scotland
725. Rev Ruairidh MacRae, Ecumenical Officer

DELEGATES FROM ECUMENICAL BODIES

Action of Churches Together in Scotland
730. Rev Ian Boa, Interim General Secretary

Churches Together in Britain and Ireland
731. Rev Bob Fyffe, General Secretary
World Council of Churches
732. Rev Matthew Ross, Programme Executive - Diakonia and Capacity Building

DELEGATES FROM OTHER COUNTRIES
AFRICA

Presbyterian Church East Africa
740. Rev Peter Kaniah

Church of Central Africa Presbyterian, Synod of Blantyre
743. Rev Masauko Lyson Mbolembole

Igreja Evangelica de Cristo em Mocambique
745. Rev Paulo Mucapele Joao

Presbyterian Church of Nigeria
729. Rev Ini Ukpuho

AMERICAS

Presbyterian Church in Canada
747. Rev Ian Ross-McDonald

ASIA

Church of North India
733. Prof Jayant Agrawal

Presbyterian Church of Korea
741. Rev Dr Tae Young Kim

Church of Pakistan
827. Rt Rev Alwin Samuel

Presbyterian Church in Singapore
742. Rev Keith Lai

EUROPE

Evangelical Lutheran Church of Finland
746. Rev Kati Pirttimaa

Tavloa Valdese
749. Rev Jonathan Terino

Spanish Evangelical Church
735. Rev Israel Flores Olmos

Federation of Protestant Churches in Switzerland
736. Rev Serge Fornerod

Reformation 500 Ambassador, Church of Zurich
744. Rev Catherine McMillan

MIDDLE EAST

Evangelical Presbyterian Church of Egypt, Synod of the Nile
734. Rev Refat Fathy

St Andrew’s Refugee Service
737. Rev Kirsten Fryer

Middle East Council of Churches Department of Service to Palestinian Refugees
748. Dr Bernard Sabella

Middle East Council of Churches Joint Christian Committee for Social Services in Lebanon
738. Sylvia Haddad

PACIFIC

Uniting Church in Australia
739. Rev Sharon Hollis

VISITORS
AFRICA

Presbyterian Church of Nigeria
752. Mrs Jessie Fubara-Manuel

ASIA

Church of South India
756. Rev Paul Singh

Presbyterian Church of Korea
751. Rev Dr Jaeho Cho

Presbyterian Church in Taiwan
755. Wen Pei Shih

EUROPE

Hungarian Reformed Church
754. Rev Dr Tamás Kodácsy

Spanish Evangelical Church
757. Ms Mireia Vidal
MIDDLE EAST
Evangelical Church of Egypt, Synod of the Nile
828. Mr Medhat Tadros

GREETINGS FROM PARTNER CHURCHES NOT ATTENDING THE GENERAL ASSEMBLY 2019

ASIA
The United Mission to Nepal
Our thoughts and prayers will be with you. UMN remains profoundly grateful for the support of the Kirk. Your steadfast partnership in service to the people of Nepal means more than we can say. God bless and guide the 2018 Assembly.

EUROPE
Greek Evangelical Church
We pray for and wish you have a blessed and fruitful General Assembly.

APOLOGIES RECEIVED FROM THE FOLLOWING CHURCHES

EUROPE
Evangelical Lutheran Church in Denmark
Greek Evangelical Church

MIDDLE EAST
The Episcopal Diocese of Jerusalem

CORRESPONDING MEMBERS

Central Services Committee
761. Mrs Anne Lamont

Church and Society Council
826. Rev Dr Richard E Frazer
762. Mr Andrew Tomlinson

Council of Assembly
758. Mrs Catherine Skinner - Council of Assembly
759. Mrs Norma Rolls - Governance Group
760. Mr David Watt – Finance Group

Social Care Council
767. Mr Bill Steele
768. Mrs Vivienne Dickenson

Committee on Church Art and Architecture
771. Rev William T Hogg

General Treasurer
783. Mrs Anne F Macintosh

General Trustees
772. Mr David Robertson
773. Mr Raymond K Young

Head of HR
784. Mrs Elaine McCloghry

Housing and Loan Fund
775. Mrs Lin Macmillan
776. Rev Ian Taylor

Life and Work
781. Mrs Lynne McNeil

Ministries Council
763. Rev Neil M Glover
764. Rev Jayne Scott

Mission and Discipleship Council
765. Rev Angus R Mathieson
766. Mr Richard Lloyd

Panel for Review and Reform
777. Rev Jenny M Adams

Parliamentary Officer
785. Chloe Clemmons

Pension Trustees
782. Mr Douglas Millar

Safeguarding
778. Rev Dr Karen K Campbell
779. Mrs Julie Main

The Guild
774. Mr Iain Whyte

World Mission Council
769. Rev Ian W Alexander
YOUTH REPRESENTATIVES
Youth Representatives appointed at the National Youth Assembly 2018
786. Miss Tamsin Dingwall
787. Miss Hannah Dunlop
788. Miss Amy Hannah
789. Miss Rachel Hunter
790. Miss Gemma King
791. Miss Seonaid Knox
792. Miss Dana McQuater
793. Miss Esther Nisbet
794. Miss Blythe Rodger
795. Miss Natasha Scotland

PRESBYTERY REPRESENTATION
Dumfries and Kirkcudbright
796. Lauren Asher

Dundee
797. Miss Rachel Billes

Buchan
798. Mr George Blair

Aberdeen
799. Mr Mr Fraser J Borland

Edinburgh
800. Mr Josep Marti I Bouis

Argyll
801. Ms Elizabeth Brayshaw

Moray
802. Mr Chris Fett-Worsfold

Hamilton
803. Miss Nicola Forbes

Kirkcaldy
804. Miss Hannah Garnham

Greenock & Paisley
805. Mr Shahrukh Gill

Melrose and Peebles
806. Miss Mary Hall

Youth Delegates
807. Miss Mary Hall

Falkirk
808. Ms Megan Heggie

Duns
809. Mr Nathan Hood

West Lothian
810. Mr William Jewell-Smith

Lochaber
811. Mr Samuel Jones

Irvine and Kilmarnock
812. Mr Ross Leggat

Kincardine and Deeside
813. Mr Greg Lister

Lothian
814. Mr Connor MacFadyen

Perth
815. Miss Kate Macfadyen

Ayr
816. Mr Ross McKay

Glasgow
817. Miss Ellie B Moran

Glasgow
818. Miss Ellie B Moran

Stirling
819. Mr Andrew Murphy

Ardrossan
820. Miss Debra Nicol

Gordon
821. Olivia Paterson

Dumbarton
822. Miss Fiona Reid

Dunfermline
823. Miss Tara Shannon

International Charges
704. Miss Buwanika Weerasinha

Angus
824. Miss Joanne Whyte
England
825. Mr Ali Yasir
Order of Business

DAY 1 – Saturday 18 May – 9.30 am

SESSION 1

Opening of the General Assembly

2. Roll of Commissioners laid on the table.
3. Election of Moderator and Prayer of Consecration.
4. Commission to the High Commissioner to be read and order given for recording it.
5. Her Majesty’s Letter to be read and order given for recording it.
6. Address by the High Commissioner and Reply by the Moderator.
7. Address by Retiring Moderator.
8. Appointment of Committee to prepare Answer to Her Majesty’s Gracious Letter.
10. Submission of Standing Orders.
11. Appointment of Committee for arranging Order of Business.
13. Appointment of Committee to prepare Minute on Deceased Ministers, Missionaries and Deacons.

SESSION 2

1. Presentation of Delegates and Visitors.
2. Report of the Assembly Arrangements Committee (Reports 1/1).

SESSION 3

1. Report of the Committee on Returns to Overtures (Reports 5/1).
2. Report of the Legal Questions Committee (Reports 6/1).
3. Overture from the Presbytery of Inverness (Order of Proceedings p31)

SESSION 4


DAY 2 - Sunday 19 May

10.00 am - Assembly Service (St Giles’).
12.30 pm - Gaelic Service (Greyfriars’ Kirk).
1.00 pm - 6.00 pm – ‘Heart and Soul 2019’ Princes Street Gardens.

DAY 3 - Monday 20 May – 9.15 am

HOLY COMMUNION

SESSION 5

3. Reply to the Queen’s Letter.

SESSION 6
1. Special Commission contd.

SESSION 7
1. Report of the Social Care Council (Reports 8/1).

DAY 4 – Tuesday 21 May – 9.15 am

SESSION 8
2. Minutes.
4. Petition from the Kirk Session of Duns and District Parishes (Order of Proceedings p30).

SESSION 9

SESSION 10

SESSION 11
1. Report of the Church of Scotland Guild (Reports 11/1).
2. Report of the Safeguarding Committee (Reports 12/1).

DAY 5 – Wednesday 22 May – 9.15 am

SESSION 12
2. Minutes.

SESSION 13
1. Church and Society Council contd.

SESSION 14
1. Moderator’s Shield - Order of the Day 2pm.

SESSION 15
1. Report of the Panel on Review and Reform (Reports 16/1).
2. Joint report from the Panel on Review & Reform, the Theological Forum, the Ecumenical Relations Committee and the Legal Questions Committee on Sacramental Ministry (Reports 17/1).
3. Report of the Committee on Ecumenical Relations (Reports 18/1).
4. Report of the Theological Forum (Reports 19/1).

DAY 6 – Thursday 23 May – 9.15 am

SESSION 16
2. Minutes.
3. Report of the Committee on Chaplains to Her Majesty’s Forces (Reports 20/1).

Circulation Break
SESSION 17
1. Report of the Ministries Council (Reports 21/1).
2. Overture from the Presbytery of International Charges (Order of Proceedings p35).

SESSION 18
1. Ministries Council contd.
2. Report of the Joint Emerging Church Group (Reports 22/1).
3. Report of the Registration of Ministries Committee (Reports 23/1).

SESSION 19
1. Report of the Chalmers Lectureship Trust (Reports 24/1).
2. Report of the Church of Scotland Pension Trustees (Reports 25/1).
4. Report of the Church Hymnary Trustees (Reports 27/1).
5. Report of the Church of Scotland Trust (Reports 28/1).
6. Report of the Church of Scotland Investors Trust (Reports 29/1).

DAY 7 – Friday 24 May – 9.15am
SESSION 20
2. Protestations called for.
4. Draft Minutes of Sederunts not yet submitted to be read if required.
5. Report of the Nomination Committee (Reports 30/1).
7. Report of the National Youth Assembly 2018 (Reports 31/1).
8. Report of the Mission and Discipleship Council (Reports 32/1).

SESSION 21 – 3pm
2. Report anent Deceased Ministers, Missionaries and Deacons.
3. Appointment of Committee to revise Minutes.
5. Act Appointing Diet of Next General Assembly.
6. Presentations to the Moderator.
7. Moderator addresses the General Assembly.
8. The High Commissioner addresses the General Assembly.

NATIONAL ANTHEM

THE BENEDICTION
Proposed Committees and Tellers

Committee to Prepare an Answer to Her Majesty’s Gracious Letter
(Meets on Saturday 18 May in the Moderator’s Room at 11:30am)

Very Rev Susan Brown,
Mr John Adamson, 85
Rev Stuart J Crawford, 242
Mrs Gladys McCulloch. 653

Panel of Tellers

Mrs Sheena S T Briggs 455 Mrs Helen McLeod 537
Rev Catherine Buchan 611 Rev Gillian Paterson 450
Rev Alastair Cumming 689 Mr James Pettinger 232
Miss Elizabeth Fox 697 Mr Andrew Simpson 598
Mrs Ella Gill 631 Rev Gordon Strang 612
Rev Trevor Hunt 615 Rev Tanya Webster 190
Mr James Jack 228 Mr Tim Xenophontos-Hellen 525
Rev Sheila M Kirk 586 Mrs Susan Pym 699
Miss Anne Love 229 Rev Alison Mehigan 618
Rev Emma McDonald 512 Rev James C Stewart 494

Committee to Prepare Minute on Deceased Ministers, Missionaries and Deacons

Very Rev Susan Brown  Principal Clerk
Depute Clerk
Petition
*Kirk Session of Duns and District Parishes*
Petition anent Ministry and Mission allocation for vacant congregations

Overtures
*Presbytery of Inverness*
Overture anent the Appeals Act (Act I 2014) and the Alternative Dispute Resolution Processes Act (Act VI 2014)

*Presbytery of International Charges*
Overture anent Ministry in the International Presbytery
Petition

ANENT MINISTRY AND MISSION ALLOCATION FOR VACANT CONGREGATIONS

From the Kirk Session of Duns and District Parishes

Unto the Venerable the General Assembly of the Church of Scotland

The Petition of the Kirk Session of Duns and District Parishes, Church of Scotland, Humbly sheweth that:

We, the undersigned Elders and Board Members of the above congregation, having been without a Minister for the past fifteen (15) months and having been faced with an unsupportable Ministry & Mission allocation, well above our ongoing income for that time

May it therefore please your Venerable Court to:

Instruct the Stewardship & Finance Department to urgently review the basis of such allocations in all vacant charges, and to limit them forthwith to no more than ten thousand pounds (£10,000) per annum after the charge has been vacant for six (6) months, until such time as it is filled

Or to do otherwise as to your Venerable Court may seem good.

And your petitioners will ever pray.

Signed by Kenneth McLean, Session Clerk and 18 elders and 5 members of the Congregational Board.
Overture

OVERTURE ANENT THE APPEALS ACT
(Act I 2014) AND THE ALTERNATIVE
DISPUTE RESOLUTION PROCESSES ACT
(Act VI 2014)

From THE PRESBYTERY OF INVERNESS

Whereas:

1. The Appeals Act (Act I 2014) sets out one procedure for the hearing of appeals before the Appeals Committee of the Commission of Assembly and the Judicial Commission. An appeal begins with an intimation to both the Clerk of the Court against whose decision the appeal is being taken and to the Principal Clerk. The Appellant then must lodge their Grounds of Appeal within a set time frame and the Respondent can do likewise. Thereafter, in the normal course of events, an Appeal Management Hearing date is set, and the Respondent must lodge their response to the Grounds of Appeal within a set time frame.

2. The purpose of the Appeal Management Hearing is to determine whether the Parties are ready to proceed to a hearing of the appeal and to consider all other procedural and practical matters in respect of the appeal.

3. The Parties or their representatives wherever possible are requested to attend the Appeal Management Hearing in person (although there is provision for the Appeal Management Hearing to take place by conference call or another appropriate medium). The Convener and Vice-Convener have powers to make any order or determination which is just and reasonable and/or which they think appropriate to secure the expeditious disposal of the appeal. The date of the Appeal Hearing is then set along with dates by which the Parties must submit their written arguments.

4. Once the appeal process has commenced in terms of the Appeals Act the process can only be stopped prior to disposal at an Appeal Hearing if the Appellant decides to withdraw the Appeal.

5. When a dispute reaches the formal appeals process, invariably trust has begun to break down between the Parties. This breakdown of trust is further exacerbated by the formal legal nature of the appeals process.

6. While the appeals process does not in and of itself preclude the Parties from trying informally to seek a resolution to their dispute the rigidity of the process does not lend itself to encouraging the Parties to try and explore ways of resolving their dispute without the need to proceed to a full hearing. In other words, once the train is on the track, it is extremely difficult to stop the train.

7. At the General Assembly of 2014 when the Assembly passed the Overture regarding the Appeals Act it also passed the Alternative Dispute Resolution Processes Act (Act VI 2014).

8. The Legal Questions Committee’s report to the 2014 General Assembly stated that while the new procedure for the hearing of appeals against decisions of the Courts of the Church provided the Church with robust, effective and efficient procedures which ensured that when acting judicially the Courts of the Church would continue to operate to the highest standards of integrity and in accordance with natural justice, the Committee was however:
'mindful of the words of St Paul in chapter six of his first letter to the Corinthians regarding the inappropriateness of law suits between the followers of the Lord Jesus Christ. It is a matter of sorrow for the whole Church when any dispute between any of its members can only be settled by recourse to litigation. If parties to a dispute can be empowered to, and assisted in, achieving a resolution of their differences by less formal means, forgiveness and healing may come more easily. The Committee now brings to the General Assembly a proposal that parties to a dispute be given an opportunity to resolve their differences through alternative dispute resolution.'

9. The Assembly passed the proposed Alternative Dispute Resolution Processes Act (Act VI 2014). This Act gives Parties to a dispute the opportunity to resolve their differences on a confidential basis using mediation, conciliation or a facilitated conversation. This alternative dispute resolution process (‘ADR’) can be instigated when a dispute first comes to the attention of a Presbytery or when a dispute has just commenced under any Act or Regulation of the General Assembly but all the Parties to the dispute must agree to this process being used.

10. Where a case or an appeal has formally commenced, and the Parties have subsequently agreed to ADR the Church court having jurisdiction over the case or the appeal will sist the formal process for a specified amount of time to allow ADR to be explored. No material arising from this process can be used in any subsequent court proceedings and this process is without prejudice to existing formal procedures as set down by the General Assembly.

11. Since the Alternative Dispute Resolution Processes Act was passed in 2014 there is only anecdotal evidence to suggest that a few cases and appeals have utilised this process even though the clear intention behind this Act flows from Scripture. The reasons why this is the case maybe varied but one striking fact remains that nowhere in the Appeals Act is there any direct reference to the ADR Act. In other words, there is no express direction for the Parties to a dispute falling within the Appeals Act to consider ADR and so in practice this means that once the process starts the formal legal procedures take over.

12. This stands in stark contrast to the new Discipline Act which is coming to this Assembly under Returns to Overtures: it states at section 18 (2) (f) that the Assessor must consider whether the ‘Disciplinary Complaint’ before them ‘is suitable to be dealt with in terms of the Alternative Dispute Resolution Processes Act 2014 (Act VI 2014) or otherwise by mediation, conciliation or facilitated conversation or similar processes.’

13. To reiterate the Legal Questions Committee’s report in 2014 that the Church should be: ‘mindful of the words of St Paul in chapter six of his first letter to the Corinthians regarding the inappropriateness of law suits between the followers of the Lord Jesus Christ. It is a matter of sorrow for the whole Church when any dispute between any of its members can only be settled by recourse to litigation. If parties to a dispute can be empowered to, and
assisted in, achieving a resolution of their differences by less formal means, forgiveness and healing may come more easily.’ On this basis, and in the light of the provisions laid down in the new Discipline Act, the Appeals Act needs to be reviewed and amended to specifically draw to the attention of Parties to a dispute the processes available to them to resolve their differences through Alternative Dispute Resolution Processes.

14. Further, the Alternative Dispute Resolution Processes Act currently excludes disputes that arise out of the Presbytery Planning processes as laid down in the Appraisal and Adjustment Act (Act VII 2003). It is further noted that in the Returns to Overtures report in 2014 in respect of the Appeals Act, the Legal Questions Committee stated the following:

“The Committee believes that in future the Church would benefit from the development of an appropriate bespoke appeal process for planning appeals. In practice, both cases which have arisen for the Appeals Committee of the Commission of Assembly during the course of last year have involved Presbytery planning issues. Dealing with these cases has shown that they might be better addressed by a process which is more tailored to the particular issues which arise in such matters, for example knowledge of the local geography and local circumstances. The Committee therefore recommends that this matter should be remitted to the Ministries Council and Legal Questions Committee for their joint consideration.’

15. The General Assembly of 2014 instructed the Ministries Council in consultation with the Legal Questions Committee to consider the development of a bespoke process for Presbytery planning appeals under the Appraisal and Adjustment act (Act VII 2003). In the Ministries Council’s report to the General Assembly of 2015 it was noted that while initial conversations had taken place with the Legal Questions Committee on this matter it had not proved possible at that time to bring forward proposals for a bespoke process for Presbytery Planning Appeals.

16. The Presbytery of Inverness own recent experience of the Appeals process in respect of a Presbytery Planning appeal laid bare the urgent need for reform in this area. The current Appeals process placed onerous burdens upon both the Appellant and the Presbytery, they served to divide the Parties further as they did nothing to support, encourage or enable trust to be rebuilt and there was no mechanism by which local knowledge and geography could be independently ascertained by those hearing the Appeal.

17. The development of a bespoke process for Presbytery planning appeals under the Appraisal and Adjustment Act (Act VII 2003) is vitally needed. In addition, such a bespoke appeal process must also specifically take into account the Alternative Dispute Resolution Processes Act so that Parties to a dispute in respect of Presbytery Planning are empowered and assisted to try to resolve their differences through ADR. Even if ADR proves unsuccessful in resolving a Presbytery planning dispute it will at the very least have served to keep
channels of communication open between the Parties and ensured that the Church’s processes did not further erode the trust between them who, when all is said and done, are brothers and sisters in Christ.

It is humbly overtured by the Presbytery of Inverness, to the Venerable the General Assembly of the Church of Scotland that the General Assembly instruct the Legal Questions Committee:

1. To review and consider proposing amendments to the Appeals Act (Act 1 2014) to specifically draw to the attention of Parties to a dispute the possibility of resolving their dispute by means of the Alternative Dispute Resolution Processes Act (Act VI 2014) and so bring the Appeals Act into line with the new Discipline Act;

2. To draft a set of Guidelines to assist Parties to a dispute who wish to pursue ADR in setting up such a process; and

3. In consultation with the Ministries Council to consider the development of a bespoke process for Presbytery planning appeals under the Appraisal and Adjustment Act (Act VII 2003) which also includes provision for ADR.

PROPOSED DELIVERANCE

The General Assembly

1. Receive the Overture

2. Instruct the Legal Questions Committee –

i. To review and consider proposing amendments to the Appeals Act (Act 1 2014) to specifically draw to the attention of Parties to a dispute the possibility of resolving their dispute by means of the Alternative Dispute Resolution Processes Act (Act VI 2014) and so bring the Appeals Act into line with the new Discipline Act;

ii. To draft a set of Guidelines to assist Parties to a dispute who wish to pursue ADR in setting up such a process;

iii. In consultation with the Ministries Council to consider the development of a bespoke process for Presbytery planning appeals under the Appraisal and Adjustment Act (Act VII 2003) which also includes provision for ADR; and

iv. To report to the General Assembly of 2020.
Overture

OVERTURE ANENT MINISTRY IN THE INTERNATIONAL PREBYTERY
From the Presbytery of International Charges
Whereas:

1. The Ministries Council in its Report to the General Assembly (GA) 2018 proposed advisory figures for the number of full-time equivalent (FTE) ministers available for Presbyteries in 2023, including a figure of 5.6 for the International Presbytery (IP). Currently the IP has a total of 11.5 FTE ministries for its 14 charges.

2. The geographical spread of the charges in the IP, with 14 charges in three continents, is such that linkings and unions are not, in most instances, a viable option. Even the 12 charges in Europe are located in 10 different countries and post-Brexit it is likely to be impossible for a minister who is no longer a European Union (EU) citizen to ‘work’ in two separate EU countries.

3. Most IP congregations which have had vacancies in recent years have found that a significant percentage of enquiries are made by ministers who are not ministers of the Church of Scotland (CoS). These have generally not been followed through by Nominating Committees because of the requirements of eligibility for election of ministers to CoS charges in terms of s. 18 of Act VIII 2003 (as amended). For most such enquirers this would require that they obtain a Certificate of Eligibility (in terms of s. 6 of Act IX 2002 (as amended)): a procedure that would require their spending a significant period in Scotland – normally 9-12 months, but possibly up to 15 months.

4. At its meeting in October 2018 the IP approved a Response to the Ministries Council regarding these FTE figures in terms of section 27 of the Deliverance of the Ministries Council approved by the GA 2018. Heading ‘Thirdly’ in that Response was in the following terms:

“Thirdly, a request for a special provision re ministers from outwith the CoS

We do, however, accept that we cannot be exempt from having to be part of the Church’s cut-back in ministries and we therefore suggest that it might be possible for our congregations to recruit ministers from outwith the CoS. Our congregations when vacant already receive applications from ministers of other denominations – most notably the PCUSA – but the complication of transferring to CoS ministry is a major deterrent in almost all cases. Could some special arrangement be made to allow non-CoS ministers to serve in IP congregations for a fixed period? Act IX 2002 already makes provision for a “Temporary Certificate of Eligibility” holder to serve in the CoS for an initial period of 3 years. We’d be delighted to pursue this conversation with the Ministries Council.”

5. Such conversations have taken place and, given the terms of the following section of the Ministries Council’s Report to the GA 2018:

“3.5.2.7 A challenging planning round cannot be avoided, although different Presbyteries may wish to take different
approaches within the broad and flexible parameters of the Appraisal and Adjustment Act (Act VII, 2003, as amended) and the planning principles in Schedule 1 to the Act."

the IP sees its intended arrangement as such an approach, not least given the impending serious shortage of CoS ministers and its likely impact on the sustainability of ministry within the IP.

6. The intended arrangement would constitute an “Other Form of Ministry” within the provisions of s. 10(10) of Act VII 2003, namely:

“(x) Other Form of Ministry

After consultation with the Assembly’s Committee, the Presbytery may devise a new form of adjustment or ministry, provided that such form is not inconsistent with this Act or any other Act or deliverance of the General Assembly.”

In order to ensure that such an arrangement falls within the provisions of said section the IP seeks the approval of the GA to proceed, in conjunction with the Ministries Council, to devise a special arrangement for the IP whereby a minister from another denomination may be granted, under an expedited procedure, a Restricted Certificate of Eligibility entitling him or her to apply for a charge in the IP and to be introduced for a period of three years with the possibility of this being extended for one further period of no more than three years as provided for in s.6(b)(ii)(B) of Act IX 2002 (as amended).

7. Given the impending serious shortage of ministers within the CoS, the IP seeks to find a way that does not circumvent the planning principles of Act VII 2003 (as amended) but creatively implements another form of ministry relevant to the particular circumstances of the IP, while at the same time potentially reducing the demand on the increasingly contracting pool of available ministers within the CoS.

It is humbly overtured by the Presbytery of International Charges to the Venerable the General Assembly of the Church of Scotland, that the General Assembly instruct the Ministries Council:

Jointly with the Legal Questions Committee, and in consultation with the IP, to consider whether to bring forward proposals for a Scheme whereby for charges in the IP it would be possible to introduce a minister who is not a minister of the CoS, or otherwise falling within the provisions of s.18 of Act VIII 2003 (as amended), to a charge in the IP on his/her being granted by the Ministries Council a Restricted Certificate of Eligibility covering only charges in the IP, such Certificate being obtainable through an expedited procedure approved by the Recruitment Task Group of the Ministries Council and otherwise subject to the provisions of s. 6(b)(ii)(A) to (F) of Act IX 2002 (as amended);

Or to do otherwise as to your Venerable Court may seem good.
PROPOSED DELIVERANCE

The General Assembly

1. Receive the Overture.

2. Instruct the Ministries Council, jointly with the Legal Questions Committee, and in consultation with the International Presbytery, to consider whether to bring forward proposals for a Scheme whereby for charges in the International Presbytery it would be possible to introduce a minister who is not a minister of the Church of Scotland, or otherwise falling within the provisions of s.18 of Act VIII 2003 (as amended), to a charge in the International Presbytery on his/her being granted by the Ministries Council a Restricted Certificate of Eligibility covering only charges in the International Presbytery, such Certificate being obtainable through an expedited procedure approved by the Recruitment Task Group of the Ministries Council, and otherwise subject to the provisions of s.6(b)(ii) (A) to (F) of Act IX 2002 (as amended).
Report and Supplementary Reports

Special Commission on Structural Reform .................................................................................40

Supplementary Report of the Church and Society Council ...........................................................81

Supplementary Report of the Council of Assembly .................................................................84
SPECIAL COMMISSION ON STRUCTURAL REFORM

Proposed Deliverance

The General Assembly:

1. Receive the report.

2. Appoint with effect from 1 June 2019 a new trustee body, to be named the Assembly Trustees, to replace the Council of Assembly in accordance with Appendix 1.

3. Instruct the Selection Committee to propose to this General Assembly the names of twelve trustees, each to serve from 1 June 2019 for periods of one, two or three years, including a Convener, a Vice-convener and an Administrative trustee.

4. Instruct the Assembly Trustees to appoint a senior management team to oversee the work of the Unincorporated Councils and Committees (SC011353) in accordance with the terms of Appendix 1 and to take steps immediately to appoint a Chief Officer and, where necessary, additional temporary support to facilitate the process of change.

5. Instruct the Assembly Trustees to begin a process of reducing the administrative costs within the central organisation of the Church by 20%-30%, to initiate a review of the staff pay grade scheme and report to the General Assembly of 2020.

6. Instruct the Assembly Trustees to prepare plans for a reduction in the number of Councils and to bring recommendations to the General Assembly 2020.

7. Instruct the Assembly Trustees to initiate discussion of ways in which the Social Care Council and Crossreach can become a more self-sustaining and financially viable organisation at “arm’s-length” within SC011353 and to report progress to the General Assembly 2020.

8. Appoint a new Assembly Business Committee to replace the Assembly Arrangements Committee with effect from 1 June 2019 in accordance with Appendix 2.

9. Instruct the Selection Committee to propose the names of eight members of the Assembly Business Committee to this General Assembly, including a Convener and Vice-convener.

10. Instruct the Assembly Business Committee to prepare plans for the General Assembly 2020 to ensure that progress on structural reform is adequately considered in all its dimensions, and, in particular, that the Assembly Trustees are given the fullest opportunity to report on progress achieved on matters of strategy, finance, governance, and staffing.

11. Instruct the Assembly Business Committee, in consultation with the Legal Questions Committee, to bring forward amendments to Standing Orders to ensure that each Trustee is included as a corresponding member of the General Assembly when not otherwise a commissioner.

12. Instruct the Assembly Business Committee to report to the General Assembly 2020 on ways in which the composition and format of the General Assembly can more effectively and efficiently serve the work of the Church.
Discharge the Panel on Review and Reform with effect from 1st June 2019 and thank its Convener, members and officers for their service.

Instruct the Assembly Trustees to make provision for adequate research and analysis to be undertaken in order to inform the vision, strategy and policies of the Church.

Commend the work of the Principal Clerk in facilitating Presbytery reform and encourage him to continue this process with a view to reducing significantly the number of Presbyteries within the next five years.

Thank the Convener and members of the Council of Assembly for their service to the Church.

Thank the officers of the General Assembly, and staff members of all Councils and committees for their commitment, dedication, and hard work.

Thank all those who have constructively engaged with the Special Commission whether in person or in writing.

Thank and discharge the Special Commission.

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**Report**

**Introduction**

Following a report of the Council of Assembly to a meeting of the Commission of the General Assembly on 3 October 2018, a Special Commission of five members, independent of the Councils of the Church, was appointed ‘to consider the matters within the following remit, to consult widely and to report to the General Assembly of 2019.

a. To review the governance structures of the Church of Scotland Charity number SC011353 and make recommendations for a trustee body which would conform to best practice (including the avoidance of conflicts of interest) in terms of charity law while being true to Presbyterian church polity.

b. To recommend key principles for a national structure which is “lean and fit for purpose to lead reform” (GA 2018) and which would ensure that the General Assembly can effectively and efficiently direct its Councils and Committees so that they prioritise their work and resources to support the mission of the local Church.

c. To recommend what further work should be done to embed these principles and review the current pattern of Councils and Committees in order that these might better focus on the Church’s understanding of its vocation to be a national church engaged in mission.’

The five members of the Special Commission are Rev Professor David Fergusson (New College, Convener), Sarah Davidson (Scottish Government), Right Rev Peter Forster (Bishop of Chester) until 25 March 2019, James McNeill QC, and Morag Ross QC. Nomi Pritz-Bennett (PhD student at New College) has acted as secretary and research assistant to the group. We have also received valuable support from Susan Taylor at 121 George Street.
The Commission has met 18 times in plenary session over a six-month period. During these meetings and in numerous other informal discussions we have sought to engage with a wide range of office-bearers and employees within SC011353. Discussions have also taken place with the Council of Assembly and the Clerks Forum, while a wider consultation exercise was held through the Church of Scotland’s website. The Special Commission wishes to thank all those who have been willing to speak with us in person and to present their views in writing, despite the short period in which we have undertaken our work. Although compressed, we have found the time-frame of six months sufficient. The well-focussed oral and written submissions made us immediately aware of the critical issues in the minds of contributors with numerous themes being readily apparent. Specially created electronic databases, for which we are grateful, have given us immediate access to all available materials on the national work of the Church. And our respective backgrounds within the Church have enabled us to engage with each other at detailed levels.

In light of all of our meetings and investigations we agree with the concerns underlying the remit. There is urgent need for a group of trustees unhindered by conflict of interest. A revised structure is required to enable the General Assembly effectively to direct prioritisation of the work of the Church. The principles to govern these matters can now be embedded. Given concerns as to proper stewardship of resources, these issues should be tackled without delay.

**Presbyterian Church Government**

According to the mainstream Reformed tradition, the two marks of the church are Word and sacrament. At the time of the Reformation, this led to a renewed appreciation of the local church as the place where the Word of God was proclaimed, the sacraments administered, and oversight exercised. Set within its parish community, the church was visible through its regular weekly worship together with the pastoral care, education and mission that were essential to the people’s calling of God. Notwithstanding this local focus, the Church of Scotland was never ordered simply as a congregational organisation. Each parish church was under the oversight of a regional body which came to be known as the Presbytery. This court had several functions including worship and witness, mutual support and encouragement, and oversight of all matters relating to the life and work of congregations and parishes. These regional bodies in turn were regulated by the highest court, the General Assembly, which through its legislative powers sought consistency of doctrine, discipline, and practice while overseeing a system of territorial coverage. But the presence of the Church was primarily manifested at the local level, with the higher courts exercising a responsibility towards its maintenance and welfare. At the national level, the Reformed church continued to exercise a vital and visible part in Scottish civic life which continues to this day. Yet the Kirk’s prominence has depended in large measure on the traction it gained from its presence in each parish community.

Arguably, this system served the Kirk well for the best part of four centuries. It produced a stable form of church government that shaped the life of the nation in what Tom Devine has called ‘the parish state’. But with the rapid decline in membership since the mid-1950s and the evident dissociation of Scottish society from organised religion, it has proved less well equipped to adapt to changing circumstances. Since the 1950s, the Church of Scotland has lost c80% of its membership, and it is now half the size it was in 2000. With membership declining at c4% per annum, we should anticipate a smaller church with reduced resources which will require to take some hard decisions about its priorities and dispositions. As G. D. Henderson once
suggested, although Presbyterianism works well under settled conditions, it has had more limited success as a pioneering agency. [2]

Despite the decline in membership, congregational giving has remained at impressive levels. But income is now flat-lining and is expected to decrease in the years ahead in light of demographic trends. Congregations increasingly comprise a disproportionate number of retired people and the predictions are that these trends are likely to continue for the foreseeable future. This of course is not a counsel of despair. The Church has an important and exciting missiological task in a changing social landscape and many congregations are meeting these challenges faithfully and imaginatively. But the prospects for further numerical decline and the likelihood of a much smaller Church of Scotland in the next 10-20 years cannot be ignored. [3]

The Path of Reform

Notwithstanding the efforts of several bodies and commissions dating back to the Committee of Forty in the 1970s, the church has found itself increasingly hampered by structures that were intended to maintain and regulate the life of a much larger organisation.

The case for change has been consistently made by a succession of commissions and working groups. Their work is outlined in Dr Doug Gay’s recent work on Reforming the Kirk, a work to which the Commission is indebted. [4] Since our recommendations may be seen as consistent with a single trajectory of thinking, including much that is argued by Doug Gay, we note the following.

Church without Walls (2001) – this comprehensive report called for far-reaching reform at every level of church government. [5] The accent here falls on the local church as a place of worship and an agency for mission. Power, resource, responsibility and initiative should be devolved to a greater extent to the local level. More flexible and efficient structures are required to facilitate the work of congregations, though the report closes by noting a longstanding resistance to change within the Church of Scotland based on an admixture of fear and power. Many of the recommendations of Church Without Walls are still being sifted, adapted and partially implemented. The work of this Special Commission may be seen as continuing that process.

Commission on Review and Reform (2008) – chaired by Lord Brodie, this commission was established following an overture to the General Assembly expressing concerns about the increased centralisation of power. [6] Again, the thrust of the report was towards a more decentralised church through the emergence of a smaller number of better resourced Presbyteries – this led to the report of the Panel on Review and Reform (see below). Serious questions were also raised about the cost and effectiveness of the General Assembly with its hefty volume of reports and quantity of deliverances that can baffle even the most determined and seasoned of commissioners. Similar criticisms of the Assembly are not hard to detect at earlier times. For example, more than twenty years ago in an acute analysis in Life and Work, Dr John Chalmers described some of the obvious difficulties in the way the General Assembly functions. The Blue Book is neither well read nor understood by most commissioners as they leave after a week of deliberations, and soon the annual process begins over again. ‘When you take into account the cost of taking men and women out of their parishes, the Assembly actually costs more than we spend on new churches or providing development opportunities for our ministers. That’s a lot of money – but what do we get for this investment?’ [7]

Panel on Review and Reform Report (2011) – following a process of consultation, the Panel submitted proposals that were directed towards a new system of c13 Presbytery assemblies. [8] This represented a
radical shift from a polity of 46 Presbyteries, but the proposals were defeated on the floor of the Assembly. In examining this episode, Doug Gay has argued that Presbytery reform can only succeed if it is accompanied by a simultaneous reform of the central church. The Commission shares this view which has been confirmed by our realisation of how the Church of Scotland ought to function as an organic body with many interlocking parts. The creation of fewer but larger and better resourced Presbyteries makes sense only if there is some devolution of initiative and resource from the centre to the regions. Without such a transfer, neither additional funding nor the increased powers in relation to strategy, mission and allocation of resource will make much sense. Accordingly, the Commission takes the view that a necessary accompaniment to its proposals is that element of the current Radical Action Plan (proposed by the Council of Assembly) which proposes a rapid reduction in the number of Presbyteries. And the improved functioning of these larger Presbyteries will require some simultaneous rethinking of how they can better relate to the General Assembly, a matter which we understand is being considered by the Legal Questions Committee. Nothing should be allowed to stand in the way of this restructuring of Presbyteries.

In surveying this body of material, we are struck by i) how much of it adumbrates our recommendations in this report and ii) how slow the Church has been to bring about the radical structural reforms that have been recommended in the past. Our situation has now become critical in terms of finance, numbers, and the evident dysfunctions of our organisation. Without immediate change, it is unlikely that the Church can operate in a way that will command the confidence of its members, ministers and employees.

**Council of Assembly**

One of the recommendations of the Committee of Forty was the establishment of an Assembly Council in 1978. The growth of increasingly large and powerful Boards (later Councils) and Committees (with staff and budgets) reporting directly to the General Assembly was judged to require greater oversight and coordination. Hence, the primary remit of the Assembly Council was to coordinate the work of the central Councils and to set budgets and staffing levels in accordance with strategic priorities. Whether this ever worked satisfactorily is questionable.

In 2004, this became a Council of Assembly with a stronger emphasis upon envisioning a strategy for changing times and acting as a catalyst for change in the Church of Scotland. The report of 2004 recommended that the new body have stronger financial and administrative oversight of the central organisation. At the same time, the old Boards and Committees were reorganised. With the emergence of Councils, the current organisational structure was established. And, following the advent of new charities legislation, the voting members of this body became the trustees of SC011353 upon the recommendation of a further special report. This made the reasonable point that since the Council of Assembly exercised functions of oversight, stewardship and management it was already acting *de facto* as the trustee body.

Yet since its inception (or reinvention) the Council of Assembly has laboured under several systemic difficulties relating to composition, financial management, and its relationship to the other Councils. These were listed in the report brought by the Council itself to the Commission of Assembly in October 2018. Our findings support its conclusions.

Following full and frank discussions with a range of office-bearers, we offer the following observations. These confirm our judgement that the Council of Assembly in its present form is incapable of acting satisfactorily as a trustee body owing to i) conflicts of interest, ii) a confusion of
oversight with the day-to-day running of an organisation, iii) a diffusion of fund holders in the organisation, and iv) an unsatisfactory relationship with the General Assembly. In its report to the Commission of Assembly, the Council alluded to inherent tensions which had not been mitigated and believed that there was a pressing need to create mechanisms for a clearer prioritisation of the work of the Church. In considering this, the Commission has come quickly to the view that we should not expect our trustees to labour with an impossible remit; hence, we propose the formation of a new trustee body with a different composition, much more specific financial powers, a clearer relationship to the senior management team, and significant adjustments in its relationship to the General Assembly. In our view, these proposals provide conformity with best practice in terms of charity law and Presbyterian church polity, as we have been asked to recommend.

Membership – the voting members of the Council of Assembly include conveners of each of the other Councils, thus generating a conflict of loyalties, particularly with respect to the allocation of resources. Where conveners (accompanied by secretaries as non-voting members) are faced with the challenge of securing resource for the work of their Councils, the wider strategic vision of the Council of Assembly can be compromised. If too many people are seated around the table (around 30 people can currently attend the Council of Assembly), the group is less likely to function well. Low levels of participation amongst some members, especially the General Assembly appointees, can result in their feeling disempowered and marginalised. Several have complained to us of the way in which discussion tends to be dominated by Council representatives. We have heard frequent complaints of a ‘silo’ mentality inside the central organisation, in part exacerbated by the control of restricted funds. This is confirmed by the recent Transformational Change report commissioned by the Council of Assembly. In its executive summary, the report states that ‘starkly disproportionate levels of funding across the Councils are resulting in protectionist attitudes, leading to an imbalance in the Senior Management Team’s overall ability to perform tasks collaboratively. The issue of historic budget setting is furthermore impacting adversely on the ability of support services to perform their crucial roles within the organisation. As a result, a wasteful duplication of roles within and across Councils is commonplace, and the potential to issue a coherent message of high quality across the organisation is lost.’

Function – The current remit of the Council of Assembly fails to reflect that the principal duty of charity trustees is to preserve and deal with the charity’s assets in accordance with its purposes. Much of the remit reflects the responsibility to act in an executive capacity as regards the day-to-day management of the work of Councils and Committees. We note that in many organisations these functions would be clearly separated with the executive staff members being accountable to the trustees. For this reason, oversight and executive functions should be more clearly distinguished in any future structure and this has been our aim in introducing a new set of proposals for governance.

Management – the Secretary of the Council of Assembly has been required to line manage up to 14 senior staff within the organisation. This has compounded the remit of the Council, again confusing trusteeship with day-to-day management, while also highlighting the blurred lines dividing the responsibility of General Assembly office-bearers and Council appointees. In recent years, the Church has alternated between having a separate appointee as secretary to the Council of Assembly and combining this post with that of Principal Clerk. This duality of control has occasioned different concerns around the workload and a potential for
conflict. There may be no perfect solution here, but our view is that the current formal remit, and therefore the required skillset, of the Principal Clerk is quite different from that of a senior executive manager of staff and activities within SCO11353. From all of our consultation, we are in no doubt that the proper management of staff and activities within the central offices deserves and requires a properly qualified senior executive, as would be obligatory in any organisation of comparable size and complexity. The roles of Principal Clerk and Senior Executive are complementary as each will release the other to focus on her or his principal duties to the Church. The function of the Chief Officer, a new post that is being proposed for this purpose, is essentially that of director of administration. As accountable to the trustee body, the office-holder cannot be a member of it. The responsibility for the development of vision, strategy and overarching policy will belong to the trustee body as guided by the General Assembly, and it will be for the Chief Officer, working with the trustees, to implement that vision, strategy and policy. The primary remit of the Chief Officer will thus be inward-facing in relation to organisational leadership and the management of staff and resources, rather than as a representative of the Church of Scotland in the wider public domain. The skillset and experience required for this role is likely to attract someone with a track record of senior executive leadership in an organisation of comparable scale, with strategic and operational delivery experience.

Reporting – the Council of Assembly reports directly to the General Assembly, as do the other Councils and committees of the church. This generates a further problem around coordination of strategy and establishment of priorities, when the Assembly can give approval (as it usually does) to whatever is proposed by these other bodies. The role of the Council of Assembly is consequently limited at the General Assembly, as it tends to report as one amongst many Councils thus compromising the oversight and coordination that it ought to exercise. This is compounded by a system that prevents members of the Council of Assembly serving as commissioners ex officio. They are thus unable to participate in discussions at the highest court of the church in which they exercise an important trustee role. It has also been pointed out to us that members of the Council of Assembly often have access to the reports and deliverances of other Councils only after these have gone to press. There appears to be little scrutiny, filtering, or opportunity for aligning reports with the established priorities of the organisation. In part, this may be explained by the very tight time-frame within which reports have to be compiled and submitted for publication. We find this absence of scrutiny by the Council of Assembly surprising given that its primary function is one of coordination and oversight. With an overall failure to impose a coordination of strategy and the establishment of priorities, approvals given by the Assembly can be piecemeal, involve duplication and result in waste of resources.

Strategy and Priorities - A further complaint concerns the absence of any common understanding, whether expressed formally or not, of the clear, strategic priorities of the Church of Scotland. These priorities would need to be consistent with the Articles Declaratory and the expressed will of the General Assembly. Yet several persons in positions of leadership have complained to us that they are having to interpret strategic priorities for themselves, a point that is also stressed in the Transformational Change report. This prevents the work of the Church being carried out effectively, causes confusion and duplication, and puts an undue burden on leaders. In our view a new trustee body, freed from internal conflicts of interest between Councils, should be able to carry out the present remit of the Council of Assembly to assist the Assembly to determine strategies and to set priorities.
and monitor delivery. There is no reason why, as in any large, national organisation, this cannot be done systematically through a well-prepared rolling programme devised by trustees, committees and working groups. A clearly articulated set of priorities would also be of much benefit to the General Trustees in aligning their work with that of the General Assembly.

**Finances** – although the Council of Assembly is required to authorise expenditure, in practice its financial powers are limited by the extent to which some funds are restricted and others designated for the work of individual Councils. The lack of clarity surrounding many of these creates difficulties for all concerned. The task of determining which funds are restricted and whether their status can be altered has taken some time but, we understand, will soon be completed. Councils are incurring annual deficits, especially Social Care and the Israeli entities. These deficits have to be made up from reserves. The operating loss for 2018 (excluding exceptional items such as losses on investments and gains on property sales) was £5m. The principal contributors were Ministries £(1.1m), Social Care £(1.5m) and the Israeli entities £(1m). Since at least 2015, budgets, management accounts and annual outturns have shown net annual deficits varying between £2m and £7m.

Budgets and forecasts have often been at variance. In scrutinising the minutes of the Council of Assembly over a four-year period, the Special Commission was dismayed to see how little attention appeared to be devoted to discussion of financial matters, and this despite the detailed work of its Finance Group and warnings sounded by some of its members. We take one example. At meetings of the Council of Assembly in November and December 2016, the deficit for 2016 was being forecast at £4m against a budgeted deficit of £3.2m and the budget for 2017 was being revised to a deficit of £4.7m from a forecast of £1.3m. Whilst members of the Council expressed ‘concern’, the Council engaged in no further discussion over 2017 as to how to respond to this lack of budgetary control. Only in December 2017 were serious questions asked, when the Council’s Finance Group reported that the detailed budget deficit for 2018 was £4m against a forecast of £2.3m and that 2019 would present serious challenges because of reducing congregational contributions and a continuing and significant reduction in legacy income. Even so there was no urgency expressed: merely that firmer budget measures “might be required”.

A related concern is the relentless growth of posts and staff costs within the central Councils and committees. At the end of 2018, 245 persons (217 full-time equivalent) were employed within SC011353, at an annual payroll cost of £9.9m. This represents a growth in numbers of c10% from 222 (198 full-time equivalents) since 2013 with a cost rise of over 20% from £8.2m. Even allowing for inflation, the rising cost of the central staffing complement seems unaffordable, given the reduced size of the Church of Scotland and the anticipated decline in congregational income (currently c£47m). Successive General Assemblies have added to central staff numbers without proper discussion of the optimal size of the central organization. A smaller and leaner bureaucracy will be needed for the years ahead, especially if larger Presbyteries are to be better resourced for their work.

Not only is there no deficit reduction plan, but our detailed investigations have shown a disturbing lack of concern to curb and control expenditure. Substantial sums of money have recently been spent on consultancy, branding exercises, YouTube productions and newsletters. Until a moratorium was recently declared, 33 different newsletters were being distributed to a variety of mailing lists from inside 121 George Street. There is no coherent strategy supporting these disparate communications activities, with ample evidence of duplication and minimal consideration of the needs of the intended
audiences. This seems an inefficient use of scarce resources. One correspondent suggested to us, not unreasonably in our view, that if another national charity were to send us over 30 newsletters from different elements of its central administration, we would find this baffling. With further dismay, we note that these forms of expenditure have taken place at a time when ministry candidates and their families continue to face serious financial pressures. Despite repeated pleas and some valiant efforts, the Church of Scotland has still failed to provide an adequate stipend for those who are required to devote three of four years of full-time study to their ordination training. Many of our candidates continue to borrow money from the Students Loan Agency only later to face repaying debts from a ministerial stipend. Those called to ministry are required normally to undertake an intense programme of 3-4 years of full-time study and training. Having relinquished their secular employment, they deserve to be better supported throughout this process. At a time of acute ministerial shortage and crisis in recruitment, this is symptomatic of an organisation that is losing sight of its fundamental priorities.

Councils – at present, the General Assembly has six standing Councils: Council of Assembly; Ministries; Mission and Discipleship; World Mission; Church and Society; and Social Care. Given our remit to explore ways in which a leaner structure would better serve the local church and its mission, we are proposing a reduction in the number of Councils. Again, this is not a novel idea but one that has been advocated for some time. In recent years, there have been areas either of overlap or of common activity without strategic oversight, e.g. more than one council reports on Israel/Palestine, three Councils have developed initiatives for younger people, parish mission is a preoccupation for at least two Councils and so on. Some consolidation of effort and reduction of semi-autonomous groups would save resource, while also facilitating more coordinated and strategically focussed activity. A rationalised structure could achieve better oversight, reduced expenditure, economies of scale, less duplication of effort, cessation of work which is no longer a priority, and less rivalry between Councils.

We have been unable to identify a clear role for the Panel on Review and Reform in the new structures envisaged, though we recognise the need for a forward looking ‘think tank’ that can stimulate fresh reflection and vision. Such groupings could be established on a limited, fixed-term basis with a clearly defined remit by the new trustee body. To underpin this and other work, there is a need for an in-house facility to ensure that policies are informed by proper research and analysis. Comparisons with other churches, e.g. the Church of England and the PCUSA, suggest that such a facility is desirable, even necessary. For example, a research support officer might undertake work in the following areas, all of which are central to the mission of the church:

- ‘functionality' of particular Presbyteries or areas of the country - their use and allocation of financial and human resources, the 'weak spots' in terms of territorial coverage;
- Presbytery 'health checks' to enable more realistic planning, involving closures, new initiatives in pioneering and church planting, and the resourcing of healthy churches to enable growth;
- 'mapping' to identify space for new initiatives in church life, and drawing upon best practice in other churches;
- assessing the development of new 'fresh expressions'.

Social Care presents distinctive and formidable challenges in terms of governance and finance. We have discussed these with office-bearers and the CEO of Crossreach and we share their view that
Crossreach should become an arms-length, self-sustaining organisation. While remaining within the charitable body and drawing strength from its links with the Church of Scotland, Crossreach could function in a more autonomous capacity with its own management, financial and HR structures. This would also result in significant efficiency gains; for example, at present, the CEO of Crossreach dedicates c30% of her time to the work of church committees, most of which are remote from her expertise and remit.

Representation on Councils and Committees – a further complaint that we received on several occasions concerned the size of many Councils and Committees. These often exceed 30 members with the result that significant numbers are unable to contribute effectively to discussions and decision making. Moreover, the managing of these relatively large bodies appears to absorb a disproportionate amount of effort on the part of staff inside the church offices. Given this problem, in addition to the general decline in numbers and resource, we believe that the Church of Scotland could function more effectively with a much smaller representation on these and other bodies. Our system of church government at every level is currently populated by large and unwieldy bodies that neither facilitate effective decision-making processes, nor proper stewardship of time and resource. We should ensure that, wherever appropriate, Council officials are empowered and trusted to take executive decisions, instead of requiring these to be channelled through large committees for scrutiny, discussion and approval.

Wider Structural Concerns
Although the remit of the Special Commission begins with a focus on the Council of Assembly, it raises further concerns about the need for a ‘national structure’ that is sufficiently ‘lean and fit to lead reform’. The Special Commission has also considered this, mindful of the wish of the General Assembly 2018 to see proposals for radical reform brought forward in this context.

General Assembly – as a body of c800 commissioners, the Assembly has often proved inadequate in holding Councils and committees accountable, controlling expenditure, and in articulating a coherent strategy for the whole church. Time and again, we have been confronted in our discussions by the view that the General Assembly is unfit for purpose and unable properly to exercise its role in relation to oversight, coordination, and the enabling of the mission of the local church. There are many symptoms and several causes of this malaise.

On average 167 people are attending the General Assembly for the first time and most have not been present in the preceding year. Commissioners are confronted by a substantial volume to which is added another set of supplementary reports which appears shortly before the Assembly, as well as several sets of Daily Papers. Coupled with the procedures surrounding questions, debates and deliverances, it is perhaps inevitable that most recommendations are received, taken on trust, and approved. (Amidst the plethora of approved deliverances, some decisions are never acted upon, while efforts to ‘encourage congregations’ to undertake some task or other seem unlikely to have any real effect.) The timing of the Assembly is also problematic, given that it requires any working elder to take a week’s annual leave. Costings are imprecise, but it is certain that the headline figure (£400+K) does not represent the total amount. The time spent by ministers preparing reports, travelling to meetings and spending one week of the year in Edinburgh also requires to be properly costed, as does the input of staff time in servicing these committees, and preparing for the Assembly. If all this were included in the calculation, the Church of Scotland’s AGM would appear to be a very expensive undertaking. And with the approval of reports and deliverances
completed, it is not long before the process begins all over again. The disproportionate number of retired ministers in attendance also attracts negative comment, especially from those younger ministers in post who find this disempowering. We believe that the proposed new Business Committee, as an immediate priority, should identify ways in which the General Assembly can be reduced in size and become more effective in serving its purpose.

Presbyteries – although their number is generally agreed to be too high, efforts at reform have hitherto proved largely unsuccessful. The distress experienced by many of the smaller Presbyteries is now palpable and reform is urgently needed. The emergence of groups is a welcome development but soon the Church of Scotland will need to reduce the number of its Presbyteries from 45 to c12, if these are to function as effective and properly resourced regional bodies. Work on this is already underway and should be further encouraged and accelerated. There are two problems that afflict the relationship of the Presbyteries to the General Assembly. First, there is a lack of accountability. We appear to have no reporting mechanism by which plans and strategies are approved by the Assembly, though some Councils do maintain frequent contact with Presbyteries and provide regular advice and support, while the Clerks Forum ensures some coordination of Presbyteries with the central church. But how the General Assembly satisfies itself that Presbyteries are functioning well is not at all clear. This relates to a second problem surrounding resource. The distribution of funds from wealthier parts of the church has historically taken place according to the two criteria of poverty and remoteness of location. It has been an axiom of our system that a sharing of material resources is needed to support congregations in the poorest parts of Scotland and in more remote locations where population density cannot produce financial sustainabilty. According at least to anecdotal evidence, the present system of resource allocation seems to work sub-optimally with not a few congregations in areas that are neither poor nor remote receiving substantial subsidies. This suggests that a rationalisation of resource allocation, informed by the provision of more robust and granular data is urgently required. The system of resource allocation is also controversial for the disincentives it creates particularly for congregations in long-term vacancies, and for the ways in which funds released by the sale of assets (e.g. as a result of a union) are not distributed to areas of strategic priority. We recognise that there are tensions amongst the local, the regional and the national church but some balancing of interests and priorities needs to be more clearly established.

Kirk Sessions – Neither is the local church free of structural problems. Kirk Sessions function as trustee bodies but again the numbers are often too large to deliver proper oversight and executive control. The size of Kirk Sessions has historically been determined by the number of districts requiring pastoral care. This has produced bodies of 50+ persons in many places. Whether the ministry and mission of the church are best exercised by such large groups spending significant amounts of time servicing committees and visiting districts is at least an open question. And whether younger members wish to hold an office that is effectively for life is doubtful. Another correspondent suggested to us that if prospective young elders were to sample a Kirk Session meeting and then be offered the post for life, they would be unlikely to find this an attractive proposition. We note that in other churches, for example the Presbyterian Church of the USA, Kirk Sessions comprise only those elected to serve for a fixed term, thus constituting much smaller and arguably more effective executive bodies at local level. A disproportionate amount of time is arguably absorbed by the routine tasks of the eldership. This could be released for other activities and new initiatives. We welcome the initiative of the
Legal Questions Committee in bringing forward new proposals to this end.

121 George Street – there has much discussion over the future of the buildings that currently house the church offices. We have received conflicting reports of the cost of necessary repairs, of decanting, of securing alternative accommodation, and of the commercial viability of leasing sections of the building. The Commission has not taken a view on these matters except to observe that i) the new trustee body will require to take an informed view on the future of the buildings and possible alternatives at an early opportunity, ii) that this should be done through close consultation with the General Trustees, iii) that no decision should be taken until there is greater clarity on the future shape and needs of the central organisation of the church and iv) that the wider cultural impact on the organisation should be considered in this context. Accordingly, we recommend that the trustee body takes steps to carry out necessary repairs to ensure that the organisation can continue to function in 121 at least for the short term but that steps be taken to assess its longer-term viability. Further remarks from the Transformational Change report are relevant in this context. ‘It was evident from our visits to 121 and from numerous comments received from SMT members that the existing building general arrangement and infrastructure present considerable challenges to creating an open, collaborative workplace. Some examples of close adjacencies between teams were reported to be extremely successful. Most members, however, saw the compartmentalised internal plan arrangement, with distinct front and rear accommodation blocks arranged over multiple levels, as presenting barriers to effective inter-team collaboration.’[14]

Outline of Proposals
The focus of our remit is proper trustee governance, together with the identification of, and proposals to embed in the Church’s structures, key principles to allow the General Assembly to prioritise the work and resources of the Church. Six months of meetings and investigation have made us acutely aware of the need for widespread reform, including a Radical Action Plan.

Proposal 1– A new body of trustees, to be called the Assembly Trustees, should be established with effect from the end of the General Assembly 2019. This body will act as the trustees of all funds held within SC011053 whether restricted, designated or unrestricted. Trustees appointed by General Assembly 2019 will retire in a gradual process after one year, following which appointment should take place through a transparent and inclusive process of advertisement, application, recommendation and interview. This process should be designed to maximise the diversity of the Trustee body from among all members of the Church and with the necessary skills. The remit and responsibilities of the new trustee body are set out in Appendix 1.

Those trustees first appointed by the General Assembly will be a transitional body who will make the necessary appointment of a Chief Officer, establish governance systems which allow the trustees to carry out their work properly, and provide assurance to the General Assembly as to the manner in which the Assembly’s strategies and priorities are being taken forward. From extensive discussions with colleagues inside and outside the Council of Assembly, we have reached the conclusion that the current structure has never been fit for purpose. Its composition has resulted in too large a group, conflicts of interests on the part of conveners and others in attendance, a confusion of oversight with executive management, and an inability to exercise proper fiscal control over Councils and committees. Our view is that this new body requires to take up post with immediate effect to ensure a rapid response to a sense of crisis. This has multiple causes – financial, organisational and motivational.
Proposal 2 – Beyond the three-year transitional period, the trustee body should comprise 12 members, to be appointed for a period of three years, including a convener, vice-convener and administrative trustee. Two further members will be appointed ex officiis, the Convener of the Business Committee of the General Assembly and the Chair of the General Trustees. We agree with the indication in our remit that a proper structure should ensure that the Assembly can effectively direct prioritisation of work and resources. In order to achieve this, there must be true collaboration between Councils (or their successors). This will be enhanced if the new trustees are able to carry out the work which had been remitted to the Council of Assembly of monitoring, evaluating, and co-ordinating the work of Agencies and Councils and their wise use of resources. This can be achieved by the new trustees facilitating a rolling budgetary programme and having oversight of all potential reports and deliverances. The General Assembly will then be able to set priorities upon the basis of a systematically presented set of options. The Assembly Trustees should determine for themselves an appropriate sub-committee structure. All reports and deliverances to the General Assembly should be transmitted to and scrutinised by the trustees prior to their publication. In our view, this will better represent the way in which the trustees are intended to exercise broad oversight of the work of the charitable body. The new trustee body should receive administrative support from within the organisation. Our view is that c12 is the optimal figure for the trustee body of our charitable organisation. It should be sufficiently large to incorporate the necessary skills and to reflect the breadth of the Church of Scotland. But it should be sufficiently small to ensure that all its members participate actively in meetings and assume responsibility for establishing priorities and for exercising oversight and coordination of activities. The trustee body should comprise people with skills in law, human resources, finance, management, communications and theology, while also including members with extensive experience of leadership in the Church of Scotland. The need for proper coordination with the work of the General Assembly Business Committee and the General Trustees can be served by appointing the conveners of these bodies as trustees ex officiis. No employee of the Church of Scotland, full-time appointee of the General Assembly, or other convener should hold the position of trustee.

Proposal 3 – A senior management team should be restructured to work closely with the trustees, with delegated authority for the discharge of functions from day to day. This will be led by a full-time Chief Officer – a new role – whose appointment should be an urgent priority for the new trustee body. The appropriate membership of and remit of the Senior Management Team will be determined by the Trustees in accordance with good management practice. We have given serious consideration to what a “leaner and fitter” management structure would look like. Conscious of the burden imposed by large management spans and having considered practice in comparable organisations, we believe that there may be an advantage in a further new appointment to the SMT of a Head of Corporate Services. This post would support the Chief Officer, taking management responsibility for finance; human resources; communications; IT; estates and other central functions. Accordingly, we would invite the trustees to consider this. During the interim period from 1 June, we would recommend that the current Acting Secretary to the Council of Assembly continue in his role with respect to organisational oversight, working under the authority of the new trustee body.
Transformational Change Report. Clearer delegations of responsibility and accountability need to flow from the trustee body through the Senior Management Team to the rest of the organisation. In particular, this must involve greater management oversight, support and development of staff and control over budgets, expenditure and implementation of the strategic aims of the trustee body as approved by the General Assembly. This model functions well in many other charitable bodies and partner churches; it should be followed within the parameters of our Presbyterian form of church government.

In addition, the trustees will be served by one of their own number to act as the Administrative Trustee. With appropriate support from a staff member in the central organisation, the Administrative Trustee, among other matters, shall make all necessary arrangements for meetings of the Trustees and the work to be covered by them, work closely with the Convener, Vice-Convener, and the Chief Officer to ensure that all proper governance measures are implemented and to ensure that trustees are given appropriate training.

Proposal 4 – There should a reduction in the number of Councils, with a view to the formation of two groupings. The following model is suggested, though we recognise that further internal discussion is required with a view to the Assembly Trustees bringing a set of recommendations to General Assembly 2020. The Ministries Council and the Mission and Discipleship Council might merge to form one ‘inward facing’ body with responsibilities for the resourcing of ministries, the upbuilding of the congregations of the Church of Scotland and the envisioning of Christian mission in Scotland. The World Mission Council and the Church and Society Council might merge to form one ‘outward facing’ body that will facilitate the overseas work of the Church of Scotland together with the task of bearing Christian social witness at home and overseas. These new groupings could provisionally be named the Ministries and Mission Group, and the Church in the World Group. We recommend abandoning the nomenclature of ‘Councils’ to signify more clearly the distinction between the trustee body and those groupings within the central organisation of the Church that in future will become more accountable to the trustees in terms of strategy and reporting, and through the trustees to the General Assembly. But, once formed, these new groupings should feel free in due course to propose alternative designations to the General Assembly that reflects their remit.

Admittedly, the terms ‘inward facing’ and ‘outward facing’ are not altogether happy. The task of equipping ministers and congregations for mission clearly has an outward role, while much that is undertaken with respect to Scotland, the UK and the wider world has a reference to congregations, their witness and their partnerships with other churches and agencies. And the ecumenical work of the Church of Scotland will have a demonstrable locus in both bodies. Nevertheless, the integration of these Councils into two units has sufficient rationale to enable greater coordination and economies of scale to take place without loss of vision or vital activities. If we can ensure that there is sufficient cooperation and alignment with organisational priorities, then these two groupings can be made to work for the good of the whole church. Our view is that the location of Ecumenical Relations, the Theological Forum, and the Inter-Faith Officer should be considered in light of this new configuration with a view to developing closer links, more efficient working and a coherent governance model. Consideration should also be given to other groupings within the organisation. For example, we are aware of the important work of the Guild and would recommend that the trustees seek to identify any ways in which it can be best included in any new governance arrangements. To develop
close links between these new groupings and the Assembly Trustees, we envisage ‘liaison trustees’ being appointed, from amongst the trustees, to work alongside the group leadership.

A fusion of four Councils into two groups should enable economies of scale, avoidance of duplication and competition, reduction of central staff numbers, more effective working across the organisation and devolution of some functions to larger Presbyteries. These Council mergers have been mooted for some years with the intention of creating one internally focussed and one externally focussed group. Now is the time to bring about this reorganisation.

The Panel on Review and Reform was established by the Church Without Walls report in 2001. Its remit has fallen somewhat uncertainly between those of other bodies, e.g. the Council of Assembly which is responsible for strategy and both Ministries and Mission and Discipleship which have initiated new programmes in ministry and mission in the intervening years. Our view is that a place will need to be found for the wider strategic thinking undertaken by the Panel, particularly in a comparative context, but that this can be done on an occasional basis either by the two new groupings or by an ad hoc working group of the trustee body. In this connection, we have also come to the view, following Doug Gay, that the Church requires a research facility in order to generate accurate data and informed analysis across a range of activities. This could be based within the new Ministries and Mission Group. Accordingly, the Panel on Review and Reform can now be discharged not with disregard to the importance of its remit but with the intent of embedding and strengthening its work via other bodies.

Social Care faces formidable challenges, already alluded to above. Our view, which appears already to be widely shared, is that Crossreach needs to become a more autonomous body both in terms of its finance and governance. The different and specialist nature of its activities will require this, while the need to reach a position closer to financial sustainability is apparent. A positive relationship with the Church of Scotland should be maintained but in a way that is financially prudent in the longer term. The Social Care Council should become the Social Care Committee and be instructed, in line with the Radical Action Plan, to forge a new identity for Crossreach as a self-sustaining ‘arms-length’ body. The Social Care Committee should bring a series of recommendations in those terms to the General Assembly of 2020.

Proposal 5 – The new trustee body should seek within one or two years a reduction in the costs of the central administration of SC011353 by c20–30%. This figure is indicative only, but our initial judgement is that it needs to be of that order for cost savings that will prove commensurate with the steady decline in the size of our membership and the subsequent impact on income. To oversee this process of transition, expertise in organisational change management should be secured, where necessary, by the trustees. This might be on a fixed-term basis: again, the precise nature of this appointment is a matter for the trustees, working with the new Chief Officer. A simultaneous review of the pay grade scheme should be also be undertaken. We understand that this is now overdue and that significant anomalies require to be tackled. A time of administrative re-organisation will provide an opportunity for this work to be advanced.

There has been recent growth in the number of posts created within the central committees and Councils. This number is unsustainable for a membership shrinking in size by c4% each year and with congregational income likely to decline. Furthermore, the need to create fewer and better resourced Presbyteries will require a slimming down of the central organisation and a redistribution of resource to the
regions. Steps to reduce central costs should be undertaken as an immediate priority by the new trustee body. To be effective this programme will need to consider functions essential for compliance with charities law, the core business of the Church, ways in which some activities might devolve to larger Presbyteries (for example, support with mission, buildings, finance, and human resources). Other activities should be re-evaluated in relation to the shrinking size of the Church, increasing financial constraints, and a clearer understanding of the Church’s priorities.

Proposal 6 – The Assembly Arrangements Committee should become the Business Committee of the General Assembly to form a body of 12 members – see Appendix 2.

The newly formed Business Committee should report in 2020 on ways in which the Assembly can become smaller, of shorter duration, and more cost effective. To this end, the 2020 Assembly should be largely devoted to issues of governance, finance and the articulation of strategic priorities for the whole church. Reports and deliverances from Councils should be kept to a minimum during this transitional year. Following merger, the two new groupings should be tasked with identifying ways in which committee membership can be significantly reduced as a cost saving measure.

The General Assembly should also be reduced in size and duration to reflect the smaller membership of the Church of Scotland and to produce a more effective forum for discussion and decision making. Models from other Reformed churches could be compared for the sake of envisioning a more adequate form of church government which better coordinates central, regional and local church structures. In particular, a new way of enabling Presbyteries to report to the General Assembly should be considered – as mentioned above, we understand that the Legal Questions Committee is already engaging with this task.

The Commission judges that the new trustee body should have a more central role at the General Assembly than the Council of Assembly, which has too often found that it is by-passed by other Councils and thus marginalised at key moments. For example, it is anomalous that the Council of Assembly often lacks advance notice of reports and deliverances of other committees and Councils prior to their submission for publication. Our requirement is that all reports and deliverances now be transmitted to the trustees via the Senior Management Team and scrutinised prior to publication. Deliverances and reports should be significantly reduced in length in the interests of efficiency, accessibility and cost savings. The presence of trustees as commissioners will also ensure better knowledge of Assembly business, improved channels of communication, and increased accountability. Responsibility for Heart and Soul should be remitted to the Ministries and Mission grouping.

Through much of our consultation process, we have been struck by the adverse comments on the size of Councils and Committees. These large bodies generate significant amounts of staff administrative time and costs in terms of time and travel. Our view is that these bodies would be at least as efficient if contracted in size with savings also generation. To ensure sufficient expertise for the expediting of business, Committees should continue to have powers to co-opt members. We recommend that the eventual merged groupings review their committee structures with a view to achieving a significant reduction in numbers, wherever possible.

**Conclusion**

The Commission submits these proposals to the Church, conscious of their far-reaching consequences. These are aligned with previous analyses and reports, together with much of what we have
learned through the consultation process. It is clear to us that the status quo is not sustainable and that vital changes are immediately required for the welfare of the whole Church and the proper stewardship of its resources. Frequently, we have been urged to be bold and radical in our proposals. In that spirit, we offer this report and its recommendations to the General Assembly.

In the name of the Commission

David Fergusson, Convener
Sarah Davidson
James McNeill
Morag Ross

Appendix 1

CONSTITUTION AND REMIT OF THE CHARITY TRUSTEES OF THE CHURCH OF SCOTLAND, (the Unincorporated Entities), SCOTTISH CHARITY NO SC011353

Introduction

1. The Charity Trustees of the Church of Scotland, (the Unincorporated Entities) Scottish Charity No. SC011353 (the “Charity”) are known as the “Assembly Trustees”.

2. The general work of the Church of Scotland (the “Church”) beyond the local spheres of Congregations and Presbyteries is directed and controlled by the General Assembly of the Church (the “General Assembly”) through standing committees appointed for the purpose. By Deliverance of the General Assembly made on 17 May 2004, the Council of Assembly (the “Council”) was established, with effect from 1 June 2004, as such a standing committee of the General Assembly, to which it is directly accountable and to which it is required to report annually.

3. Following upon the coming into force of the Charities and Trustee Investment (Scotland) Act 2005 (asp 10) (the “2005 Act”) the Church is recognised as a Designated Religious Charity, Scottish Charity No. SC011353. By Deliverance of the General Assembly those members of the Council appointed by the General Assembly together with those members of the Council holding office as Conveners of the six major Councils of the Church (the “Conveners”) were appointed to act as the Charity Trustees and, as such Trustees, to have general control and management of the assets of the unincorporated Councils and Committees of the Church (the “Unincorporated Entities”).

4. The assets of the Charity are those held for the Unincorporated Entities and include the assets of the Church of Scotland Housing and Loan Fund for Retired Ministers and Widows and Widowers of Ministers. Other Church assets are held by the General Trustees, Scottish Charity SC014574, the Church of Scotland Investors Trust, Scottish Charity SC022884 and the Church of Scotland Trust, Scottish Charity SC020269 (together, the “Statutory Corporations”). Church assets are also held locally by individual trustees on behalf of Congregations or by Presbytery trustees on behalf of Presbyteries.
5. In practice it has been found that (a) because much of the remit of the Council involves acting in an executive capacity as regards the day-to-day management of the work of Councils and committees, it is impractical for a body of volunteer trustees to accomplish such work without dedicated executive support (with the result that what should be the principal role of exercising oversight and coordination of activities suffers) and (b) the inclusion as Charity Trustees of the Conveners (as members of the Council) have not been conducive to good governance and management of the Charity’s assets.

6. This deed therefore makes new provision as to the constitution, powers and duties of the Assembly Trustees, reconfirms the charitable purposes, makes specific provision as to the nature of the matters to be carried out by the Trustees and confirms the extent to which day to day management of the work of the General Assembly’s standing committees is to be carried out under the aegis of the Assembly Trustees and as part of the remit to them.

Trustees

7. As from the date of their appointment by the General Assembly the first Assembly Trustees (the “Trustees”) shall be [here take in the names of those individuals first appointed by General Assembly 2019]. [name] shall be the first Convener. [name] shall be the first Vice Convener. [name] shall be the first Administrative Trustee.

8. The Trustees shall be members of the Church.

9. Trustees shall hold office for a term of three years, renewable for one further term only, whether consecutive or not; provided that, as regards the Trustees first appointed, one third in number shall serve for a term of one year only, non-renewable for a consecutive term, one third in number shall serve for a term of two years only, non-renewable for a consecutive term, and one third in number shall serve for a term of three years only, non-renewable for a consecutive term. The Trustees first appointed shall be eligible to serve a second term, non-renewable, after an interval of three years.

10. The appointment of a new Trustee upon the occurrence of a vacancy by reason of death, resignation or otherwise, and any re-appointment, shall be determined by the Trustees, subject to approval by the General Assembly, through the adoption of a policy such as that set out in Schedule A below. There shall be twelve appointed Trustees except in time of vacancy. In addition to appointed Trustees the Convener of the Business Committee of the General Assembly and the Chair of the General Trustees of the Church of Scotland shall be Trustees by virtue of office.

11. Up to one half of the Trustees may be ministers and deacons of the Church. No employee of the Church and no member of any Agency will be eligible for appointment as a trustee.

12. There shall be a Governance Group as provided for in Schedule B below.

13. There shall be a Convener, Vice Convener and Administrative Trustee, chosen as provided for in Schedule C below.

14. A Trustee will automatically cease to hold office if:
a. he or she becomes incapable for medical reasons of carrying out his or her duties as a charity trustee – but only if that has continued (or is expected to continue) for a period of more than six months; or

b. he or she gives to the Convener a signed notice of resignation; or

c. he or she is removed from office following the procedure set out in paragraph 15 and Schedule B below.

15. If it appears to the Convener, Vice Convener or Administrative Trustee that a trustee may be in material breach of her or his duties as a Trustee or if a complaint is made by another Trustee or by an interested party alleging such a breach, the Administrative Trustee (or, if necessary, another Office Bearer) shall report the matter to the Trustees' Governance Group at the first reasonable opportunity, without naming the Trustee, with a request that the Governance Group take such steps as are appropriate within the provisions of Schedule B below. Upon such an occurrence, the Trustee in question shall have the rights and obligations set out in that Schedule in addition to all other rights and obligations at law.

16. In all aspects of their work as Trustees, each of the Trustees shall be indemnified by the Church in respect of any liability incurred as one of the Trustees arising from acts or omissions save where a Trustee has acted in a breach of trust amounting to wilful default or recklessness.

17. In accordance with the Declaratory Articles and Act of Assembly V of 2010, the Trustees shall hold the entire heritable and moveable property, assets, securities, investments and income held by or for the Charity (the "Charitable Estate") for the following objects:

1) to offer Christian worship, fellowship, instruction, mission and service;

2) to bring the ordinances of religion to the people in every parish of Scotland through a territorial ministry;

3) to labour for the advancement of the Kingdom of God throughout the world.

18. In doing so the Trustees -

a. shall seek to build and strengthen local congregations as centres of worship, care nurture, service, witness and mission;

b. shall promote, in partnership with other churches, the ministry and mission of the Church throughout all of Scotland, with particular reference to its poorest and most remote areas;

c. shall support the work of ecumenical bodies and other agencies in Scotland and elsewhere in the world; and

d. may make such provision of support, if any, to other charitable bodies having similar aims as those foregoing, as may seem appropriate in a common pursuance of the foregoing objects.

19. As regards the investments and income held by or for the Trustees as
part of the Charitable Estate, the Trustees shall have sole and absolute authority to give instructions to the Church of Scotland Investors Trust as to the management of and dealing with those assets, declaring that the Trustees shall maintain, and in consultation with the General Treasurer keep under review, a list of nominated persons by whom such instructions may be given.

Work of the Trustees

Governance

20. The Trustees shall exercise the supervisory function required by the Church’s Designated Religious Charity status; in particular, they shall –

a. maintain a Code of Conduct for the Trustees adhere to it and supervise compliance with that Code by all Trustees;

b. maintain a Code of Conduct for all Agencies, adhere to it and supervise compliance with that Code by all members of such Agencies;

c. carry out the work of trusteeship in accordance with the provisions of Schedule C below; and

d. maintain and implement such internal audit functions and risk management strategies as appear to the trustees, upon proper advice, to be appropriate.

21. The Trustees shall liaise with the Principal Clerk of the General Assembly (the “Principal Clerk”) as necessary and in particular insofar as the work required in that post interacts with the work of the Trustees. The Trustees shall request the Principal Clerk to attend such parts of such meetings of the Trustees as appear to the Trustees and to the Principal Clerk to be appropriate; but without the Principal Clerk being entitled to participate in any vote or other form of determination by the Trustees. The Solicitor of the Church shall attend meetings for the purpose of giving such advice as may be necessary on the legal implications of matters being discussed.

22. The Trustees shall have oversight of the work of the Agencies and shall seek to ensure that the use and proposed use by the Agencies of the Charitable Estate is in accordance with the policies, priorities and strategic objectives of the General Assembly and the Financial Strategy of the Trustees.

23. The Trustees shall approve the reports to the General Assembly of all Agencies and others prior to submission; and shall ensure that such reports are submitted in draft to the Senior Management Team no later than four weeks prior to any printing deadline required for submission to the General Assembly. Before approving reports for submission to the General Assembly the Trustees shall discuss with Agencies any apparent inconsistencies with the policies, priorities and strategic objectives of the General Assembly, with the Financial Strategy of the Trustees and as between or among reports of various Agencies.

24. The Trustees shall attend the sittings of the General Assembly in accordance with such arrangements as are put in place through the Business Committee of the General Assembly.
Powers

25. In carrying out their work in terms of this constitution the Trustees have power to do all such things as are necessary or incidental to the attainment of the Charitable Purposes.

26. In particular, the Trustees shall have all powers necessary to put into effect the matters hereinafter specified and set out in Schedules A, B, C and D below.

27. At a meeting of the Trustees at which the appropriate quorum (as set out in Schedule C below) is present, those Trustees present may exercise all powers exercisable by the Trustees.

Duties

28. The Trustees shall seek to ensure the implementation of the policies, priorities and strategic objectives of the General Assembly through working with the Agencies to achieve a collaborative approach to the nurturing of the people of the Church in their witness, worship and service and through assisting the General Assembly to determine strategy for the Church.

29. Upon the appointment of the Trustees first appointed –

a. the Trustees shall, as soon as practicable after appointment, consult with the respective Conveners of the Church and Society, Ministries, Mission and Discipleship, and World Mission Groups as to the most effective and efficient manner in which the work of the Ministries Group and the Mission and Discipleship Group, and the work of the World Mission Group and that of the Church and Society Group are to be carried out in two new groupings;

b. the Trustees shall as soon as practicable after such consultation, require the Conveners of the Ministries, Mission and Discipleship Groups and, separately, the World Mission and Church and Society Groups to report to the Trustees within two months with proposals from each combined Group as to:

   i. a proposed name for their combined Group;

   ii. an appraisal of those parts of the work of their former Councils which should be carried out by Presbyteries, those parts which should be carried out by the combined Group and any parts which it is no longer necessary to carry out;

   iii. a proposed remit for their combined Group;

   iv. a reasoned proposal for the number of members for their combined Group; and

   v. a reasoned proposal as to which areas of work of the combined Groups might most conveniently be carried out through special task groups or working parties;

c. the Trustees shall, within one month of receipt of those proposals and after such further consultation as the Trustees deem appropriate, determine upon the
appropriate name, division of work, remit and number of members of each combined Group; and
d. the Trustees shall, within one month of such determinations, issue appropriate guidelines to the combined Groups as to the manner in which the combined Groups are authorised to carry out work through special task groups or working parties and the parameters which are to be applied to such an approach.

Administration of the work of the Trustees

30. The Trustees shall appoint one of their number as the Administrative Trustee to carry out the work set out in Schedule E below, or otherwise as the Trustees shall determine, and to liaise with the Chief Officer, the General Treasurer and, when necessary, the Principal Clerk, as to the proper conduct of the administration of the Charity. In carrying out this work, the Administrative Trustee shall be assisted by the Solicitor of the Church.

Finance and Stewardship

31. The Trustees shall oversee the work of the General Treasurer in contributing to the fulfilling of the work of the Church by maintaining a strategic overview in the delivery of finance, accounting and support services, in being responsible to the Trustees for budgetary control, in co-ordinating an appropriate approach to financial services which are of a strategic nature, in carrying out the work of day-to-day oversight of the provision of an effective treasury function and in overseeing the support of human resources, IT and communications.

32. The Trustees shall ensure that Church resources are used wisely and effectively and in accordance with the policies, priorities and strategic objectives of the General Assembly; and, in particular, they shall –
a. adhere to the policies, priorities and strategic objectives of the General Assembly;
b. adopt, maintain and keep under review a Financial Strategy;
c. after each General Assembly, review as necessary whether potential expenditure should be categorised for the purpose of identifying prioritisation of expenditure;
d. after each General Assembly, review as necessary the appropriate prioritisation of expenditure;
e. maintain and, after each General Assembly, review as necessary a set of Budget Principles to be applied in determinations in accordance with the provisions of Schedule D;
f. maintain, and in consultation with the Church of Scotland Investors Trust subject to a periodic review, an appropriate Investment Policy as regards investments held as part of the Charitable Estate;
g. maintain, and in consultation with the Agencies subject to a periodic review, an appropriate Scheme of Financial Delegation such as that set out in Schedule F below to be followed by the Agencies;
h. maintain, and in consultation with the Agencies subject to a
periodic review, an appropriate Scheme of General Delegation;
i. maintain, and in consultation with the finance committees of the Agencies subject to periodic review, an appropriate Procurement Policy to be followed by the Agencies;
j. set appropriate standards of financial management for Agencies and to oversee compliance;
k. supervise and assist Presbyteries and congregations in adhering to financial standards required by charity law and by the General Assembly and to oversee compliance;
l. oversee the provision of financial management services for the Agencies, as agreed from time to time for the Statutory Corporations;
m. determine policy in relation to the teaching and promotion of Christian stewardship throughout the Church and to ensure adherence; and, in particular they shall –
   i. provide support to Presbyteries and congregations in the promotion of stewardship with a view to generating sufficient income to resource the worship, mission, nurture and service of the Church; and
   ii. make proposals to the General Assembly as to appropriate policy in relation to Ministries and Mission Contributions from congregations, and, subject to Regulations to be approved by the General Assembly, to determine with Presbyteries the Ministries and Mission Contributions required annually from congregations.

33. The Trustees shall maintain budgetary control of the use of the resources of the Charity; and in particular they shall –
a. determine in accordance with the provisions of Schedule D, for each calendar year, the financial provision (including contingency allowances) to be made available for the work of each Agency and shall ensure that funds are made available to each Agency to meet the provision determined upon;
b. prepare, approve and present annually to the General Assembly an indicative Rolling Budget and outline Financial Plan for the following five years;
c. prepare, approve and present annually to the General Assembly the audited Annual Report and Financial Statements of the Unincorporated Entities; and

d. ensure the maintenance by Agencies and any other budget holders of proper accounting records including those for financial transactions and payroll matters together with management accounts.

34. For the financial year 2020, the Trustees shall determine a final
35. For the financial years 2021 and following, the Trustees shall commence work by 31 August 2019 on the development of the budget for that year and beyond under the arrangements set out in Schedule D.

36. The Trustees shall recommend to the General Assembly the total amount of the Church’s Co-ordinated Budget for the Parish Ministries Fund and the Mission and Renewal Fund for the following financial year; and shall determine the allocation of the budget for the Mission and Renewal Fund among the relevant Agencies.

37. The Trustees shall develop and maintain a Reserves Policy; and, in particular, they shall make special provision for the funding of Funds such as the Go For It Fund and of any Growth Fund approved by the General Assembly. The Trustees shall maintain oversight of the work of such Funds to ensure that the Charitable Estate is deployed in accordance with the Charitable Purposes set out above.

38. The Trustees shall receive and distribute the income or capital of unrestricted legacies and donations among the Agencies at such times and in such proportions as to the Trustees shall seem appropriate, with power to specify the use to which these funds are to be applied.

39. The Trustees shall have regard to the conclusions of the 2018-2019 review of Funds which seeks to identify whether Funds are subject to restrictions as to the uses to which such Funds may be put and, if so, as to the proper interpretation of such restrictions. As regards Funds in respect of which there is no such restriction (“Unrestricted Funds”), the Trustees, if they consider it to be appropriate for the work of the Church, may, following upon consultation with the Agency or Agencies affected, reallocate such portion as they determine appropriate of any Unrestricted Funds for the time being held on behalf of any of the Agencies, to the work of another Agency or Agencies with power to specify the use to which the same are to be applied. The Trustees shall carry out subsequent reviews at intervals of five years with the aim of ensuring that Funds are allocated in accordance with the agreed priorities of the General Assembly.

40. The Trustees shall maintain a register of Funds held by them in respect of which the terms of the donation indicate a restriction as to the uses to which such Funds may be put (“Special Funds”) together with a statement of the terms of the restriction. They shall monitor whether the nature of the restriction continues to provide a suitable and effective method of achieving the objects of the Charity. If, in the opinion of the Trustees, having taken appropriate advice, the nature of the restriction does not provide a suitable and effective method of achieving the objects of the Charity, they shall seek to have the restriction removed.

41. The Trustees, as confirmed in the Constitution of the Church of Scotland Housing and Loan Fund for Retired Ministers and Widows and Widowers of Ministers, having supervisory duties in respect of that Fund, shall monitor the extent to which that Fund continues to provide a suitable and effective method of achieving the objects of the Fund. In the event that the Trustees conclude, in consultation with the trustees of
that Fund, that the purposes of that Fund provide a use for only part of its assets, the Trustees, together with the Fund’s trustees, shall recommend to the General Assembly that they apply to the Charity Regulator for a reorganisation scheme in order that such part of the Fund’s assets as may be deemed appropriate may be applied to better effect for charitable purposes consistently with the Charitable Purposes set out in paragraphs 17 and 18 above; and in the event of approval being given by the General Assembly, the Trustees shall make such application.

42. The Trustees shall determine annually the stipend rate, having regard to the recommendation of the appropriate Agency; under declaration that any Trustee in receipt of either a salary or stipend from the Parish Ministries Fund, or married to or the civil partner of such a person shall be excluded from deliberation or voting on that determination.

43. The Trustees shall determine the types and rates of expenses which may be claimed by members serving on Agencies.

**Operational oversight and Strategy**

44. The Trustees shall employ a Chief Officer to ensure that the determinations of the Trustees are enacted efficiently in order to promote the ministry and mission of the Church, and to ensure the effective management of staff and resources. The duties of the Chief Officer shall include facilitation of the development and enhancement of joint working between and among the Agencies, strategic oversight of the administration of the work of the Agencies, and working collaboratively with the Principal Clerk.

45. The Trustees shall arrange with the Chief Officer the institution and maintenance of a Senior Management Team to be convened by the Chief Officer on a regular basis in order to ensure that there is oversight of any emerging issues, effective co-ordination of the work of the Agencies of the Church, and collective leadership of the staff body. The constitution and remit of the Senior Management Team, shall be determined by the Chief Officer after consultation with the Trustees.

46. In seeking to achieve a collaborative approach to the nurturing of the people of the Church, the Trustees shall meet with Agencies and may establish working groups with them to reflect on the best practices to be adopted.

47. In exercising general oversight of the work of the Agencies the Trustees shall appoint liaison Trustees for each Agency (the “Liaison Trustees”). Liaison Trustees shall work collaboratively with their Agency to understand the development of the Agency’s work.
48. The Trustees shall oversee the implementation of any broad frameworks as from time to time determined upon by the General Assembly.

49. The Trustees shall make recommendations to the General Assembly on the relative priority of work being undertaken by its various Agencies.

50. The Trustees shall keep under review the central administration of the Church, with particular regard to resolving issues of duplication of resources.

51. The Trustees shall make recommendations to the General Assembly on matters of reorganisation and structural change, including adjustments to the membership and remits of relevant Agencies.

Vision

52. The Trustees shall encourage vision among the members and the Agencies of the Church so as to enable the emergence of ministries to meet the needs of the people of Scotland.

53. The Trustees may establish working groups to facilitate strategic thinking on vision with power to co-opt members.

Staffing, Management and Communications

54. The Trustees shall consult with Agencies on matters of management, resourcing and organisation; and as and when required shall offer guidance to Agencies or issue instructions.

55. The Trustees shall, in consultation with Agencies determine their staffing and resourcing requirements, including Departmental sharing or transfer of staff, in line with priorities approved by the General Assembly and any policies drawn up by the Trustees; it being declared that the term “staff” shall not include those directly employed by the Ministries Council, the Social Care Council and the World Mission Council or by their successor bodies.

56. The Trustees shall consult with the relevant Agencies in their appointment of senior staff. The Trustees, after appropriate consultation, shall appoint the Ecumenical Officer, Interfaith Officer, the Head of Stewardship, the Head of Communications and the Head of Human Resources. The Trustees, in consultation with all other relevant persons shall nominate individuals to the General Assembly for appointment to the offices of Principal Clerk of the General Assembly, Depute Clerk of the General Assembly, General Treasurer and Solicitor of the Church.

57. The Trustees shall act as one of the employing agencies of the Church in respect of corporate service staff and shall assume and exercise the whole rights, functions and responsibilities of the former Central Services Committee in that regard.

58. The Trustees shall have responsibility for determining the terms and conditions of the staff for which it is the employing agency.

59. The Trustees shall ensure that proper salary provision, terms and conditions are adhered to by all Agencies and that salary scales are kept under review when necessary.

60. The Trustees shall have responsibility for policy matters relating to Data Protection within 117–123 George Street, Edinburgh (the “Church
61. The Trustees shall oversee the delivery of central services to departments within the Church Offices, to Agencies and, where appropriate, to the Statutory Corporations, Presbyteries and Congregations namely -

(i) Those facilities directly managed by the Facilities Manager;

(ii) Information Technology (including the provision of support services to Presbytery Clerks);

(iii) Human Resources;

(iv) Legal Services (as delivered by the Law Department and subject to such oversight not infringing principles of legal privilege);

(v) Property Services.

62. The Trustees shall oversee the development and implementation of any Communication Strategy across the Church.

63. The Trustees shall oversee and manage any major reputational opportunities and risks for the Church, working with such Agencies as may be appropriate.

64. The Trustees shall oversee effective communication with members and courts of the Church, encouraging good practice.

Property and contracts

65. The Trustees shall facilitate strategic property planning across the Agencies to ensure that the best use is made of the property portfolio.

66. The Trustees shall consider and decide on proposals from Agencies to purchase heritable property or any other asset valued in excess of £50,000 or lease any heritable property where the annual rental is greater than £25,000 per annum. No Agency, except as provided for in paragraph 72 below, shall purchase or lease such property without prior approval from the Trustees.

67. The Trustees shall consider and decide on proposals from Agencies, except as permitted in paragraph 72 below, to sell or lease for a period in excess of five years or otherwise dispose of any heritable property, or to sell or otherwise dispose of any asset valued above £50,000, held by or on behalf of that Agency. The Trustees shall have power to allocate all or part of the sale or lease proceeds to another Agency or Agencies.

68. The Trustees shall consider and decide on proposals from Agencies to enter into an agreement or contract for receipt of goods or services (with the exception of contracts of employment or those relating to property transactions) with a total actual or potential financial commitment in excess of £50,000. No Agency, except as provided for in paragraph 72 below, shall proceed to enter into such an agreement or contract without prior approval from the Trustees.

69. Title to the Church Offices shall be held by the Church of Scotland General Trustees for behoof of the Trustees.

70. The Trustees shall be responsible for the proper maintenance and insurance of the Church Offices.
71. The Trustees shall be responsible for policy matters relating to Health and Safety within the Church Offices.

72. For the avoidance of doubt, paragraphs 66, 67 and 68 shall not apply to the Church of Scotland General Trustees and the Church of Scotland Housing and Loan Fund for Retired Ministers and Widows and Widowers of Ministers both of which may deal with heritable property and other assets without the approval of the Trustees.

Interpretation

73. The terms “Agency” and “Agencies” mean the following bodies being Standing Committees of the General Assembly, namely:

1. the following Groups: Church and Society, Ministries, Mission and Discipleship, Social Care, World Mission; and

2. the following Committees: Assembly Arrangements, Chaplains to Her Majesty’s Forces, Ecumenical Relations, Legal Questions, Panel on Review and Reform, Safeguarding, Theological Forum, Interfaith Programs.

74. “Fund”, except where used as part of a named Fund other than “Unrestricted Fund” and “Special Fund”, means a financial unit, comprising investments or a sum of money or both, held as a separate component part of the Charitable Estate, and identified by reference to the name of a donor, to a particular use or purpose or to use by an Agency or Agencies.

75. “Go For It Fund” means the Fund established in 2012 as part of the Ministries Council of the Church.

76. “Growth Fund” means any Fund established by the General Assembly to be set apart for community and parish development.

77. “Trustee” and “Trustees”, for the avoidance of doubt, mean all Trustees, including those participating by virtue of office.

SCHEDULE A

POSSIBLE SCHEME FOR APPOINTMENT OF TRUSTEES

1. When it becomes necessary to appoint a Trustee, the process shall be transparent and competency based and shall be of the following nature:

a. The Trustees shall identify the requisite and desirable experience and skills to fill the vacancy. In particular:

i. Trustees should possess an understanding of the life and culture of the Church and of Scotland’s contemporary culture and should be committed to developing the vision and mission of the General Assembly; and

ii. the expertise of the Trustees must include finance, human resources, management, communications, civil law, strategic planning and theology.

b. The vacancy shall be advertised and circulated as the Trustees determine; such circulation to include Presbyteries, Congregations and the Nomination Committee. The advertisement and circulation shall confirm that applicants...
must be members of the Church and that no employee of the Church and no member of any of the Agencies are eligible for appointment as a trustee.

c. All applications shall be sifted by the Trustees according to the required criteria and an appropriate number shall be invited to interview.

d. Interviews will be conducted by a panel of the Trustees according to such process of examination of the skills, experience and suitability for trusteeship as the Trustees, guided by the Head of Human Resources (who shall attend as a non-voting member of the panel), shall determine.

e. The panel shall report to the Trustees, who shall consult with the Nomination Committee as to any comments which the Committee wish to make on the panel’s recommendations for appointment;

f. any appointment shall be made by the Trustees, subject to approval by the General Assembly. In proceeding to determine an appropriate appointment the Trustees shall have regard to the need to seek diversity among the Trustees; and

g. Following acceptance of appointment, a new trustee shall be given an appropriate induction into each of the facets of Charity trusteeship. The induction process shall be determined upon by the Trustees after consultation with the Solicitor of the Church.

2. The Chief Officer shall take no part in the process of recruitment or appointment of Trustees.

3. When the term of office of a Trustee has been completed and the Trustee is willing to serve a second term, the Trustees shall renew the appointment without discussion unless the Trustee has failed to participate fully in the work of the Trustees. In the event that a Trustee has failed to participate fully in the work of the Trustees, the Convener of the Trustees shall meet with the Trustee to establish why that failure has occurred and how it might be avoided in the event of reappointment. The Convener shall report to the remaining Trustees after such discussions and the Convener and the remaining Trustees shall decide whether to reappoint the Trustee.

SCHEDULE B

TRUSTEES’ GOVERNANCE GROUP

1. A Governance Group of seven members shall be established by the Trustees, one of whom shall be the Convener, one the Vice Convener and one the Administrative Trustee.

2. The Governance Group shall establish, maintain and keep under review all necessary Codes of Conduct.

3. In establishing a Code of Conduct for Trustees (the “Code”), the Group shall have regard, in the first instance, to the Code of Conduct for the Voting Members of the Council of Assembly as Charity Trustees.

4. The Governance Group shall ensure –
a. that each Trustee is aware of the terms of this Constitution;
b. that each Trustee is aware of the deliverances from the most recent General Assembly;
c. that each Trustee is aware of her or his role as an Assembly Trustee;
d. that each Trustee is aware of the need to act with independence of mind and with probity;
e. that the delivery of the work of the Charity and the Agencies is founded upon good operational and financial plans;
f. that the effective working of the Trustees is enabled through the body of Trustees having appropriate skills, experience and diversity;
g. that the Trustees exercise the controls necessary to ensure that the strategic priorities, policies and decisions of the Assembly are implemented effectively and efficiently and establish appropriate checks on management, financial control mechanisms and risk appraisal; and
h. that the Trustees and the Agencies are open and accountable in their actions, enabling good communication among themselves and with staff, with others working within the Church, with members of the Church and with those with whom the Trustees and the Agencies engage.

5. Upon a report from the Administrative Trustee of a possible material breach of duty by a Trustee, the Group will appoint a panel of three of their number (the “panel”) to deal with the complaint. Unless the panel decides that the complaint is vexatious, frivolous or without merit (namely that even if the complaint were proved it would not constitute a breach of the Code) the panel will investigate the complaint. The Trustee who is the subject of such an investigation will be informed of the complaint and will be interviewed to ascertain the facts. The Trustee is required to give the investigators his/her fullest co-operation. The complaint and investigation will be handled in confidence as far as is practicable. Unless there are exceptional circumstances, the investigation will be completed within 56 days.

a. In the event that the panel consider that there has been a breach of the Code justifying action being taken, it will refer the matter to the Governance Group for determination as to how the matter should be disposed of. Both the panel and the Trustee shall be entitled to attend and make representations to the Group (the Trustee having the right to speak last) both in relation to whether a breach has occurred and, if it has, the appropriate action to be taken. The Group shall determine the procedure to be followed. Evidence shall not be led from witnesses except where the Group deems this necessary.

b. The Governance Group action thereafter may include:
i. reprimand, which shall be an expression of
disapproval of particular behaviour with counsel regarding future conduct;

ii. removal of the Trustee from a sub-committee or group, either temporarily or permanently;

iii. suspension from Charity Trusteeship either for a fixed period or until the next meeting of the General Assembly with a recommendation to that Assembly that the trustee be removed from membership of the Charity Trustees;

iv. referral of the matter to the relevant Presbytery where the conduct found established could constitute a disciplinary offence in terms of General Assembly Discipline Legislation.

c. A Trustee who is subject to such action will have the right of appeal to the Trustees on the following grounds:

i. an error in law

ii. irregularity of process, including breach of the principles of natural justice

iii. decision influenced by incorrect material fact; and

iv. the severity of any sanction imposed

d. The Trustees will determine how to handle any such appeal. Members of the Governance Group will take no part in determining the appeal.

e. If the Trustee whose conduct is the subject of a complaint under these provisions is a member of the Governance Group, he or she shall immediately withdraw from active membership of the Group until the matter is resolved. If it appears that the independence of the Governance Group may be compromised, the Trustees may appoint other members to act for the time being in place of the Group.

f. If the Trustee whose conduct is the subject of a complaint under these provisions is the Convener of the Trustees, he or she will immediately withdraw from active membership of the Trustees until the matter is resolved. The Vice-Convener of the Trustees, with the Governance Group, will assume responsibility for the handling of the complaint.

6. Advice and guidance in relation to the processes set out within these provisions will be provided by the Solicitor of the Church.

7. The Governance Group shall establish, maintain and keep under review an appraisal system for the Trustees which is in accordance with current good governance practice. The system should be developed through consideration with a governance consultant external to the Church.

8. In developing an appraisal system, the Governance Group will have regard to the following possible elements –

a. that the Trustees should, at least every two years, set aside
time to reflect on their own performance and functioning as a team, identify areas for improvement and make necessary changes;

b. that, in the event of determining upon a system of individual appraisal, such a process should –
   i. be facilitated by a governance consultant external to the Church;
   ii. be forward-looking and focused on learning and improvement;
   iii. be sensitive to Trustees’ volunteer status and proportionate in terms of demands on trustees’ time;
   iv. provide an opportunity to reflect on individual responsibilities and performance as well as those of the Trustees as a whole;
   v. encourage suggestions for improvement and development;
   vi. permit the Chief Officer and the Senior Management Team to offer their views;

c. that any system should provide for written conclusions and targets to be drawn up –
   i. as regards the Trustees as a whole, by the facilitator and the Trustees, for further discussion and implementation by the Trustees; and
   ii. as regards any individual appraisals, by the facilitator and the Trustee, for personal development by the Trustee; and

d. that the Trustees should reflect on the outcomes of such appraisals as a guide to the improvement of their Trustee training programmes, and in guiding their approach to Trustee renewal and recruitment.

SCHEDULE C

OPERATIONAL WORKING OF THE TRUST

Office Bearers

1. The first Convener shall be ……., whose term of office as a Trustee shall be non-renewable and shall expire on ……..

2. The first Vice Convener shall be ……., whose term of office as a Trustee shall be non-renewable and shall expire on ……..

3. The first Administrative Trustee shall be ……., whose term of office as a Trustee shall be non-renewable and shall expire on ……..

4. Three months in advance of the anticipated retirement of an Office Bearer, or no later than one month after the occurrence of an unexpected vacancy, the Trustees shall choose a successor from among their own number.

5. Save as provided in respect of the first Office Bearers, the term of office as an Office Bearer is three years, non-renewable; and that term will be counted as part of her or his permissible terms as a Trustee.
Meetings of Trustees

Proceedings

6. The Trustees shall meet on at least seven occasions (an “Ordinary Meeting”) in each year.

7. The dates of the Ordinary Meetings for the ensuing calendar year shall be settled by the Trustees no later than 31 October in the year preceding. One of those dates shall be specified as the annual meeting-in-person at which all Trustees are expected to attend in person.

8. Any trustee may request the Convener to hold an additional meeting (a “Special Meeting”) by a request in writing or sent electronically to the Convener and copied to all other Trustees in confidence giving reasons for the request. After taking the views of all Trustees, the decision as to whether to call a Special Meeting shall be at the absolute discretion of the Convener.

9. Notices of every meeting together with an agenda shall be delivered electronically, or delivered by hand, or sent by post to each Trustee at least ten days prior to the meeting or within such time as the Trustees may determine.

10. Meetings shall be held at times and places convenient for each of the Trustees.

11. Except in respect of the annual meeting-in-person, attendance at an Ordinary Meeting or at a Special Meeting may be made by way of telephone-conferencing, Skype, video-conferencing and other internet- or electronic-based methods of communication.

12. Minutes shall be taken by the Administrative Trustee of topics covered at all meetings, recording reports received, decisions taken and the allocation of any further work required. Matters properly to be treated as confidential, such as employment issues, should not be recorded in the main minute but the fact of the item of business having been discussed should be recorded and a full note set out in a paper apart, to be kept in a separate file from the minute book. The Solicitor of the Church shall be in attendance when it is anticipated that the giving of advice may be necessary on the legal implications of matters being discussed.

13. Copies of approved minutes and of confidential “papers apart” and of all reports and other papers considered at meetings must be retained in a form that continues to allow access throughout the anticipated lifetime of the Charity. All such papers should be retained both in hard copy and in electronic format.

14. A quorum of Trustees shall be 8.

15. The Convener shall chair each meeting of the Trustees.

16. In the event that the Convener is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as Chairperson), the Vice Convener, if present, will act as chairperson failing which the Trustees present must elect, from among themselves, the person who will act as chairperson of that meeting, or until the arrival of the Convener.

17. In the event of the need for a vote, each Trustee has one vote, which must be cast personally, but may be given as part of electronic attendance.

18. All decisions will be made by majority vote.
19. In the event of an equal number of votes for and against any decision, the Convener or the chairperson of the meeting will be entitled to a second, or casting vote.

20. The Trustees may, at their absolute discretion, allow any person to attend and speak at a meeting notwithstanding that the person is not a Trustee, but on the basis that they must not participate in decision-making. The minute of that meeting must make the status of any such person clear for the avoidance of doubt.

21. A Trustee must not vote at a meeting (or at a meeting of any sub-committee) on any decision which relates to a matter in which they have a private interest or duty which conflicts, or may conflict, with the interests of the Charity; the Trustee must withdraw from the meeting while an item of that nature is being dealt with.

22. For the purposes of paragraph 21 above:
   a. private interest held by an individual who is connected with the Trustee (such as being husband, wife, partner, child, parent, brother, sister) shall be deemed to be held by that Trustee; and
   b. a Trustee will be automatically deemed to have a private interest in relation to a particular matter, if a body in relation to which he or she is an employee, director, member of the management committee, charity trustee, officer or elected representative, has an interest in that matter.

23. Each meeting shall be constituted with prayer.

24. At the commencement of each meeting each trustee shall be asked to declare whether he or she has any conflict of interest in any item of business.

25. In the event of a conflict being declared the remaining Trustees shall determine the course of action to be adopted.
   a. They shall determine whether, in the whole circumstances, it is preferable for the Trustee to withdraw from the discussion and decision, or whether the Trustee may speak but not vote on the matter. In the event that a withdrawal is considered preferable but would render the meeting no longer quorate, and the item of business is urgent the Trustees shall remit the business to a special meeting.
   b. Whichever course is adopted, the minutes should record:
      i. which Trustee was affected;
      ii. when the conflict was identified and declared;
      iii. what was discussed about it and decided and why that step was considered to be in the best interests of the charity;
      iv. whether the Trustee withdrew; and
      v. if the Trustee was not required to withdraw, precisely what was his or her participation.
26. At each meeting of the Trustees they shall consider a financial statement of assets, income and expenditure of the whole Charitable Estate up to date as at no more than six weeks prior to the date of the meeting.

Specific Powers

27. The Trustees shall have power to appoint transition management consultants to advise upon and assist in the facilitation of the rearrangement of the work of Agencies following the General Assembly 2019. Such consultancy shall be on such terms and conditions as to the Trustees shall seem appropriate but shall be for a limited period and shall provide the identification and implementation of a strategic plan for change. It shall identify appropriate physical arrangements for staff to work together in the new Groups and shall assist Group members and staff to engage with the proposed plan and seek to enhance working culture and motivation whilst allowing members and staff to continue with the work of the Church. The Trustees shall have power to make an interim appointment to enable consideration by the Trustees as to an appropriate remit for consultants.

28. **Emoluments:** in the event of an Office Bearer being a parish minister the Trustees may make an appropriate payment to the relevant congregational treasurer to provide additional ministerial support.

29. **Expenses:** Trustees will be reimbursed expenses properly incurred in carrying out their duties as Trustees. Claims and vouchers will be presented to the Administrative Trustee within one month of the expense being incurred.

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**SCHEDULE D**

**BUDGET PLANNING, APPROVAL AND FINANCIAL CONTROL**

1. The Trustees shall adopt, maintain and keep under review both a Financial Strategy and Budget Principles.

2. For each calendar year the Trustees shall maintain budgetary control by –

   (i) requiring each Agency to submit to the Chief Officer and the General Treasurer, no later than 30 September, (a) budget proposals for the cost of its work in the next but one calendar year and (b) draft budget proposals for such costs in the four ensuing calendar years;

   (ii) requiring representatives from each Agency to meet with the Chief Officer and the General Treasurer, for the purpose of discussing the budget proposals for that Agency, at a meeting individual to the work of that Agency on a date in October or November following budget submission;

   (iii) requiring the Chief Officer and the General Treasurer, following such meetings, to present to the Trustees a comprehensive annual and forward budget proposal;

   (iv) requiring representatives from each Agency to meet with the Chief Officer and General Treasurer, for the purpose of discussing the Trustees’ proposed financial provision for that Agency, at a meeting individual to the work of that Agency on a date in January or
February following budget submission;

(v) determining, by 31 March in each year, the financial provision to be made available for the work of each Agency in the ensuing calendar year;

(vi) commenting to each Agency, by 31 March in each year, upon its draft budget proposals for the four succeeding calendar years;

(vii) making clear to each Agency that funds additional to the financial provision determined upon for a calendar year will not be made available to that Agency unless approved by the Trustees upon a special report being made by the Agency to the Trustees, no later than 31 March in the calendar year for which additional funds are sought, detailing the exceptional circumstances giving rise to the request, seeking appropriate approval and setting out proposals as to how the allowance of such additional funding is to be taken into account in the draft budget proposals for ensuing calendar years;

(ix) making clear to each Agency that the foregoing provisions are as applicable to access to Special Funds held by the Trustees for the work of that Agency; and

(x) presenting a report to the General Assembly annually recording the work of the Trustees during the preceding twelve months, outlining the strategic aims and policies which it is seeking to further and setting out the view of the Trustees as to the standards of financial management of each Agency and the compliance of each Agency with the requirements of the Trustees under the provisions of this paragraph.

3. In determining the said annual financial provisions the Trustees shall –

a. have regard to the strategic priorities, policies and decisions of the General Assembly;
b. have regard to the anticipated income arising from the Charitable Estate for the year in question as estimated by the General Treasurer;

c. take into account the availability to any individual Agency of income and capital from any part of a Special Fund or Unrestricted Fund;

d. decide for the year in question whether, and if so to what extent, there should be a use of part of the capital of the Charitable Estate for any special purpose, whether from a Special Fund or otherwise.

4. In exercising financial control over the work of Agencies, the Trustees shall –

a. authorise the Chief Officer and the General Treasurer to liaise with the finance committees of Agencies;

b. ensure that the Chief Officer and the General Treasurer report to the Trustees as to their discussions with Agencies on budget proposals;

c. ensure that monthly management accounts are made available to the General Treasurer by each Agency showing actual income and expenditure as against budget together with the reasons for any material disparity; and

d. instruct the General Treasurer to report to each meeting of the trustees with an up to date financial statement showing overall expenditure against budget together with a note of any disparity of actual expenditure as against budget in the management accounts of any Agency.

SCHEDULE E
AN OUTLINE OF THE WORK OF THE ADMINISTRATIVE TRUSTEE

Meetings

1. To prepare for and attend all meetings of the Trustees which, in an ordinary year, may be of the order of seven; and in particular –

a. Prepare for the preparatory meeting for the ensuing meeting of the Trustees with the Convener and Vice Convener of the Trustees, the Solicitor of the Church and the Chief Officer

i. Check the Yearplan for scheduled business

ii. Check preceding Minutes

iii. Prepare Agenda for preparatory meeting

iv. Confirm the date with those attending

v. Attend preparatory meeting

b. Prepare and circulate Agenda and all other papers for Trustees’ ordinary meetings, confirm attendance and any special arrangements

i. Confirm with any non-trustee attending specially

ii. Confirm date(s) for any papers from others to be with Administrative Trustee

iii. Make any other contacts
Order of Proceedings

Governance

2. Meet occasionally with Convener and Chief Officer to discuss emerging issues

3. Consider terms of trust accounts with Convener, General Treasurer and Chief Officer

4. Meet bi-annually with Convener, General Treasurer and Investment Managers

5. Have Trustees consider terms of Investment Policy bi-annually

6. Prepare Annual Report and Accounts
   a. Prepare draft Report and discuss with Convener and General Treasurer
   b. Circulate draft Report to Trustees for comment and finalise
   c. Assist in liaising with Auditor regarding Accounts

7. Assist in the preparation and submission of OSCR return

8. Make arrangements for Trustees’ biennial away-day

9. Prepare induction packs for new Trustees and meet with incoming Trustees

SCHEDULE F

DRAFT SCHEME OF FINANCIAL DELEGATION

Introduction

1.1 The Church of Scotland is recognised as a Designated Religious Charity (the “Charity”), Scottish Charity No. SC011353. The assets of the Charity are those held for the Unincorporated Entities of the Church.

1.2 The Assembly Trustees (the "Trustees") have been appointed by the General Assembly (the “Assembly”) to act as the Charity Trustees of the Charity and, as such Trustees, to have general control and management of the assets of the Charity.

1.3 This Scheme describes the limits and extent of financial decision-making authority delegated by the Trustees. A clear scheme of delegation of authority is fundamental to good governance.

1.4 The Scheme includes a template for departmental schemes of delegation. Each Agency is required to put in place a robust scheme of delegation, to review it from time to time and to ensure that staff are aware of the scheme and adhere to it.

1.5 The Governance Group of the Trustees is responsible for overseeing the operation of this Scheme and will involve other bodies, including the Audit Committee, as appropriate. The General Treasurer is the senior staff member responsible for the scheme, reporting to the Governance Group and to the Trustees.

1.6 Assistance and advice on the Scheme may be obtained from the General Treasurer.
Delegated Powers

2.1 The Assembly has created a number of Agencies which hold delegated powers from the Assembly. The powers are set out in remits for each body, as agreed and amended from time to time by the Assembly. The remits establish the ambit of decision-making powers for each body.

2.2 Budget arrangements for the financial consequences of decisions and actions taken by Agencies are approved for each financial year by the Trustees.

2.3 Any decisions or actions taken by Agencies and staff must be contained within the items of work for which budget approval has been given for the relevant financial year. The associated financial consequences of any decisions or actions taken by Agencies and staff must be contained within the approved budget provisions for those items for the relevant financial year.

2.4 Proposed plans which might incur unbudgeted costs for items of work for which budget approval has been given for the relevant financial year or which would involve items of work for which budget approval has not been given for the relevant financial year must be referred to the Trustees and their General Treasurer for decision.

Authorised Persons

3.1 Agencies shall, in consultation with the General Treasurer, prepare individual schemes of delegation as to the level of authority in financial matters to be granted to individual office holders. Such schemes shall make provision for that authority to be exercised by the holder of another nominated office during periods of leave or illness, or where the post is vacant. Such schemes must be approved by the Trustees.

Accountability

4.1 Agencies and staff tasked with delegated authority under the Scheme shall be accountable for their decisions and actions to appropriate governance bodies including the Audit Committee. The Governance Group, on behalf of the Trustees, has the power to invite representatives of Agencies and senior staff, to justify decisions and actions taken under the Scheme and to report on issues to the Trustees.

4.2 It must be made clear by a delegating Agency to all office holders to whom departmental financial authorisation is being given or upon whom departmental authorisation may fall in the event of leave or illness of an office holder or in the event of a vacancy, that they are accountable for their financial decisions and actions to appropriate governance bodies including the Audit Committee.
Appendix 2

REMIT & MEMBERSHIP FOR THE PROPOSED NEW BUSINESS COMMITTEE OF THE GENERAL ASSEMBLY

The new Business Committee of the General Assembly

The role of the Committee will be:

• To make all necessary arrangements and to order the business for the General Assembly and Commissions of Assembly.

• To have oversight of and keep under review the functions, the membership, the processes and procedures of the General Assembly.

• To advise the Moderator on his or her official duties if so required and to have oversight of the election, role and function of the Moderator.

• To be responsible to the General Assembly for the care and maintenance of the Assembly Hall and the Moderator’s residence and for all arrangements in connection with the letting or other use of the Assembly Hall.

• To act in routine matters not the business of other General Assembly Standing Committees or the Trustees in accordance with the accepted practice and procedure of the Church.

Membership – 12

• Business Convener & Vice Convener

• 2 Members of Legal Questions (Convener & another member involved more in judicial matters to be nominated by Legal Questions)

• A further 6 members made up of ministers & elders around the country with experience of the General Assembly – its functions & arrangements, church law & property knowledge

• Moderator & Moderator Designate

• Ex officio members: Principal Clerk (to act as Secretary), Depute Clerk, Solicitor; Procurator; General Treasurer

Detailed Remit

• The ordering of General Assembly business

• Oversight and review of the process and procedures that govern the General Assembly

• Nomination of the General Assembly’s Selection Committee

• Monitor General Assembly decisions year on year and report to the General Assembly any non-compliance or failure to implement General Assembly decisions and instructions

• Oversight & responsibility for the practical arrangements of the General Assembly

• Oversight and control of the budget covering the General Assembly within the powers delegated to the Committee by (the New Trustee body)

• Oversight of the membership, shape and function of the General Assembly

• Oversight of commissioners and corresponding members of General Assembly
• Oversight of communications with Presbyteries concerning all matters that relate to the General Assembly
• Design and oversee processes and procedures for Presbyteries to report and be held accountable to the General Assembly
• Oversight of and support for the Principal Clerk (currently the Convener of AAC is the Principal Clerk’s line manager – this should transfer to the Business Convener but with the additional support of the Legal Questions Convener, a trustee and 1 other making up a support group for annual appraisal)
• Oversight of future re-structuring of Presbyteries
• Oversight of the election, role and function of the Moderator (support/budget discussions with Trustees/review)
• Advice, and guidance for the preparation and drafting of reports and Deliverances to the General Assembly
• Oversight of the practice and procedure of General Assembly appointments i.e. Principal Clerk, Depute Clerk, Solicitor and General Treasurer
• Responsibility for the management and maintenance of the General Assembly Hall & Moderator’s residence

References


SUPPLEMENTARY REPORT OF THE CHURCH AND SOCIETY COUNCIL
MAY 2019

OUR FUTURE RELATIONSHIP WITH EUROPE

<table>
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<tr>
<th>Proposed Deliverance</th>
<th>Report</th>
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<tr>
<td>The General Assembly:</td>
<td>The UK voted to leave the European Union in June 2016. The process for leaving the EU is laid out in Article 50 of the Treaty of Lisbon. The UK triggered Article 50 and planned to negotiate the terms for leaving the EU during a two year period which ended on 29 March 2019. The Withdrawal Agreement and Political Declaration on the future relationship between the UK and the EU were endorsed at a special meeting of the European Council on 25 November 2018. At the time of writing (15 April 2019) the UK Parliament has voted to reject the Withdrawal Agreement on 3 separate occasions.</td>
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<td>1. Receive the Supplementary Report.</td>
<td>The uncertainty about the future of the UK’s relationship with the EU continues amid a crisis in our Parliamentary process. Both the Government and the Opposition are deeply divided and it is far from clear that either leader could command the support of their party. In a statement issued on 5 April 2019, at the time when the Prime Minister wrote to Donald Tusk, President of the European Council, to request a second extension to Article 50 the Church and Society Council said “we must recognise that it is not just within the UK Parliament where there is a lack of agreement, as a society, we are divided.”</td>
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<td>2. Call on Parliamentarians across the UK to actively seek to build consensus about the future of relationship between the UK and the EU across the four nations of the UK.</td>
<td>The fact that the UK Government and Parliament have failed to reach a conclusion about the relationship they want the UK to have with the EU even in the broadest terms is a terrible indictment of the state of our democracy. Looking across the UK the devolved nations of Scotland and Northern Ireland voted to remain in the EU; the rhetoric of the UK Government does not acknowledge that the vote to leave the EU was not consistent</td>
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<td>3. Encourage congregations to create spaces within our communities for people to come together, to listen, to reflect and pray, to learn from and to celebrate one another.</td>
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<td>4. Call on the UK and Scottish Governments to guarantee that the impact of the UK departing from the EU will not increase financial inequality in the UK.</td>
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<td>5. Commend the Scottish Government for the support and welcome it continues to show to citizens of other EU nations who are resident in Scotland.</td>
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<tr>
<td>6. Call on the UK Government to retain the right of freedom of movement and residence for persons in the EU.</td>
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in all parts of the UK nor with the very close outcome of the Referendum.

In 1999 the General Assembly agreed to “Encourage all those involved in working for peace and reconciliation in Northern Ireland and commend the people of Northern Ireland to the prayers of the Church.” This deliverance was written in hope, and with the understanding that the Good Friday Agreement of 1998 was part of a long journey towards peace. During the negotiations around Brexit the EU has clearly stated the importance of the Good Friday Agreement, and for over 20 years the safeguards that come with EU membership have underpinned that agreement. The preservation of the peace process in Northern Ireland should be of paramount importance in the UK.

In 2018 the Council facilitated three local events exploring the potential impact of Brexit in coastal communities. During these events those present expressed their concern that they did not feel well represented by their elected representatives, in particular that there was no accountability for promises that were made which could not be delivered. There was a perceived lack of understanding of the needs of local communities, particularly rural communities.

Elections to the European Parliament are now expected to take place in the UK on 23 May 2019. There is a role for the Church to encourage open and respectful conversation with candidates seeking to represent Scotland in the European Parliament. It is important, particularly in the context of the tension about the decision to hold these elections, that we acknowledge and celebrate the value of democratic decision making. It is welcome that the UK can remain part of the European Parliament while taking more time to consider the terms of our future relationship with the EU.

In this context the following reflections are offered from a Church seeking the Kingdom of God in midst of the uncertainty that faces this country.

**Lamentation**

For many people in communities across Scotland the overwhelming response to Brexit is grief. People weep for the loss of their European identity or with the realisation that better world they hoped for is a not contained in the proposals under consideration.

The Referendum on leaving the EU showed the divisions that exist in the UK, and the way in which the preparations for the UK to leave the EU have deepened those divisions. Reconciling this divide requires a different approach; it will require time, humility and a willingness to listen and build consensus not just in Westminster but across our communities. If we wish to avoid significant damage to our shared wellbeing it also requires our politicians to work actively towards agreement across the four nations of the UK and to use whatever mechanisms are necessary to create the time for this to happen.

**A voice for those who are not heard**

In practical terms, there is likely to be considerable economic impact from leaving the EU. The absence of clarity about the future relationship between the UK and the EU has immediate and potentially catastrophic effects; however, it is likely that even with a well planned departure there will still be financial consequences.

As a society we should be committed to ensuring that our political choices do not disproportionately affect those who are already struggling with poverty. The Government should guarantee that it will assess all policy decisions in the context of reducing poverty.

**Hospitality and welcome**

The UK Government has committed to end the right of freedom of movement and residence for persons from the EU and described this as an integral part of the decision to leave the EU. For citizens of
other European countries living in the UK and UK citizens living in other European countries this is a life changing decision. For people who have made their homes in a new place, who have put down roots and become part of communities this is a time of anxiety and fear. It is important for the Church to continue to speak out in support of the values of welcome and hospitality and to show though our lives together that diverse communities are rich and rewarding places to live and work.

It is commendable that the Scottish Government has been outspoken in reiterating the welcome it offers to citizens of other EU countries who live in Scotland.

The General Assembly has recognised the value and rights of EU citizens in 2017 and 2018. In 2018 the General Assembly agreed to “Instruct the Council to consult with the UK Government to seek to safeguard the rights of EU nationals working in Scotland and UK nationals working in the EU, as the UK negotiates its status in relation to the EU.” Ending freedom of movement does not protect the existing rights of UK citizens currently resident in the UK or elsewhere, nor does it protect the rights of EU nationals working in Scotland and the rest of the UK. The Council is committed to support the continued right of freedom of movement.

Peacebuilding

At the heart of the EU is a commitment to peace building. The 1996 Church and Nation Committee report, Europe – a crisis or an opportunity: “The Church’s support for ever closer union amongst the peoples of Europe is based on a belief that only by recognising the increasing inter-dependence of nation states and by transcending national barriers can we maintain and promote peace and democracy and have the power to bridge the gap between rich and poor both within Europe and between the developed world and the Third World.” The importance of the EU in contributing to peace was again noted in reports to the General Assembly in 2014 and 2016: “The absence of war between the nations of Western Europe since 1945 should be celebrated but never taken for granted, nor should the peacebuilding role of the EU and other institutions be underestimated.” Such comments are particularly resonant when we recognise the way in which EU membership, and the four freedoms that are an inherent part of it, underpins the Good Friday Agreement. The real and serious implications that the loss of such freedoms have for Northern Ireland and beyond should be a significant concern for all of us and give ample reason for a more conciliatory and consensus driven approach.

Conclusion

In the midst of persistent uncertainty and division, where the temptation is to draw boundaries, we must place human relationships at the center of our policy making. As communities and as nations we can strive to listen to one another, to increase our understanding and to find a shared solution. Whatever the UK’s future relationship with the EU is, if it is to avoid leaving entrenched and serious divisions within our communities and across the UK, it must be reached through open discussion and the building of common ground. It is only in such a process that, as a society, the next steps might be taken together rather than apart.

In the name and by the authority of the Council

RICHARD FRAZER, Convener
PAULINE EDMISTON, Vice-Convener
WENDY YOUNG, Vice-Convener
MARTIN JOHNSTONE, Secretary
SUPPLEMENTARY REPORT OF THE COUNCIL OF ASSEMBLY
MAY 2019

Proposed Deliverance

The General Assembly:

1. Receive the Supplementary Report.
2. Receive the 2018 Report and Accounts of The Church of Scotland Unincorporated Councils and Committees. *(Section 1)*
3. Approve the total to be contributed by congregations in 2020 of £46,586,000 based on the projection of congregational income for 2020 and its disposition among local congregational expenditure, the Parish Ministries Fund and the Mission and Renewal Fund. *(Section 2 and Appendices I and II)*
4. Note the indicative budget for 2020. *(Section 2.7 and Appendix II)*
5. Approve:
   a) the winding up of the Huts and Canteens Grants Fund and the distribution of the balance as follows:
      (i) a payment of £150,000 to SSAFA Forces Help; and
      (ii) the remainder of funds, both capital and interest, to be transferred to the Mission and Renewal Fund.
   b) the retention within the Huts and Canteens Pension Fund of an appropriate amount (based upon current annual pension payments, increased by an annual amount determined as reasonable by the General Treasurer) until such time as no beneficiaries remain, and thereafter the closure of the Pension Fund and transfer of the remaining funds to the Mission and Renewal Fund. *(Section 3)*
6. Note the position with regard to the New College Library, approve the Memorandum of Agreement with the University Court of the University of Edinburgh and authorise the Moderator and the Principal Clerk to sign it on their behalf. *(Section 5 and Appendix III)*
7. Pass the Growth Fund Regulations as set out in Appendix IV *(Section 6 and Appendix IV)*
Report

1. **AUDIT OF ANNUAL ACCOUNTS FOR 2018**

The Council of Assembly is responsible, on behalf of the General Assembly, for preparing and approving the Report and Accounts of the Unincorporated Councils and Committees and approval was given at the Council meeting in April 2019. The Trustees’ Report describes in detail the Church’s objectives, activities and governance arrangements. The external auditors gave an unqualified, or ‘clean’, audit opinion on the Accounts. The Assembly is invited to receive the 2018 Report and Accounts of the Unincorporated Councils and Committees.

2. **CONGREGATIONAL INCOME AND 2020 INCOME DISPOSITION**

2.1 The remit of the Council of Assembly requires it “to bring recommendations to the General Assembly concerning the total amount of the Church’s Co-ordinated Budget for the following financial year and the disposition thereof amongst Local Congregational Expenditure, the Parish Ministries Fund, and the Mission and Renewal Fund”. The Council’s recommendations for total congregational contributions for 2020, and the allocation of these, are to be found in Appendix II. This level of income is required in 2020 to pay for the activities to which the Church is already committed. Acceptance of the proposals from the Special Commission and the Radical Action Plan proposed by the Council may necessarily require changes in the finalisation of the detailed budget for 2020. While the Radical Action Plan proposes changes to the Ministries and Mission system for collecting congregational contributions, stability in income is needed to finance stipends, salaries and other costs of supporting the local Church.

2.2 The Council of Assembly proposes that the amount of the Budget to be met by congregations in 2020 should remain at the same level as 2019 (£46,586,000). Appendix I summarises the actual and projected annual income of congregations over the period 2017 to 2020 and how the income will be used – the “Income Disposition”. The projected “Ordinary Income” of congregations for 2020 shown on Appendix I is £88.3 million. Of this, the amount retained by congregations for local expenditure is projected to decrease from 51.5% in 2019 to 51.4% in 2020. It should be noted that congregational income on Appendix I does not include extraordinary income, such as legacies, restricted income not available to meet regular expenditure, receipts for major fabric projects etc, which are assumed to be used exclusively to meet local congregational expenditure.

2.3 The Parish Ministries Fund is projected to remain at 38.3% in each of these years (after deducting vacancy allowances), and the Mission and Renewal Fund to increase from 10.2% to 10.3%. The Ministries Council continues to receive funding from the Mission and Renewal Fund as well as the Parish Ministries Fund. Expenditure on the Parish Ministries Fund pays for the provision of Ministries to the local Church. Much of the work funded by the Mission and Renewal Fund is also directed back to the local Church in the promotion of worship, prayer and discipleship; facilitating engagement with local and global communities; provision of financial and legal services; advice on church judicial procedures; and regulatory compliance and safeguarding services.

2.4 The Council of Assembly proposes to maintain the total available for the Presbytery Discretionary Allowance for 2020 at 5% of the total Ministries and Mission contributions due from the congregations in each Presbytery. This means that around £2,500,000 is available to Presbyteries for regional or local use.
2.5 Parish Ministries Fund
(including Stipends and related expenses for Parish Ministers)

2.5.1 2017 was the first year of operation of the new ring-fencing arrangements for the Parish Ministries Fund. This means that the Parish Ministries Fund element of the Ministries Council budget is now separated and protected and other aspects of that Council’s budget are assessed on the same basis as other Councils and Committees. From Appendix II it will be noted that the total budget for the Parish Ministries Fund for 2020 to be met by congregations is £37,473,000 (2019 - £37,473,000). Stipend endowment and glebe income of £3,450,000; annual investment income of £565,000; and reserves of £1,202,000 are added to this amount to fund the projected £42,690,000 cost of Parish Ministries in 2020 shown at 2.5.5. This is a best estimate based on existing minister and Ministries Development Staff (MDS) numbers projected forward to take account of retirements, leavers and joiners. This is, however, difficult to forecast in detail and is closely connected with the Presbytery Planning Process. If all posts in current Presbytery Plans were filled, congregational contributions would need to increase significantly to fund this cost. Ministries Council is bringing forward proposals to cap the number of MDS within existing budgets, and on a temporary basis, to 2020, it is funding stipend increases from its restricted funds.

2.5.2 The ring-fencing arrangement has not operated entirely as initially planned. This is partly because of the difficulty of working on budgets one year ahead for both numbers of posts and stipend increases. The original intention was to adjust congregational contributions in the indicative budget for the following year to collect the estimated annual cost of Parish Ministries. Ministries Council’s decision to use restricted funds for stipend increases in 2018, 2019 and, if approved, 2020 has meant that congregational contributions have not needed to be increased in line with stipend increases. In addition, the principle of assessing Ministries Council’s work funded by the Mission and Renewal element of congregational income has been difficult to establish in the absence of well defined priorities for the Church’s work as a whole. The Council of Assembly and Ministries Council have therefore proposed a review of the arrangement following the General Assembly of 2019 to establish whether, in the light of any other decisions taken, this remains the most suitable method of budgeting for Parish Ministry costs.

2.5.3 The Ministries Council will receive 82% of congregational contributions including stipend endowment income and glebe rents, directed through the Parish Ministries Fund, which includes use for:

- the National Stipend Fund which pays the stipend and other costs of parish ministers;
- ordained parish ministry support and development;
- the salaries and other costs of Ministries Development Staff, as defined below;
- new, alternative and emerging forms of ministry costs;
- readership costs;
- recruitment and education for ministries, including Ordained Local Ministers and the training of Probationers;
- parish appraisal costs;
- properties costs;
- a share of Ministries Council support and administration costs.

2.5.4 The Ministries Development Staff referred to above are Ministries Development Staff posts on agreed Presbytery Plans, employed or appointed by the Ministries Council and including (though not exclusively) Deacons in the employ of the Church, Associate Ministers, and Team Leaders. Any parish staff
engaged locally by congregations (and not designated on Presbytery Plans) will not be funded by the Parish Ministries Fund.

2.5.5 Cost of Ring-fenced Parish Ministries Fund 2020

<table>
<thead>
<tr>
<th>Funding</th>
<th>£000’s</th>
<th>£000’s</th>
<th>£000’s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Congregational Contributions &amp; Stipend Endowments</td>
<td>Restricted Funds</td>
<td>Total cost</td>
</tr>
<tr>
<td>National Stipend Fund</td>
<td>33,518</td>
<td>1,260*</td>
<td>34,779</td>
</tr>
<tr>
<td>Ministry Development Staff</td>
<td>4,627</td>
<td>-</td>
<td>4,627</td>
</tr>
<tr>
<td>Partnerships &amp; Development</td>
<td>625</td>
<td>49</td>
<td>674</td>
</tr>
<tr>
<td>Education and Training</td>
<td>777</td>
<td>393</td>
<td>1,169</td>
</tr>
<tr>
<td>Recruitment &amp; Support</td>
<td>702</td>
<td>120</td>
<td>822</td>
</tr>
<tr>
<td>Priority Areas**</td>
<td>264</td>
<td>-</td>
<td>264</td>
</tr>
<tr>
<td>Share of Administration</td>
<td>355</td>
<td>-</td>
<td>355</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>40,868</td>
<td>1,822</td>
<td>42,690</td>
</tr>
</tbody>
</table>

*Restricted funds will not be available against this cost after 2020 and the cost will revert to congregations.
**Represents 38% of total spend on Priority Areas by Ministries Council, the remaining 62% being outwith the ring-fence.

2.5.6 Mission and Renewal Fund

2.5.6.1 The Mission and Renewal Fund’s share of the Income Disposition is 10.3%, after releasing £600,000 (2019 - £800,000) from the Fund’s non-congregational annual income and reserves. Non-recurring, unrestricted legacies have been used to provide support for the budget, support which has increased over the last ten years from £500,000 to £1.3 million by 2018. This support to the budget in 2020 is therefore less than half of the amount provided in 2018. The Council of Assembly will continue to deploy this resource to benefit the work of the Church but, as noted in last year’s report, at a much reduced level. Its view is that reserves, being essentially finite, should not be used to support regular ongoing work. The balance on the Mission and Renewal Reserve Fund as at 31 December 2018 had been extinguished. However, as detailed in the Council’s main Report, the review of reserves project has identified funds which can be reorganised or reclassified, and work is now concentrating on examining general funds held by Councils, with substantial sums already having been identified for inclusion within the Mission and Renewal Fund.
Actions in respect of these reclassifications will take place during 2019. Any surpluses on Councils’ annual budgets arising from Mission and Renewal contributions are now clawed back to the Fund. At the point when detailed 2020 budgets are prepared, Mission and Renewal contributions are likely to be reallocated as required between Councils, Committees and Departments.

2.6 Congregational Income

2.6.1 The commitment and generosity of those who make up the congregations of the Church of Scotland across the country is evidenced in their regular giving, for which the Church remains thankful. The starting point in the preparation of the indicative budget for the following year is the estimation of total congregational income for the previous year, drawn from the returns submitted by treasurers immediately after the year end. Provisional details for 2018 Congregational Income are contained in Appendix I. These show a decrease of 0.1% in total “Ordinary Income”, with “Offerings” down by 1.1%, and Gift Aid tax recovery up by 0.1%, being offset by an increase in “Other Ordinary Income” of 2.8%. While these percentages are small, the financial impact on total congregational income is significant. There is evidence that the income of many congregations looked at on an individual basis remains steady, although this will not be the experience of all. However, aggregate income is reducing as congregations unite, typically losing members and income as a result. What is clear is that, given what is now a trend of declining income, the Church can only carry out the activities which congregations are able to fund.

2.6.2 In the meantime good progress has been made in recruiting staff to the National Stewardship team and formulating future plans to deliver stewardship in the most effective way, including the development of digital giving. This will enable congregations to increase income.

2.6.3 Although early indications show a 2.8% increase in “Other Ordinary Income” in 2018, this heading includes a number of different categories of income, and the total can only be confirmed when the detailed analysis of congregational accounts is completed later in the year. However it is apparent that income from outside organisations shows an increase and greater use of church premises benefits both the finances and the mission and outreach of local congregations, where it encourages the development of links with local communities and other Church of Scotland work.

2.7 The 2020 Co-ordinated Budget

2.7.1 Pressures on the National Church budget remain of serious concern, but Councils have been able to make only marginal reductions on programme costs until such time as clearly identified priorities have been agreed. Once again a deficit budget is being presented to the General Assembly for 2020. It has not been possible to make decisions on key strategic issues during 2018/2019 due to uncertainty about future plans. At the same time, stipends and salaries; building repairs; price inflation; and compliance and governance costs are all increasing when income is decreasing. Carrying out the Church’s diverse activities and administering its complex governance structure places considerable pressure on resources. Nonetheless, the Council has made some progress in reducing the indicative deficit for 2020 to £2,953,000 from the 2019 final budget deficit of £4,468,000. A financial strategy has been developed and progress has been made in areas such as procurement, review of reserves, investment policy and the property portfolio.

2.7.2 The co-ordinated budget provides fully for the total projected number of Presbytery Plan posts which are likely to be filled during 2020 as part of the Parish Ministries Fund. As stated in the introduction, the Council considers that it is not affordable to fill all posts within the
Plans even if ministers and Ministries Development Staff could be recruited to them and this will need to be addressed by the Presbytery planning process.

2.7.3 Presbytery planning should ensure the most effective and appropriate use of resources at a local level. Changes in congregational configuration can lead to a drop in income without any corresponding drop in expenditure. Continued careful financial management of the national Councils and Committees, and the increase in the proportion of congregational income which is retained for local work, are essential to present a more sustainable picture. The Radical Action Plan includes proposals for changes to the Ministries and Mission contribution process but what remains evident is that the Church is only able to maintain the level of ministries and mission, both local and national, which its members are prepared to support through their offerings; diligent stewardship of the Church’s resources of people, property and money remains paramount.

2.7.4 Absorbing further compliance and governance costs and change projects means that Councils and Committees will again face challenging budget decisions in 2020. The Council of Assembly continues to scrutinise and in some cases turn down bids for additional funding for new projects and posts and has engaged in careful consideration of other proposed projects, looking at costs and resultant benefits of the work.

2.7.5 Appendix II shows indicative figures for Projected Gross Expenditure for each Council and how this is to be funded, using contributions from congregations, income from external sources and annual income from investments, with any projected deficit being met from the reserves of the individual Councils. This shows Projected Gross Expenditure of £103,061,000 (2019 £104,789,000), income from congregations £46,586,000 (2019 £46,586,000), income from external sources including investment income, £53,523,000 (2019 £53,736,000) with a deficit from reserves of £2,953,000 (2019 £4,468,000). In view of the lack of growth in congregational income and the necessary curtailment in the use of the Mission and Renewal Reserve, no increase has again been made to overall budgets for inflation and Councils and Departments will be required to fund any increased costs from within their budgets, which could in turn affect planned work programmes. Given that inflation remains a factor, this will present further budget pressures to Councils and Departments.

2.7.6 Councils will continue to use their restricted funds to continue their work and the reorganisation of funds through OSCR is freeing up money which was previously not able to be spent by Councils. The Council of Assembly encourages Councils to use restricted funds, where possible, before general reserves and this will continue to be a feature of the Co-ordinated Budget. The split of the 2020 deficit from reserves between the unrestricted and restricted funds of Councils is £1,373,000 and £1,580,000, respectively.

2.7.7 Budgets of Councils, Committees and Departments

2.7.7.1 Following the 2018 triennial valuation of the closed Defined Benefit Pension Schemes the Pension Trustees have agreed that deficit repair payments in respect of the Central Service Committee (CSC) section of the Staff Pension Scheme may cease from 2019, subject to final approval by the Trustees. This represents a saving of £350,000 per annum to the 2020 budget, the costs of which have previously been absorbed by Councils, Committees and Departments whose budgets include CSC staff.

2.7.7.2 The Social Care Council

2.7.7.2.1 The Social Care Council faces another challenging year in 2020 due to the situation in the care sector generally and issues in some service units within Older People’s Services. The Council has indicated a budget deficit of £1,065,000 including
pension deficit repair contributions. However, because of the complexities of the sector in which it operates, including local authority funding cycles, the budget may be subject to change later in the year. The Management Team is committed to reducing the deficit and is working hard to manage operational risks, reduce costs and increase income. There are some major areas of potential change such as property maintenance costs and fundraising income.

2.7.7.2 A key consideration for the 2020 budget will be pay policy and this can be expected to vary from the indicative budget which currently anticipates an increase in the National Minimum Wage (NMW) and Scottish Living Wage (SLW) of 4%. It has been assumed that any SLW increase will be fully funded by Local Authorities, the National Care Home Contract or the National Children’s Framework and be cost neutral for the budget. Also included is an estimate of £376,000 to cover all staff receiving a 2% cost of living rise if they have not already received such an increase through NMW/SLW increases. Since publication of the Council of Assembly’s main report, the Pension Trustees have indicated that, based on the results of the triennial valuation of the Social Care section of the Staff Pension Scheme, payments could be reduced by £400,000 per annum to £700,000. This lower amount has been included in the Council’s indicative budget as a best estimate, but it is important to note that the valuation has not been approved at the time of writing.

2.7.7.3 The Social Care Council’s indicative budget deficit is summarised as follows:

<table>
<thead>
<tr>
<th></th>
<th>£000’s</th>
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<tbody>
<tr>
<td>Older People</td>
<td>40</td>
</tr>
<tr>
<td>Adult Care</td>
<td>87</td>
</tr>
<tr>
<td>Children &amp; Families</td>
<td>124</td>
</tr>
<tr>
<td>Other including pension deficit</td>
<td>(1,316)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>(1,065)</strong></td>
</tr>
</tbody>
</table>

2.7.7.3.1 The Ministries Council is budgeting for a deficit of £1,855,000, which includes, as outlined in 2.4.2, stipend increases for 2019 and 2020 paid from restricted reserves. The budget includes a contingency of 2% for stipend and salary increases at a cost of c£600,000 although these are subject to future approval processes. The Council will continue, and plans to conclude, its Development Programme by General Assembly 2021, with the aim of more sustainable resourcing of its work to recruit, support and develop Ministries. The Council has attempted to prioritise and reduce expenditure on its Mission and Renewal supported work which includes the Go For It Fund, Workplace Chaplaincy and Priority Areas. However this area of the budget is in deficit. The General Trustees’ levy payments to Go for It are budgeted to reduce from £200,000 in 2019 to £115,000 in 2020. At the time of writing the Pension Trustees have agreed that deficit repair contributions to the Ministries Development Staff (MDS) Scheme may cease with immediate effect, based on the triennial valuation result, subject to satisfactory conclusion and signing of final schedules. On that basis the budget includes no deficit repair contributions.
### 2.7.7.4 Mission and Discipleship Council

**2.7.7.4.1** The indicative budget for Mission and Discipleship is an overall deficit of £27,000, with £80,000 of expenditure being funded from restricted funds. Savings have been identified on staff costs. The Council’s budget includes income and expenditure relating to the Scottish Storytelling Centre, John Knox House and Life and Work magazine.

### 2.7.7.5 World Mission Council

**2.7.7.5.1** The indicative budget shown on Appendix I relates to the Church of Scotland “Charity” only. In addition to this, the Council operates subsidiaries in Israel, the financial results of which are included each year in the Church’s consolidated (“Group”) Annual Accounts. The World Mission Council’s indicative budget shows a surplus of £42,000, including expenditure of £146,000 from its restricted funds.

**2.7.7.5.2** Detailed 2020 budgets for the trading subsidiaries in Israel will be prepared later in 2019. The Council will bring plans during 2019 to refurbish its Guesthouse in Jerusalem, including reconfiguring the number of bedrooms and health and safety upgrades, in line with a business plan. The estimated costs are £910,000, likely to be funded from a combination of restricted funds and loans by the Council to the Guesthouse.

**2.7.7.5.3** The Council employs twelve mission partners and provides approximately £1 million per annum in grant funding to support its programme of attentive accompaniment of partner churches and organisations overseas.

### 2.7.7.6 Church and Society Council

**2.7.7.6.1** With agreement from the Council of Assembly, Church and Society funded its Speak Out 10,000 Voices work from its reserves until 2019. The Council has largely absorbed the seven strands of this work into its existing staff structure as well as raising external funding for it. The deficit of £26,000 presented for 2020 represents the part year cost of two fixed term posts for completion of this work.

### 2.7.7.7 Support and Services Committees and Departments and Special Contributions

**2.7.7.7.1** These Committees and Departments have been listed on Appendix II. They have no reserves and as such need to be funded mainly by congregational contributions. The Departments provide services to the national, local and regional Church as well as to the Church’s other Statutory Corporations – the General Trustees, the Church of Scotland Investors Trust and The Church of Scotland Trust. They also carry out work on behalf of the Pension Trustees. Charges are made to these bodies as well as to the Housing and Loan Fund and New College. Cross charges are rarely made to congregations, mainly for property-related transactions. The Church has centralised most of its support and service functions and (other than

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<table>
<thead>
<tr>
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<th>£000's</th>
<th>£000's</th>
<th>£000's</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Restricted</td>
<td>Total</td>
</tr>
<tr>
<td>Parish Ministries Fund</td>
<td>55</td>
<td>(1,257)</td>
<td>(1,202)</td>
</tr>
<tr>
<td>Development Programme</td>
<td>(315)</td>
<td>(65)</td>
<td>(380)</td>
</tr>
<tr>
<td>Go For It, Priority Areas, Workplace Chaplaincy</td>
<td>(306)</td>
<td>37</td>
<td>(269)</td>
</tr>
<tr>
<td>Other</td>
<td>(2)</td>
<td>(2)</td>
<td>(4)</td>
</tr>
<tr>
<td>Total</td>
<td>(568)</td>
<td>(1,287)</td>
<td>(1,855)</td>
</tr>
</tbody>
</table>
limited charges for legal and safeguarding services provided to CrossReach as noted below) does not cross charge Councils and Committees for these services.

2.7.7.7.2 The Social Care Council is largely autonomous in terms of central services and charges the costs of its Central Services costs against service units. There is also some cross-working between Social Care and departments within the National Office, such as Estates, Law and Safeguarding.

2.7.7.7.3 £400,000 has been included in the indicative budget for essential repairs on the George Street property, with £500,000 budgeted for 2019. Pending decisions on the building, these works are considered to be essential to maintain the fabric of the building and are being prioritised in consultation with the General Trustees.

2.7.7.7.4 The Ecumenical Relations Committee has an annual budget of £142,000. The Church also contributes £202,000 to Ecumenical Bodies – the World Council of Churches (WCC), World Council of Reformed Churches (WCRC), Churches Together in Britain and Ireland (CTBI) and Action of Churches Together in Scotland (ACTS). During 2018 the Council of Assembly and Ecumenical Relations Committee agreed that these contributions should be brought under the auspices of the Committee. While they represent a contribution from the whole Church, and are funded by congregational contributions, it was agreed that the new arrangement would provide better visibility over the cost and impact of the contributions.

2.7.7.7.5 A block grant of £85,000 is paid annually by the Church to Christian Aid, again funded by congregational contributions. The Council is aware of the substantial financial support provided by congregations directly to Christian Aid.

2.7.7.7.6 Finally a grant of £290,000 is made to the Central Fabric Fund of the General Trustees. This assists in providing grants to congregations for fabric repairs.

2.7.8 The 2019 detailed budgets approved by the Council of Assembly are contained in its main report in the Blue Book (section 5.1.5) along with a summary and details of the operating results of Councils, Committees and Departments against the 2018 budget (section 5.1.3).

3. HUTS AND CANTEENS PENSION FUND AND HUTS AND CANTEENS GRANTS FUNDS

3.1 As part of the ongoing review of funds of the Unincorporated Councils and Committees of the Church, the Huts and Canteens Pension Fund and Huts and Canteens Grants Fund have been identified as having surplus funds which are not being fully utilised and are available for transfer to other funds. These funds were formerly held by the Huts and Canteens Committee.

3.2 In 1970 the Assembly approved the arrangements for a gradual withdrawal from Forces Welfare Work overseas within two years and agreed that suitable arrangements be made for the retention of any Home Centres which the Forces were anxious to retain. The work of the Home Centres was handed over to other bodies and in 1972 the Assembly noted the new arrangements and directed that the terminal reserves of the Former Committee should be applied as follows:

(i) to create a Pension Fund (Huts and Canteens Pensions), the income to be applied in payment of pensions for the former office and field staff of the Huts and Canteens Committee; and
to set up a Residual Fund (Huts and Canteens Grants), where up to 75% (at the discretion of the then General Finance Committee of the Church) of the income was paid as a grant to Soldiers’, Sailors’ and Airmen’s Families Association (SSAFA Forces Help) for direct welfare to serving and ex-serving members of HM Forces and their families. The remainder of the income was to be paid to the Mission and Renewal Fund (then Mission and Service Fund).

3.3 Following the death of the last pensioner the Pensions Fund would be closed and the balance added to the Grants Fund.

3.4 The Committee also recorded its wish that the remainder of the Residual Fund should, subject to the control of the Assembly, be retained by the General Finance Committee and thus be available for use should the re-activation of the work carried out by the Committee be necessary.

3.5 Following the decision in 1972 it fell to the former Stewardship and Finance Committee to consider the pensions payable to retired members and a pension is now paid to one remaining individual. In recent years the revenue on the Fund has been steadily increasing, with no grants paid since 2011, and the capital fund has remained static since 1998. In October 2018, in accordance with the discretionary powers of its predecessor committee, the Council of Assembly approved the transfer of undistributed income in the Grants Fund to the Mission and Renewal Fund. As a result £151,561 was transferred in December 2018. The Council agreed that all future income earned would be credited directly to the Mission and Renewal Fund.

3.6 Pension payments continue to be made to the remaining pensioner and are increased each year by a rate agreed by the Stewardship and Finance Department.

3.7 Value of Funds:

<table>
<thead>
<tr>
<th></th>
<th>Pensions</th>
<th>Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital fund</td>
<td>£144,018</td>
<td>£57,881</td>
</tr>
<tr>
<td>Revenue fund</td>
<td>£55,198</td>
<td>-</td>
</tr>
<tr>
<td>Total (at cost)</td>
<td>£199,216</td>
<td>£57,881</td>
</tr>
<tr>
<td>Market value of capital fund</td>
<td>£289,784</td>
<td>£582,177</td>
</tr>
</tbody>
</table>

3.8 The Council proposes that the Grant Fund is wound up and the balances transferred in order to allow the funds to be used in accordance with the original purposes agreed by the Assembly in 1972, for SSAFA Forces Help and Mission and Renewal work of the Church. Consultations have taken place with the Convener and Secretary of the Committee on Chaplains to HM Forces in arriving at the proposal and no objections were raised.

3.9 The approval of the General Assembly is now sought to wind up the Grants Fund and to distribute the balance as follows:

(i) a payment of £150,000 to SSAFA Forces Help; and

(ii) the remainder of funds, both capital and interest, to be transferred to the Mission and Renewal Fund.

3.10 The Council proposes to retain an appropriate amount (based upon current annual pension payments, increased by an annual amount determined as reasonable by the General Treasurer) in the Pension Fund until such time as no beneficiaries remain, and thereafter to close the Pension Fund and transfer the remaining funds to the Mission and Renewal Fund.

4. SYSTEMS OF INTERNAL CONTROL

4.1 Role of Audit Committee
The Committee’s remit includes responsibility for reviewing the systems of
internal control and for oversight of the Internal Audit function. This function is delivered by Deloitte as the appointed Internal Auditors alongside the work of the Church’s own Audit and Compliance Officer. Deloitte produce an annual programme of work based on an assessment of audit risk which seeks to ensure that all the main areas of activity are periodically reviewed. Audit reports are submitted at the end of each assignment and an annual audit report is made to the Audit Committee expressing an opinion on the systems of internal control in place in the Unincorporated Councils and Committees.

4.2 Deloitte conducted a number of reviews in 2018 covering the following areas:

- Investment Project Review
- Review of GDPR Readiness and Compliance
- Review of Housing and Loan Fund

4.3 Deloitte reported to the Audit Committee that, on the basis of the work undertaken for the year ended 31 December 2018, they consider that the Unincorporated Councils and Committees of the Church of Scotland generally has an adequate framework of control over its systems except in relation to the four Priority One matters highlighted in their reviews of GDPR Readiness and Compliance, and IT Strategy, Operations and Management. This conclusion is conditional upon satisfactory implementation of recommendations from previous audit reports.

4.4 During 2018 the Trustees decided to re-tender for external audit services in view of the potential level of non-audit services being procured from PricewaterhouseCoopers LLP. They agreed to concurrently re-tender for internal audit services to allow firms to bid for either service. RSM UK Audit LLP were appointed as external auditors for the 2018 financial year end, and Scott-Moncrieff as internal auditors with effect from 2019.

5. NEW COLLEGE LIBRARY

5.1 The Library at New College, the University of Edinburgh School of Divinity, is made up of a number of books, manuscripts, archives, art works, museum objects and theses (“the Collection”), some bequeathed to the Church and others to the University, as well as books purchased over the years by both the Church and University. In 1962 the Church agreed to transfer to the University the site and buildings of New College, which included the Library. The General Assembly and the University Court entered into a Minute of Agreement to set out the arrangements for the library books and other moveable items within the buildings, which were given on loan to the University.

5.2 It is nearly 60 years since the original agreement was entered into and the lack of space within the Library is acute. There have been various discussions in recent years between the Church and the University. Both parties wish to aid the physical management of the Collection, including the potential withdrawal and disposal of items. Appendix III to this Supplementary Report contains the text of a new Memorandum of Agreement between the parties which will allow the following to be achieved:

1. The removal and storage of some of the Collection offsite
2. The withdrawal of items where appropriate, e.g. in case of duplication
3. The digitisation of materials from the Collection
4. Temporary loan of items for exhibitions
5. Clarification of the insurance arrangements
6. Extension of the period for termination of the Agreement, given the practical realities of separating out the items in the Collection if termination was to occur.

The text of the 1962 Minute of Agreement is also provided in Appendix III.

5.3 It is hoped that this will provide greater clarity to the Church and University, whilst recognising the limits of what is practical in the context of the Collection.

6. GROWTH FUND

6.1 The main report of the Council of Assembly laid out proposals for the establishment of a Growth Fund as part of the Radical Action Plan (3.4.1ff), indicating that regulations for the Fund and initial criteria would be included in the Council’s Supplementary Report. Proposed regulations are included in Appendix IV of this Report.

6.2 Responsibility for the establishment of the Fund, if approved by the General Assembly, will rest with the Trustees of the Unincorporated Councils and Committees of Scottish Charity (SC011353). Given the high possibility of change to this trustee body following this year’s General Assembly, the Council would be keen that final responsibility for the timescale of the Growth Fund being established should rest with that body. At the same time, the Council is mindful of the request that action is required quickly, as instructed by the 2018 General Assembly. As such, the regulations lay out proposals for the establishment of the Growth Fund from 1 January 2020 although this date could be delayed if required by the Trustees.

6.3 The Growth Fund will merge with the Go For It Fund, replacing it as the primary grant-making fund operated by the Church of Scotland. It makes sense for the Church of Scotland to operate, as far as possible, a single grant-making body for those seeking non-building related funds. This will ensure that administration is streamlined, and that learning can be more effectively shared. It will also help to ensure maximum clarity on who to contact and how.

6.4 The Go For It Fund has had a significant impact on the life of congregations and communities both within Scotland and further afield and has developed significant expertise in supporting, networking and resourcing congregations in their mission. It is vital that the Growth Fund will build upon and further develop this expertise. The Church gives thanks to God for the pioneering work which the Go For It Fund has enabled since 2012, as well as expressing its deep appreciation of those who have led and resourced this work.

6.5 Whilst building upon the work of Go For It, including its strong commitment to tackling poverty and challenging social injustice, the Growth Fund requires to be more explicit in the requirement for evangelism, for the planting of new worshipping communities and for engaging creatively with all sectors of our society but, in particular, with those aged 40 and under.

6.6 In its main Report, the Council was clear that the funds required for the 7-year implementation of the Growth Fund will need to be identified from within existing reserves. As reported elsewhere within this Report (Section 2), work is already underway in freeing up a significant proportion of the Unincorporated Councils and Committees' restricted reserves. Based on work done to date, the Council would recommend the evaluation of the Fund after an initial 3-year period with a report to be brought to the 2023 General Assembly. This will not only allow the General Assembly to evaluate the impact of the Growth Fund’s effectiveness, but will also allow time for future funds to be fully identified and for these to be allocated amidst a range of priorities agreed by the General Assembly.
6.7 Alongside applications for funding from individual congregations and groups of congregations, presbyteries and groups of presbyteries should also be eligible to apply where they can demonstrate the value of a wider and more regional strategy. It will also be important to support communities of interest as well as geographical ones.

6.8 Where at all possible, funds received from the Growth Fund should only form part of the overall costs of the planned work. That funding can come from a wide variety of sources, including monies raised or held locally by congregations or presbyteries. It is, however, recognised that such funding will not always be available, and the Growth Fund should ensure that there is flexibility within its processes and procedures to ensure that proposals can be eligible for grants up to 100%.

6.9 The Growth Fund should provide a variety of grants from relatively small one-off to multi-year awards for a likely period of up to 5 years. Particularly with larger grants, there will be a strong focus on how the work can be sustained in the longer term and how the work can be replicated in other areas. Again, evidence that the work is not solely dependent on the Growth Fund will be important.

6.10 The Radical Action Plan includes a strong commitment to work ecumenically and it is critical that this commitment forms part of the assessment criteria for the Fund. The Fund should also want to see evidence of broader partnership working and collaboration.

6.11 Whilst significant work has already taken place to lay out the principles and criteria of the Growth Fund, important work remains to be done. This is inevitable given the wide range of proposals for change included in reports to this year’s General Assembly. The main Report proposed the bringing of a set of names to the General Assembly who would, under the direction of the trustees, undertake further work to ensure that the Fund can be fully established to become operational from January 2020. Upon further reflection and advice, it is now recommended that this group will be established – for a six-month period – by the trustee body.

6.12 This group should bring together people from across the Church with a range of expertise including in project development, funding management, church planting, a commitment to tackling social injustice and working with under 40s. In carrying out its work, the group should be guided by the proposals laid out regarding the Growth Fund within the Council’s main and supplementary Reports and by the decisions of the General Assembly.

In the name of the Council
SALLY BONNAR, Convener
DAVID WATT, Vice-Convener
MARTIN JOHNSTONE, Acting Secretary
### APPENDIX I

**CO-ORDINATED BUDGET STATISTICS 2017 TO 2020**

<table>
<thead>
<tr>
<th></th>
<th>2017 Actual £'000</th>
<th>2017 Increase/ (Decrease) %</th>
<th>2018 Provisional £'000</th>
<th>2018 Increase/ (Decrease) %</th>
<th>2019 Projected £'000</th>
<th>2019 Increase/ (Decrease) %</th>
<th>2020 Projected £'000</th>
<th>2020 Increase/ (Decrease) %</th>
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<tbody>
<tr>
<td><strong>CONGREGATIONAL INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Offerings</td>
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<td>(0.5)</td>
<td>57,983</td>
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<td>57,403</td>
<td>(1.0)</td>
<td>56,829</td>
<td>(1.0)</td>
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<td>11,650</td>
<td>(1.0)</td>
<td>11,533</td>
<td>(1.0)</td>
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<tr>
<td><strong>Total Offerings</strong></td>
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<td>69,751</td>
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<td>69,053</td>
<td>(1.0)</td>
<td>68,362</td>
<td>(1.0)</td>
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<td>Other Ordinary Income</td>
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<td>20,900</td>
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<td>90,651</td>
<td>(0.1)</td>
<td>89,053</td>
<td>(1.8)</td>
<td>88,362</td>
<td>(0.8)</td>
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<td>Available to Congregations</td>
<td>47,386</td>
<td>(1.2)</td>
<td>47,661</td>
<td>0.6</td>
<td>45,864</td>
<td>(3.8)</td>
<td>45,377</td>
<td>(1.1)</td>
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<td>(1.2)</td>
<td>38,325</td>
<td>0.0</td>
<td>37,473</td>
<td>(2.2)</td>
<td>37,473</td>
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<td>Less: Vacancy Allowances</td>
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<td>(3,065)</td>
<td>(3.397)</td>
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<td>(3,601)</td>
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<td>35,260</td>
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<td>34,076</td>
<td>(3.3)</td>
<td>33,872</td>
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<td><strong>Total Expenditure</strong></td>
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<td>90,651</td>
<td>(0.1)</td>
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<td>(1.8)</td>
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<td>(0.8)</td>
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<td><strong>Total</strong></td>
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## APPENDIX II

### 2020 CO-ORDINATED BUDGET

Requirements for Parish Ministries Fund and Mission & Renewal Fund

<table>
<thead>
<tr>
<th></th>
<th>Projected Total Expenditure</th>
<th>To be met by Congregations</th>
<th>Income from External Sources</th>
<th>Annual Income from Councils' Investments</th>
<th>Transfers Between Councils</th>
<th>2020 Deficit to be met from Councils' Reserves</th>
<th>Final Budgeted Deficit 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
<td>£’000</td>
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<tr>
<td>Parish Ministries Fund</td>
<td>42,690</td>
<td>37,473</td>
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<td>Pensions Deficit Repair Contribution</td>
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<td>52</td>
</tr>
<tr>
<td>Parish Ministries Fund Total</td>
<td>42,690</td>
<td>37,473</td>
<td>3,450</td>
<td>565</td>
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<td>1,202</td>
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### Mission & Renewal Fund

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<tr>
<th>Mission &amp; Renewal Fund</th>
<th>Projected Total Expenditure</th>
<th>To be met by Congregations</th>
<th>Income from External Sources</th>
<th>Annual Income from Councils' Investments</th>
<th>Transfers Between Councils</th>
<th>2020 Deficit to be met from Councils' Reserves</th>
<th>Final Budgeted Deficit 2019</th>
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<td>Ministries Council</td>
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<td>453</td>
<td>688</td>
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<td>682</td>
<td>109</td>
<td>319</td>
<td>35</td>
<td>27</td>
<td>94</td>
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<td>World Mission Council</td>
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<td>948</td>
<td>970</td>
<td>1,238</td>
<td>(37)</td>
<td>(42)</td>
<td>(28)</td>
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<td>Social Care Council - operational</td>
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<td>43,013</td>
<td>296</td>
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<td>665</td>
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<td>700</td>
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<td>Deficit Repair</td>
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<td>173</td>
<td>30</td>
<td>54</td>
<td>700</td>
<td>1,105</td>
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<td>Church &amp; Society Council</td>
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<td>173</td>
<td>30</td>
<td>54</td>
<td>700</td>
<td>1,105</td>
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<td>Support &amp; Services Committees and Departments:</td>
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<td></td>
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<tr>
<td>General Assembly, Moderator, Assembly Hall and Moderator's Flat</td>
<td>703</td>
<td>594</td>
<td>109</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Committee to Nominate Moderator, Church of Scotland Trust, other Committees without Funds</td>
<td>75</td>
<td>75</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Council of Assembly, Principal Clerk, Interfaith, Theological Forum</td>
<td>781</td>
<td>770</td>
<td>11</td>
<td>-</td>
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<td>Ecumenical Relations</td>
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<td>-</td>
<td>-</td>
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<td>Panel on Review and Reform</td>
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<td>300</td>
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<td>602</td>
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### Order of Proceedings

**The Church of Scotland General Assembly 2019**

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<th>Department</th>
<th>Total</th>
<th>Main Fund</th>
<th>3rd Fund</th>
<th>4th Fund</th>
<th>5th Fund</th>
<th>6th Fund</th>
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<td>Technology</td>
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<td>651</td>
<td>93</td>
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<td>Facilities Management -</td>
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<tr>
<td>121-123 George Street</td>
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<td>357</td>
<td>314</td>
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<tr>
<td>Property Works -</td>
<td></td>
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<tr>
<td>121-123 George Street</td>
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<td>400</td>
<td>-</td>
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<td>Central Properties Department,</td>
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<td>Health and Safety</td>
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<td>Media and Communications</td>
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<td>15</td>
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<td>Unrestricted legacies not allocated</td>
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<td>to departments</td>
<td>-</td>
<td>(600)</td>
<td>600</td>
<td>-</td>
<td>(23)</td>
<td>23</td>
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<td>Support and Services Committees</td>
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<td></td>
<td></td>
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<tr>
<td>and Departments - Pensions Deficit</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<td><strong>Total Support and Services</strong></td>
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<td>5,219</td>
<td>2,219</td>
<td>-</td>
<td>(23)</td>
<td>23</td>
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</table>

**Special Contributions:**

- General Trustees - Central
- Fabric Fund: 290 (290)
- Christian Aid: 85 (85)

**Contingency:** -

| Mission & Renewal Fund Totals       | 60,371 | 9,113 | 46,937 | 2,571 | - | 1,751 |
|                                    | 3,696  |       |        |       |   |       |
| **Total**                          | 103,061| 46,586| 50,387 | 3,136 | - | 2,953 |
|                                    | 4,468  |       |        |       |   |       |

**Deficits from Unrestricted Reserves held by Councils:** 1,373

**Deficits from Restricted Reserves held by Councils:** 1,580

1. Income from external sources is from the provision of services e.g. CrossReach service income, cross charges to external parties and other Statutory Corporations. Councils are not cross charged for costs of Support and Services Departments.

2. Transfers to another Council are shown as a negative and transfers in from another Council as positive.

3. Amount to be met by congregations is before deduction of vacancy allowance.

4. Deficits from restricted reserves held by Councils include accumulated revenue from prior years.

5. Budget relates to the Church of Scotland "Charity" only and excludes subsidiaries.

6. Budget excludes expenditure by World Mission on the St Andrew’s Jerusalem Guesthouse of £910,000 subject to business plan being submitted.
MEMORANDUM OF AGREEMENT

Between

The General Assembly of the Church of Scotland, the Principal Court of The Church of Scotland, Scottish Charity No SC011353 and having its administrative offices at 121 George Street, Edinburgh EH2 4YN (the “Church”)

and

The University Court of the University of Edinburgh, a charitable body registered in Scotland under registration number SC005336, incorporated under the Universities (Scotland) Acts and having its main administrative offices at Old College, South Bridge Edinburgh, EH8 9YL (the “University”),

(hereinafter referred to collectively as “the parties” and each of them being “a party”)

Background

(A) The Church and the University are parties to the 1962 Minute, under which books belonging to the Church in the Library, or books purchased from the New College Endowment Funds, shall be given on loan to the University, for use in the Faculty of Divinity.

(B) While the University holds listings of many items in the Collection and items are in many cases marked so as to distinguish between Church-owned books and University-owned books, many items have over the years become entwined such that they are not in every case clearly marked as belonging to either the Church or the University.

(C) Due to these historical factors, the parties believe that it would be impractical to seek to identify the legal owner of each and every item in the Collection. However, the parties recognise that steps should be taken to clarify, as far as possible, the principles that apply to the question of ownership, and that these principles should be applied to the management of the Collection in the future.

(D) In addition to issues of management, the parties wish to clarify certain elements relating to the insurance of items provided by the Church pursuant to the 1962 Minute.

(E) This Memorandum sets out the principles which the parties agree shall govern the ownership, management and insurance of the Collection from the Commencement Date.

1. Definitions and Interpretation

1.1 The definitions and rules of interpretation in this Clause apply to this Memorandum (including its recitals):

“1962 Minute” means the Minute of Agreement between the University and the Church dated 27 July 1962, attached as the Appendix to this Memorandum;

“Business Days” means any day other than a Saturday, Sunday or bank or other holiday listed in the University calendar;
“Collection” means the books, manuscripts, archives, art works, museum objects and theses owned by the Church and/or University which are stored at the Library and the Adam Smith Collection, owned by the Church, but already relocated to the Main University Library (but excluding immovable property or other physical items referred to in the 1962 Minute which do not fall within this definition);

“Commencement Date” means the date of signature of this Memorandum by the parties;

“Curator” means the Curator of the Library from time to time;

“Library” means New College Library, New College, Mound Place, Edinburgh EH1 2LU;

“Memorandum” means this Memorandum of Agreement;

“Option Period” has the meaning given to that term in Clause 9.2; and

“Principal” means the Principal of New College from time to time.

1.2 Clause, schedule and paragraph headings shall not affect the interpretation of the Contract.

1.3 Words in the singular shall include the plural and vice versa.

1.4 A reference to one gender shall include a reference to the other genders.

1.5 A reference to a statute or statutory provision is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

1.6 A reference to writing or written includes e-mail but excludes fax. A reference to notification excludes e-mail.

1.7 Any obligation in the Memorandum on a person not to do something includes an obligation not to agree or allow that thing to be done.

1.8 References to Clauses are to the clauses of this Memorandum. References to Sections are references to the sections of the 1962 Minute.

1.9 Any words following the terms including, include, in particular, for example or any other similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or terms preceding those terms.

2. Duration
This Memorandum commences on the Commencement Date and will remain in force until terminated in accordance with its terms.

3. Principles Governing Ownership of the Collection
3.1 The parties acknowledge that due to the history of the Collection, it may in some instances not be immediately apparent whether a book has been provided by the Church, donated to the University, or obtained by some other means. Accordingly, it may be difficult to ascertain whether an item is on loan from the Church or whether it is the property of the University or a third party.

3.2 To address this ambiguity, the parties agree the following principles which shall apply to ownership of the items in the Collection:

3.2.1 Pre-1935 items held in the special collections section of the Library, which includes all archives and manuscripts (handwritten or typescript documents), all books printed before 1900 and any other books treated as special because of value, rarity or provenance, regardless of date, and also includes art works and museum objects; or

3.2.2 Items received by the Library prior to 1935,
shall be classified as belonging to the Church.

3.3 The principles referred to in Clause 3.2 shall not apply to items in relation to which the University and/or Church have specific knowledge, supported by documentary or other supporting evidence, that such classification should not apply, or where the parties otherwise agree that such principles should not apply.

3.4 Principles of ownership which apply to Collection items which do not fall within the scope of Clause 3.2 shall be dealt with on a case-by-case basis as required.

3.5 The parties agree that this Clause 3 sets out agreed principles only and is not intended to override the existing legal rights of either party in respect of the Collection, and neither party waives or modifies its existing legal rights of ownership in respect of the Collection.

4. Procedure for Withdrawal, Relocation or Disposal of Collection Items

4.1 The parties acknowledge that space in the Library is extremely limited, and that the withdrawal and disposal of items that are duplicated in the Collection or elsewhere in University plays an important role in the management of the Collection (save for special collections referred to in Clause 3.2.1). The parties further acknowledge that certain items in the Collection have been relocated from the Library prior to the Commencement Date.

4.2 All Collection management activities will follow professional practice and approved Library policy documents including the Collections Management Policy as approved by University Court and the general Library Collections Policy, which can be found at https://www.ed.ac.uk/information-services/about/policies-and-regulations/operational-policies/collections. Any changes to this Policy will be reported to the Principal of New College.

4.3 Accordingly, the parties agree that the Curator and the Principal shall have a role in reviewing any items which the University proposes to relocate or dispose of. The University’s proposals regarding such items shall be subject to the Principal’s agreement.

4.4 The Curator and Principal shall hold such reviews as may be required, having regard to the frequency or volume of the University’s proposed relocation or disposal of Collection items. If the provisions of Clause 4.5 are not invoked and the University disposes of Collection items for value the proceeds of sale will be reinvested to benefit the Collection.

4.5 If, following the Principal having agreed to the University’s proposals to relocate or dispose of any items that are the property of the Church, the Church does not wish the University to relocate or dispose of such items, the Church may remove the item from the Collection. The Church shall do so within 1 (one) month of such notification, following which the 1962 Minute shall be considered terminated for the purposes of any such item.

4.6 The parties agree that the process referred to in Clauses 4.3 and 4.4 shall apply to all items in the Collection, regardless of the date they were received by the University.

4.7 The University agrees that any books so relocated shall be clearly identified as belonging to the Church if applicable.

4.8 The parties acknowledge that, notwithstanding Clauses 4.3 - 4.6 above, there may be circumstances where the University is required to move items in the Collection to a location owned and/or operated by the University or a third party for a temporary period to allow for improvement or emergency works to Library infrastructure. Accordingly, the
Church hereby agrees that the University may undertake such temporary moves, provided that the Church is notified in writing, in advance and appropriate arrangements are made with the insurers of the Collection for the relocation of said items.

4.9 Any temporary relocation of any parts of the Collection pursuant to Clause 4.8 shall last no longer than 18 months and the obligations set out in Clause 4.2 and 4.7 above shall apply to such relocated items. Should the University be required to store such items in a temporary location for longer than 18 months, it shall not do so without first obtaining the written consent of the Church.

5. Loans of Collection Items to Third Parties
5.1 The parties wish to confirm the right of the University to provide items from the Collection on loan to third parties, normally for exhibition display, subject to such terms and conditions as may be agreed between the University and that third party. Such terms will include a requirement that the source of the items on loan from the Collection are suitably acknowledged.

5.2 The University agrees that the terms and conditions referred to in Clause 5.1 shall not conflict with any terms agreed with the Church under this Memorandum, the 1962 Minute (as amended by this Memorandum), or any other terms agreed between the University and the Church in relation to the item(s) in question.

5.3 The Curator shall also provide an annual report to the Principal and the Church of any Collection items falling within the category of items set out in Clause 3.2 which have been provided on loan to third parties.

6. Digitisation of the Collection
6.1 As part of the University’s plans to increase the number of its collections available in digital format, the University wishes to agree with the Church a position on digitisation the Collection.

6.2 Subject to Clause 6.4, the Church agrees:

6.2.1 to the extent it is able to do so under applicable law, to grant the University the right to digitise the entire Collection (which shall include items owned by the Church) in order for the University to make the Collection available online on an open-access basis; and

6.2.2 that such digitised copies shall be owned by the University, but shall be accessible by the Church.

6.3 The University shall ensure that any digitisation process is carried out to appropriate professional standards using specialist staff.

6.4 The parties acknowledge that the rights and obligations referred to in this Clause 6 shall be subject to, and conditional upon, further discussion and the entering into of further agreements between them in relation to digitisation of the Collection.

7. Governance
7.1 In the event of any dispute arising out of or in connection with the interpretation of this Memorandum the parties shall endeavour to settle such dispute amicably and by good faith negotiations.

7.2 Should the parties fail to settle such dispute within three (3) months (or such shorter period as may be agreed between the parties) of referral of the dispute to the other party, the matter shall be escalated to the Principal who, after consultation with the New College Senate and New College Financial Board, will discuss the matter with the parties and seek to find a mutually agreeable solution. In the event the parties fail to reach such a solution, they may refer the matter to the courts in accordance with Clause 13.
8. Termination
8.1 The parties agree that from the Commencement Date, Section I. (i) on page second of the 1962 Minute shall be amended as follows: the words “twelve months” shall be deleted and replaced with “thirty six months”.

8.2 In the event the 1962 Minute (as amended by this Memorandum) is terminated, this Memorandum shall terminate of even date.

8.3 The parties agree that Section I. (i) on page second of the 1962 Minute (as amended by this Memorandum) shall not apply to any items removed from the Collection by the Church pursuant to Clauses 4.4 to 4.6.

9.1 The parties agree that in the event of termination of the 1962 Minute (as amended by this Memorandum) and this Memorandum, the principles of ownership set out in Clause 3 shall apply to the separation of the Collection.

9.2 In the event the Church wishes to sell any of its items from the Collection following termination or following withdrawal of an item pursuant to the review process set out in Clause 4.3, the Church shall offer the University first rights of refusal in respect of any such items and shall notify the University of any items which it wishes to sell. This right may be exercised by the University by providing a written notice to the Church during the one (1) month period immediately following such notification (the “Option Period”).

9.3 Upon receipt of a notice from the University as provided for in Clause 9.2, the University and the Church undertake to negotiate in good faith, the fair and reasonable terms and conclude the relevant agreement regarding such sale by no later than three (3) months following the expiry of the Option Period.

9.4 In the event of either:

9.4.1 the University having failed to give notice to the Church within the relevant time period specified in Clause 9.2; or

9.4.2 the Church and the University having failed to reach agreement on the terms of the agreement referred to in Clause 9.3, by the expiry of relevant time period in Clause 9.3, the option referred to in Clause 9.2 shall expire and the Church shall be at liberty to enter into any other agreements or arrangements with any third party or parties in relation to the sale of such items entirely at its sole discretion.

9.5 The following Clauses shall survive termination of this Memorandum: Clause 1 (Definitions), Clause 3 (Principles Governing Ownership of the Collection), Clause 9.2, 9.3 and 9.4, Clause 11 (Confidentiality) and Clause 13 (Governing Law and Jurisdiction).

10. Insurance
10.1 Under the terms of Section I. (4) on page second of the 1962 Minute, the Church is responsible for insuring books belonging to it in the Library against fire, and the University shall refund to the Church any premiums paid and payable by the Church in relation to such insurance.

10.2 The parties acknowledge that, due to the history and entwined nature of the Collection and the current insurance arrangements the University has in place, this approach may no longer reflect the current insurance arrangements which apply to the Collection.

10.3 The Collection (including any items from the Collection on loan to third parties) is currently insured under the University’s Property Insurance policy (the “Policy”), which covers building contents (including but not limited to artworks) and is renewed annually. The Policy covers the entire value of the Collection. It is envisaged the Collection would continue to be insured under the Policy following subsequent valuations. The University will
insure the whole Collection (including any items from the Collection on loan to third parties) for its assessed insurance value and will exhibit the insurance policy and valuation documentation to the Church from time to time, if requested to do so.

10.4 The parties agree that the insurance arrangements set out at clause 10.3 shall be kept under review by the University and discussed with the Church if there are any material changes to these insurance arrangements.

11. Confidentiality
The parties acknowledge that the terms of this Memorandum are confidential and the parties shall work together in relation to the content of any public communication on the principles of this Memorandum and no party shall make any such public communication without the prior written consent of the other party. Notwithstanding the foregoing, this clause 11 shall not prevent the circulation of this Memorandum among members of the General Assembly of the Church of Scotland, nor its publication in the relevant Blue Book of Council and Committee reports which forms part of General Assembly discussions.

12. Variation and Status of the 1962 Minute
12.1 Other than as amended and supplemented by this Memorandum, the terms of the 1962 Minute shall continue in full force and effect.

12.2 This Memorandum may only be varied by the written agreement of the parties.

13. Governing Law and Jurisdiction
13.1 This Memorandum, and any non-contractual obligations arising out of or in connection with it, will be governed by and construed in all respects in accordance with Scots law.

13.2 Each party hereby irrevocably agrees to submit to the exclusive jurisdiction of the Scottish courts over any claim or matter arising under or in connection with this Memorandum.

Signed as follows:

The text of the 1962 Minute of Agreement is provided for reference.

MINUTE OF AGREEMENT

BETWEEN

The General Assembly of the Church of Scotland (hereinafter referred to as "the Church") of the First Part

AND

The University Court of the University of Edinburgh (hereinafter referred to as "the University") of the Second Part

WHEREAS the Church has agreed to transfer to the University the site and buildings of New College, Edinburgh (including the Library buildings) and the adjacent property No. 3, 5 and 7 Milne's Court, together with the heritable fittings and fixtures in the said properties in accordance with terms and conditions of transfer approved of by the General Assembly of the Church on 23rd May 1961 and later incorporated in Missives entered into between the parties under which the University took entry on 11th November 1961; AND WHEREAS consequent upon the transfer of the said properties negotiations have taken place between the Church and the University with regard to the Library books and the other moveable property in the said properties; AND WHEREAS an interim arrangement has been made between the parties whereby the University has as from 11th November 1961 been given the use of the Library books and other moveable property in the said properties; AND WHEREAS a permanent agreement has now been reached in terms of these presents: THEREFORE the parties hereby agree as follows:-

I. LIBRARY BOOKS
The books belonging to the Church in the Library at New College (hereinafter...
referred to as "the Church books") shall be given on loan to the University on the following conditions:–

(1) The said loan shall be during the pleasure of the Church. The Church shall give the University not less than twelve months' written notice of its intention to terminate the said loan in whole or in part.

(2) The University shall use and make the Church books available for the purpose of the Faculty of Divinity.

(3) The University shall engage the Librarian and other staff necessary for the Library and shall be responsible for payment of their salaries and other expenses in connection with the said Library and books as from 11th November 1961.

(4) The Church shall continue to insure the Church books against fire and the University shall as from 11th November 1961 refund to the Church the Insurance Premiums paid and to be paid by the Church.

(5) The University shall retain the books either in the present Library building of New College and/or in such other premises in New College as may be appropriate for Library purposes, provided that the University may with the written approval of the Faculty of Divinity remove specified books to the University Library for security or for other reasons to be approved by the Faculty of Divinity.

(6) The University shall allow all persons and bodies who at present have access to the said Library the same privileges in relation to all books in the Library as have been given by the Senate of New College. The Faculty of Divinity may extend such privileges to other persons or bodies subject to the agreement of the University Library Committee.

(7) The Church books shall continue to be marked to distinguish these from books belonging to the University and the Church books shall be entered as such in the University Library's records.

(8) Any books given or bequeathed to the said Library from Church of Scotland sources or purchased from New College Library Endowment Funds shall be treated as on loan to the University on the same conditions as the Church books at present in the Library and shall be included in the term "the Church books" for the purpose of this Agreement.

(9) The New College Library Endowment Funds held by the Church shall continue as at present to be used for the purchase of books and periodicals for the New College Library.

II. PORTRAITS, &C., AND CERTAIN MOVEABLES

The portraits, pictures, prints, busts, the organ, Communion plate, Communion table and other articles in New College (all herewith referred to as "the portraits and others") of which an Inventory "A" is signed with reference to this Agreement, shall be given on loan to the University on the following conditions:–

(1) The loan shall be during the pleasure of the Church, and the Church reserves right to terminate the loan in whole or in part subject to giving the University a reasonable period of notice.

(2) The portraits and others shall be kept by the University in New College and the University shall take reasonable care of them.

(3) Any additional portraits or other articles belonging to or which may come into the ownership of the Church and which shall, with the approval of the University, be housed in New College shall come under the provisions of this head II. of this Agreement and shall be added to Inventory "A".

(4) The Church shall insure against fire the articles referred to in this head II. for such sum or sums, if any, as the Church
may think fit, and the Church shall be responsible for payment of the Premiums.

III. OTHER MOVEABLES
The other moveable property in New College consisting of furniture, teaching equipment, carpets, linoleum and others, of which an Inventory ”B” is signed with reference to this Agreement, shall be handed over to the University free of charge but on the following conditions:-

(1) If the site and buildings of New College and other subjects which have been transferred to the University should revert in whole or in part to the Church, or to The Church of Scotland Trust for behoof of the Church, the furniture, equipment and other moveables therein or in the part which is so to revert shall be handed over by the University to the Church free of charge, provided however that the University shall be entitled to retain any portraits or other articles which have been bequeathed or donated to the University.

(2) The Church shall retain the ownership of the gong in the corridor but, except during meetings of the General Assembly or their Commission, the University shall have right to use it.

This Agreement shall take effect immediately it has been signed by both parties:-

IN WITNESS WHEREOF:-

Appendix IV

[ ] ‘GROWTH FUND’ REGULATIONS (REGS [ ] 2019)
Edinburgh, [ ] May 2019, Session [ ]

Replaces ‘Go For It’ Regulations (Regulations IV 2012) (as amended by Regulations II 2014, I 2017 and III 2018):

‘Growth Fund’ – Fund Regulations
1. The Church of Scotland Growth Fund ("the Fund") shall be established from 1 January 2020.

2. Responsibility for the Fund shall rest with the Council of Assembly or any successor body which acts as the Trustees of the Unincorporated Councils and Committees of Scottish Charity Number 011353 (“The Trustees”). The Trustees may establish a body to oversee the Fund on its behalf.

3. The purpose of the Fund is to support the numerical and spiritual growth of existing Church of Scotland congregations and new Church of Scotland worshipping communities and thereby increase the positive impact of the Church of Scotland.

4. In the initial three years (2020 – 2022), the Fund shall prioritise those projects concerned with (i) the planting of new worshipping communities and (ii) working with people aged 40 and under.

5. The Fund shall operate for a 7-year period until 31 December 2026. A review conducted by the Trustees shall take place after the first three years of operation and shall measure the success of the Fund against previously agreed criteria to determine future direction and investment.

6. The Fund shall replace the Go For It Fund. Administration of grants already awarded out of the Go For It Fund shall become the responsibility of the Fund. Monies already committed in the Go For It Fund at 31 December 2019 shall be transferred to the Fund.

7. An application to the Fund may be made by a Kirk Session, a group of Kirk Sessions, a Presbytery or a group of Presbyteries.
8. Applicants to the Fund should be able to show that they have worked diligently to: (i) raise funds from local sources (including the congregation or partnerships making the application); and, (ii) raise funds from appropriate external sources. Funding, up to 100%, will not necessarily be contingent on funding being provided by any other body.

9. The Trustees shall provide core funding from the funds held on behalf of the Unincorporated Councils and Committees. This money shall cover both grants to be paid from the Fund and the administration of the Fund.

10. The Fund may be supplemented by other funds raised within and beyond the Church, including part of the levy payable on the sale of properties in terms of Regulations VIII, 2008 (as amended).

11. The strategy and guidelines for use of the Fund shall be developed and monitored by the Trustees. Any major amendments to the strategy and guidelines shall require Assembly approval.

12. The Trustees shall be responsible for monitoring the ongoing effectiveness of the Fund. The Trustees shall report annually on the work of the Fund to the General Assembly with a focus on how the Fund is achieving its primary aims as set out in sections 3 and 4 of these Regulations.

13. If the General Assembly decides that the Fund shall be closed before 31st December 2026 any monies remaining in the Fund shall be transferred to the Mission and Renewal Fund or any successor general Fund.
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Standing Orders

I. COMMISSIONS

1. **Roll of Presbytery.** Each Presbytery Clerk shall, by 15 January of each year, transmit to the Clerks of Assembly the number of charges, appointments and deacons specified in sections 2 and 4 of Act III 2000 (as amended) – all as at 31 December immediately preceding.

2. **Presbyterial Representation.** The Assembly Arrangements Committee shall meet in January of each year for the purpose of considering the said Rolls and of ascertaining the effect, as regards representation, of any changes in Presbyteries which have occurred in the course of the previous year. The Clerks of Assembly shall immediately thereafter intimate to Presbyteries what will be their representation in the ensuing Assembly. The decision of the Assembly Arrangements Committee, so intimated to Presbyteries, shall be subject to review by the Assembly on Petition by the Presbytery concerned.

3. **Question Arising.** Should there arise between the month of February and the opening of the Assembly any question regarding representation not provided for in these Orders, the Assembly Arrangements Committee shall have power to dispose thereof.

4. **Furnishing of Commission.** The Clerks of Assembly shall furnish Presbytery Clerks with a copy of the approved form of Certificate of Commission.

5. **Transmission of Certificates.** The names, in alphabetical order, and full postal addresses of Commissioners from Presbyteries, shall be transmitted by Presbytery Clerks to the Clerks of Assembly not later than 31 March in each year so far as they have been elected by that time. Certificates, endorsed by the Clerk of each Presbytery to the effect that to the best of his or her knowledge the Elders named therein are bona fide acting Elders and are commissioned by the Presbytery, shall be transmitted by Presbytery Clerks so as to be in the hands of the Clerks of Assembly not less than one week before the opening of the Assembly.

6. **Committee on Commissions.** The Committee on Commissions shall consist of the Clerks; the Principal Clerk shall be Convener. The Committee shall prepare a report on all Commissions and Certificates transmitted to them for submission to the Assembly at the opening Session. The said Committee shall prepare and print a list of Commissioners. Along with the said list a copy of the Standing Orders of the General Assembly shall be made available to each member. The Clerks shall arrange to forward to each Commissioner, at least one week before the opening day of the Assembly, a copy of the volume of Reports and Proposed Deliverances and a copy of all Assembly Papers then available.

7. **Objections.** The Committee on Commissions shall, if called upon, or if it shall appear to it necessary or expedient so to do, hear any person whose Commission is objected to in support of his or her Commission, and also any person or persons who may object to such Commission.

8. **Late Commissions.** It shall be competent at any time during the sitting of the Assembly to lodge with the Clerks of Assembly Commissions which have not previously been transmitted to them; and such Commissions shall be submitted by the Clerks to the Assembly on the day next after that on which the Commissions have been lodged, and shall be disposed of by the Assembly as may seem proper.
II. CONDUCT OF BUSINESS

(a) OPENING SESSION

9. Convening. The Commissioners elected to serve in the Assembly shall convene on the day and at the hour fixed for the meeting of the Assembly, and, after prayer by the Moderator of the preceding Assembly, the List of Commissioners shall be laid on the table.

10. Election of Moderator. The election of a Moderator shall then be made.

11. Her Majesty’s Commission. Her Majesty’s Commission to the Lord High Commissioner shall then be read and ordered to be recorded.

12. Her Majesty’s Letter. Her Majesty’s Letter to the Assembly shall then be read and a Committee shall be appointed to prepare an answer thereto.


14. Committee on Commissions. The report of the Committee on Commissions (SO 6) shall be called for and disposed of.

15. Order of Business. The Assembly shall appoint a Business Committee, the Convener and Vice-Convener thereof normally to be the Convener and Vice-Convener respectively of the Assembly Arrangements Committee. The Assembly Arrangements Committee shall prepare and submit at the opening session an Order of Business for the first two days.

(b) BUSINESS COMMITTEE

16. The Business Committee shall consist of forty Commissioners including the Convener and Vice-Convener; and the Moderator, Clerks, Procurator and Law Agent shall be additional members, ex officio.

17. First Meeting. The Business Committee shall meet on the opening day of the Assembly as intimated and thereafter as business may require. At its first meeting it shall consider the Draft Order of Business which shall have been prepared by the Assembly Arrangements Committee for the business of the Assembly subsequent to the first two days, and shall be wholly responsible therefor.

18. Selection Committee. Commissioners to the General Assembly shall be free to nominate other commissioners to serve on the Selection Committee. The names of those proposed shall be brought before the first meeting of the Business Committee which, in turn and without being limited to those names proposed by commissioners who are not among its members, shall nominate a Selection Committee of twenty commissioners, including a Convener and Vice-Convener, whose function it shall be to select and submit to the Assembly for their approval names of persons to serve on all Special Commissions and Committees appointed during the sittings of the Assembly. Such persons need not be commissioners.

19. Communications. All letters addressed to the Moderator for the purpose of being communicated to the Assembly shall, in the first instance, be laid before the Business Committee, which shall advise the Moderator as to their disposal.

20. Paper through Boxes. Requests for permission to distribute material through Members’ boxes should be submitted to the Assembly Arrangements Committee before the commencement of the Assembly, and requests received thereafter shall be submitted to the Business Committee. Any other Committee concerned should be informed and supplied with copies, if available, of the material to be distributed.

(c) DEVOTIONAL EXERCISES

21. The Lord’s Supper. The Assembly shall celebrate the Sacrament of the Lord’s
Supper at a time appointed by the General Assembly at its opening session.

22. Acts of Worship. The Moderator shall be responsible to the Assembly for the conduct of all acts of worship, and shall consult the Assembly Arrangements Committee or the Business Committee anent any proposed innovation in such conduct.

(d) MISCELLANEOUS

23. Minutes. The minutes of each day’s proceedings, if available, together with the Agenda for the following day or days, intimations of meetings of Committees, and Notices of Motion, shall be printed as the “Assembly Papers”, and shall be made available for all members. The Minutes, being taken as read and full opportunity having been given for correction, shall be approved as available. It shall always be in order at the close of any particular item of business to move that the Minute thereanent be adjusted and approved. Before the dissolution of the Assembly a small Committee, appointed for the purpose, shall be authorised to approve the Minutes not already approved by the Assembly.

24. Quorum. The quorum of the Assembly shall be thirty-one, of whom not less than sixteen shall be Ministers. Any Member may at any time call the attention of the Moderator to the fact that there is not a quorum present, and if, on a count being made, it is found that such is the case, it shall be the duty of the Moderator to suspend or adjourn the session.

25. Tellers. The Assembly Arrangements Committee shall submit for the approval of the Assembly at their first session a proposed Panel of Tellers. (See SO 105.)

26. Printing of Acts. The Committee on Commissions (SO 6) shall arrange for the printing of the Acts of Assembly and shall print in the Assembly Papers of the penultimate day an Interim Report thereon, which shall be considered on the last day of the Assembly.

27. Examination of Records. Minutes of the Standing Committees of the Assembly shall be examined by the Legal Questions Committee. The Committee shall report thereanent to the General Assembly.

28. Returns to Overtures.

(a) A Committee on Overtures and Cases, consisting of the Clerks, Procurator and Law Agent of the Church (with the Principal Clerk as Convener) shall advise any Committee or individual on the procedure to be followed in respect of measures requiring process under the Barrier Act.

(b) For the avoidance of doubt, measures other than Acts of Assembly may be referred for the consideration of Presbyteries, in which case they shall be presented to the General Assembly in the form of an Overture set out as an Act.

(c) For the avoidance of doubt, it is open to the General Assembly to decline to consider any motion of which it believes inadequate notice has been given, considering the nature of its content.

(d) Measures remitted to Presbyteries by an Overture under the Barrier Act shall be accompanied by a note of the voting figures in the General Assembly, the text of the relevant Report and a note by the Clerks explaining any technical or legal matters contained in the Overture.
(e) All Presbyteries shall make a return in respect of every Overture sent down under the Barrier Act. The return shall be made upon the schedule sent electronically to the Presbytery Clerk for the purpose, transmitted to the Clerks of Assembly, and then submitted to the Committee on Overtures and Cases. The Committee shall classify the returns and make a report to the next Assembly. It shall be the duty of the Committee to report not only the number of Presbyteries for and against an Overture, but also the numbers voting in the Presbyteries as reported in the schedule.

(f) The Report of the Committee shall include the text of such Overtures as have been approved by a majority of Presbyteries.

(g) The Assembly Arrangements Committee shall ensure that the Committee’s Report classifying returns is taken by the General Assembly no later than session 2 thereof, and in any case before any debate that in the opinion of the Committee on Overtures and Cases would more usefully follow consideration of the Committee’s Report.

(h) The Report of the Committee shall be given in to the Assembly by the Principal Clerk, with the reply to the debate on the merits of the measure given by the relevant Convener. Both should be available to answer questions, as appropriate.

29. Special Commissions and Committees. Special Commissions or Committees will only be appointed where the General Assembly has no existing Standing Committee to which the matter under consideration can, in all the circumstances, properly be remitted. In normal circumstances, business proposed by

Councils or Committees of the General Assembly or proposed by Commissioners in the course of debate shall be remitted to one or more of the appropriate Standing Committees listed in SO 113. When, from time to time, a Standing Committee requires to co-opt relevant expertise in order to fulfil the work remitted to it by the General Assembly, it should acknowledge the same in its Report to the General Assembly.

30. Closing of Assembly. When the business set down for the last day of the Assembly has been disposed of, the Assembly shall be closed by addresses by the Moderator to the Assembly and to the Lord High Commissioner, and by an address by the Lord High Commissioner to the Assembly, during an act of worship, and dissolved according to the practice of the Church

III. MEMBERS NOT COMMISSIONERS

(a) MEMBERS ex officiis

31. These are the Moderator of the Assembly, on election, and the immediately preceding Moderator, the Clerks, Procurator, and Law Agent, and also the Convener and Vice-Convener of the Business Committee upon their election.

They have all the rights and privileges of Commissioners.

(b) CORRESPONDING MEMBERS, DELEGATES AND VISITORS – DEFINITION

32. Corresponding Members. Representatives of Departments and Standing Committees as stated in SO 33.

Delegates from other Churches. Representatives of other Churches who come in response to an invitation from the Principal Clerk sent at the request of the World Mission Council or from the Committee on Ecumenical Relations to their Church to send a delegate or delegates to the General Assembly and who are duly accredited by the Courts or equivalent authority of their Churches.
Visitors. Visitors from other Churches who come with a Letter of Introduction from Assembly or Presbytery Clerks or equivalent officer of their Church.

33. Corresponding Members

1. (a) The following shall have the right to appoint Corresponding Members in terms of (b) below:

   Council of Assembly, Church and Society Council, Ministries Council, Mission and Discipleship Council, Social Care Council, World Mission Council, Committee on Church Art and Architecture, Central Services Committee, Ecumenical Relations Committee, General Trustees, Church of Scotland Guild, Trustees of the Housing and Loan Fund, the Nomination Committee, Panel on Review and Reform, Safeguarding Committee, Stewardship and Finance Committee, the Church of Scotland Pension Trustees and the Theological Forum.

   (b) Each of the above shall appoint for each day a member or staff-member to act as Corresponding Member, and will advise the Assembly Arrangements Committee not less than one week before the commencement of the General Assembly of the names of the Corresponding Members appointed for each day. The names of Corresponding Members appointed under this Standing Order shall be printed in the Assembly Papers.

2. The Secretaries of the Council of Assembly, the Church and Society, Ministries, Mission and Discipleship, Social Care and World Mission Councils, the Ecumenical Officer, the Editor of Life and Work, the General Treasurer, the Head of Stewardship, the Head of Human Resources, the Convener of the Nomination Committee and the Scottish Churches’ Parliamentary Officer shall be Corresponding Members when not Commissioners.

3. The Charity Trustees of the Unincorporated Councils and Committees of the General Assembly who are also Conveners of the Finance, Governance, Staffing and Communication Committees of the Council of Assembly shall also be Corresponding Members when not Commissioners.

34. Status. Corresponding Members of Assembly shall be entitled to attend all sessions of the same and to speak on any matter before the Assembly affecting the interests of their Council or Committee, where applicable, but shall not have the right to vote or make a motion.

(c) YOUTH REPRESENTATIVES

35. Status

(i) One person between the ages of eighteen and twenty-five on the opening day of the General Assembly shall, if possible, be appointed by each Presbytery to serve as a Youth Representative; each Representative shall be involved in the life of a congregation within the bounds of the Presbytery and be regularly involved in the life and worship of the Church of Scotland. The minister of the congregation shall provide confirmation of this involvement if asked by the Mission and Discipleship Council.

(ii) The National Youth Assembly each year shall appoint ten of its own number, being between the ages of eighteen and twenty-five on the opening day of the following General Assembly, to serve as Youth representatives to that General Assembly.

(iii) Youth Representatives shall be entitled to speak and move motions but not to vote:

during debates on Committee reports

during debates on Overtures
(iv) Youth Representatives shall not be entitled to speak, move motions or vote:
  during debates on Petitions or cases
  during debates on matters affecting General Assembly procedure or Standing Orders

(v) Youth Representatives shall not be members of the Commission of Assembly.

Oversight

(vi) The Mission and Discipleship Council shall take responsibility for Youth Representatives and shall extend to them appropriate hospitality.

(d) DELEGATES AND VISITORS

36. Reception. Delegates from other Churches shall be received and welcomed by the Moderator. The Assembly Arrangements Committee is authorised, after consultation with the World Mission Council and the Ecumenical Relations Committee, to recommend to the Moderator to invite two specified delegates to convey greetings briefly after all the delegates have been received and welcomed by the Moderator.

37. Status.

(i) Delegates to the Assembly shall have the right to attend all sessions and to speak on all matters before the Assembly, except when the Assembly are exercising judicial functions, but shall not have the right to vote.

(ii) Visitors shall have the privilege of seats in the Assembly but without the right to speak or vote. As in the case of Delegates, the officials of the World Mission Council, the Ecumenical Relations Committee, or other relevant Council or Committee shall extend appropriate hospitality to Visitors.

38. Oversight. The officials of the World Mission Council, the Ecumenical Relations Committee, and other Councils or Committees which may be interested in Delegates, shall see that Invitations to Assembly functions are procured for the Delegates, and that the Members of Assembly shall do everything in their power to make the visits of all the Delegates pleasant and profitable.

(e) NON-MEMBERS

39. Guest Speakers. Where any Committee wishes that one of its members or staff members, not being a Member of Assembly, should have an opportunity of addressing the Assembly in connection with the discussion of its Report, the Convener shall, before the commencement of the debate, (i) obtain the permission of the Convener of the Business Committee, and (ii) inform the Moderator. Where any Committee wishes that a person, not being a Member of Assembly or member or staff member of that Committee, should address the Assembly, the Convener shall submit the name of such person for approval to the Assembly Arrangements Committee before the Assembly opens, or to the Business Committee during the sittings of the Assembly, and the decision of the Assembly Arrangements Committee or Business Committee shall be final, unless the Assembly themselves shall resolve in terms of SO 129 hereof to dispense with the observance of Standing Orders in respect of that particular matter.

40. Conference Sessions. The Assembly Arrangements Committee, or the Business Committee, in consultation with other Councils and Committees as appropriate may invite the General Assembly to meet in conference sessions and arrange for guest speakers to address such sessions. Councils and Committees shall also be free to invite guests, whom they consider to have a particular interest in the matter under discussion, to participate in the debate. When the General Assembly is meeting in conference
Order of Proceedings
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no resolutions shall be framed or decisions taken. Expert speakers invited to address the conference shall be allowed a maximum time of fifteen minutes. All other speeches shall be limited to five minutes.

IV. COMMITTEE REPORTS AND OVERTURES

(a) REPORTS

41. Transmission. Reports of all Committees reporting to the Assembly shall be transmitted to the Clerks of Assembly not later than the first Monday after the third Tuesday in February each year provided that, by arrangement with the Clerk of Assembly, a Statement and Proposed Deliverance on the Budget of the Church, report on Congregational Statistics as reported by Kirk Sessions through Presbyteries and report on Statistics of Ministry may be submitted at a later date, but in time to be printed and forwarded with the Reports. All Reports shall be accompanied by the Deliverance to be proposed to the Assembly, and when the Proposed Deliverance exceeds two sections each section shall be numbered consecutively.

42. Printing. It shall be the duty of the Clerks to arrange for all such Reports and Proposed Deliverances to be printed in the authorised form, to be stitched together, paged, and for a copy to be forwarded to each Member of Assembly at least one week before the day of meeting. All Reports so distributed shall be held as read. Each Committee shall immediately after the rising of the Assembly furnish the publisher of the Reports with the number required for circulation.

43. Oral Reports and Reports of Sub-Committees. Oral Reports shall not be received, and no Sub-Committee shall give any Report to the Assembly.

44. In Retentis. Reports shall not be engrossed in the Minutes, but two copies of each printed Report certified by one of the Clerks as being that given to the Assembly, shall be kept in retentis; and the Reports thus collected shall be bound up in volume to be preserved among the other Records of the Assembly.

45. Questions on Reports. After the Deliverance on the Report of any Committee has been moved and seconded the Assembly, before dealing with any other motions or amendments thereon, shall have opportunity for asking questions on the Report, this being without prejudice to the right of Members to put questions, with the leave of the Assembly, at any subsequent stage.

46. Questions requiring Notice. It shall be in order to ask questions of the Convener regarding any matter in the care of the Committee to which no reference is made in the Report but in such cases timeous notice shall be given to the Convener.

47. Deliverance. The final Deliverance of the Assembly upon the Report of any Committee shall follow immediately after the consideration of that Report, except in the event of a special reason for the contrary having been approved by the Assembly and recorded in the Minutes.

48. Late Reports. Reports of Committees appointed during the sittings of Assembly, if they propose any motion not already printed, shall be put into the hands of the Clerks at least one day prior to their being considered, and printed in the “Assembly Papers”.

(b) OVERTURES

49. Transmissions. All Overtures from Presbyteries passed on or before 24 April shall be sent to the Clerks of Assembly not later than that date in each year. Overtures from Commissioners shall be lodged with the Clerks not later than noon on the third last day of the meeting of the Assembly, unless the Assembly for special reason decide otherwise.
50. **Printing.** The Clerks shall arrange for the printing of Overtures, at the expense of those promoting them and for their circulation to Commissioners, either with the papers for Cases or in the “Assembly Papers”.

51. **Form.** Overtures should contain a brief statement of the matter to be brought before the Assembly together with a Proposed Deliverance, of which the first section shall be “The General Assembly receive the Overture”.

52. **When Taken.** Overtures relating to matters under the care of the Committees of the Church whose reports are on the Agenda for one of the first two days of the Assembly shall be assigned by the Assembly Arrangements Committee (unless the Committee on Overtures and Cases decides not to transmit) to the place in the discussion at which they shall be introduced to the Assembly. In other cases this shall be done by the Business Committee. When the Proposed Deliverance of an Overture is capable of being treated as a counter-motion or amendment to the Proposed Deliverance of a Committee, or as a new section of such Proposed Deliverance, it shall be so treated.

53. **Grouping.** Overtures on the same or cognate subjects shall be grouped by the Assembly Arrangements Committee or Business Committee of the Assembly and only one speaker shall be heard introducing each group.

54. **Introduction.** An Overture from a Presbytery may be introduced by any member of that Presbytery, specially appointed for the purpose, at the bar; or by any one of its Commissioners to the Assembly in his or her place as a Commissioner.

55. **Matters Relating to Stipend.** It shall not be competent for the Assembly, without due notice of motion in the hands of Commissioners in print and in proper form (for example as a Proposed Deliverance, Notice of Motion or Crave of a Petition), to debate any proposal which might impact directly on or which might bring about binding changes to the terms and conditions of ministers which relate to stipend or stipend scales.

56. **New or Additional Expenditure.** Any proposal which involves new or additional expenditure must, together with an estimate of such expenditure, be in the hands of Commissioners in print and in proper form (for example, as a Proposed Deliverance, Notice of Motion, or Crave of a Petition), provided that:

   (a) if it relates to the income disposition proposed within Co-ordinated Budget for the next calendar year and if the proposal is not submitted in the form of an amendment to the total of the said Budget, it shall provide for and specify the reduction or reductions to be made in other expenditure contained within the said Budget; and

   (b) if it involves continuing or recurring expenditure which, if approved, would require to be incorporated in future Co-ordinated and Rolling Budgets, it shall provide for the matter to be remitted in the first instance to the Council of Assembly for consideration and report to the next General Assembly.

57. **Declaratory or Interim Act.** The draft of any proposed Declaratory or Interim Act, as also the draft of any Overture which it is proposed to transmit to Presbyteries in terms of the Barrier Act (other than any Overture printed and circulated in the volume of Reports), shall be printed and laid on the table of the Assembly and circulated among the Members at least one day before a Motion for the passing of such Declaratory or Interim Act, or for the transmission of such Overture to Presbyteries, is made in the Assembly.
V. CONDUCT OF CASES

58. Commission of Assembly. The rules of procedure for the Appeals Committee of the Commission of Assembly shall be as set out in Schedule 2 to the Appeals Act (Act I 2014). Standing Orders 59 – 61 apply where a matter is being brought before the Commission of Assembly in terms of those powers of the Commission of Assembly not being exercised by the Appeals Committee, or before the General Assembly, being a petition, a reference or an appeal on a matter of doctrine. In Standing Orders 59 - 61 references to the General Assembly shall be taken to refer where appropriate to the Commission of Assembly and all references shall be so construed mutatis mutandis.

(a) LODGING OF PAPERS

59. Appeal; Dissent and Complaint; Petition. The papers in all cases intended to be brought before the Assembly, whether Appeals or Dissents and Complaints against the judgement of inferior courts, or Petitions, should be lodged with the Clerks of Assembly not later than 24 April, and must be lodged not less than fourteen days before the opening session of Assembly; except in the case of judgements pronounced within sixteen days of the meeting of Assembly, in which case they shall be lodged within forty-eight hours of the judgement being pronounced.

60. (a) Reference. In the case of Reference of a matter from an inferior court for the judgement of the Assembly the same limits as to time for lodging of papers in the case shall apply as in SO 59.

(b) Reference of Matter Previously Considered. Where the matter of a Reference has previously been under consideration of the Assembly, the Reference shall state the date when the matter was previously before the Assembly and shall narrate the Assembly’s Deliverance thereon.

61. Answers. It shall be competent for all parties claiming an interest in the subject matter of an Appeal, Dissent and Complaint or Petition to lodge Answers thereto complying with the requirements of this SO 61. Answers may be lodged any time after the Appeal, Dissent and Complaint or Petition is received by the Clerks, but not later than seven days before the opening meeting of Assembly. Answers shall be in the form of articulate numbered Answers to the narrative contained in the Appeal, Dissent and Complaint or Petition, indicating in particular matters of fact that are admitted and denied, and shall set forth a concise statement of the Respondent’s case, together with a crave specifying the action the Assembly are invited to take thereon.

(b) PRINTING OF PAPERS

62. Printing. It shall be the duty of the Clerks on receiving papers that are to come before the Assembly in connection with cases to arrange to have these printed in authorised form, stitched together and paged.

63. In Private. Papers relating to business dealt with by Presbyteries in private, or which the Committee on Overtures and Cases (SOs 70 - 71) consider should be taken in private, shall be printed separately and may be dealt with by the Assembly in private.

64. Cost of Printing. In cases of discipline brought before the Assembly by the Judicial Commission, by Reference from a Presbytery, or by complaint by a minority of the Court, the expense of printing shall be borne by the Assembly Arrangements Committee; in other circumstances by the Complainer or Appellant. In all other cases the expenses of printing in sufficient numbers for the use of Commissioners shall be borne by the party having interest in the same or desiring a Deliverance from the Assembly.

65. In Retentis. Two copies of every printed paper shall be kept by the Clerks of
Assembly to be bound up and retained among the Records of Assembly.

(c) CIRCULATION OF PAPERS

66. Date of Dispatch. A copy of all papers transmitted to the Clerks of Assembly not later than 24 April shall be forwarded by them to each Member of Assembly at least one week before the opening day of the Assembly.

67. In Private. The Clerks of Assembly shall not issue in advance to Members the papers in cases which they think require to be conducted in private, until specially instructed by the Assembly so to do; but shall report such cases to the Convener of the Business Committee, for the information of that Committee, immediately after its appointment.

(d) INTIMATION TO PARTIES

68. Appeal; Dissent and Complaint. In all cases coming before the Assembly by Appeal or Dissent and Complaint it shall be the duty of the Clerks of Assembly to inform the parties on both sides as soon as possible of the time at which such case is likely to be taken by the Assembly. Such intimation shall, unless in a specific case the Assembly determine otherwise, be regarded as sufficient notice.

The Clerks shall further be bound, on application made to them for the purpose, to supply six copies of all prints made in pursuance of the foregoing Orders to the opposite party or parties in any case, or to his or her or their duly accredited Agents.

69. Petition. In every Petition it shall be the duty of the Petitioner to make such intimation of the Petition as may be necessary having regard to the nature of the Petition. Such intimation shall be made not more than seven days later than the time when the Petition is lodged with the Clerks of Assembly as provided in SO 59 above; and along with the Petition there shall be lodged a certificate signed by the Petitioner or his or her Agent setting forth the names of the parties to whom such intimation has been made or is to be made. The Assembly may refuse to dispose of any Petition if in their opinion sufficient intimation thereof has not been made.

(e) TRANSMISSION TO ASSEMBLY

70. Committee on Overtures and Cases. All papers lodged with the Clerks in cases of every sort in terms of the foregoing Orders shall be laid by them before the Committee on Overtures and Cases, which shall consider the same and report to the Assembly.

71. Decision not to Transmit. If the Committee on Overtures and Cases shall decide not to transmit to the Assembly any papers in cases duly lodged with the Clerks of Assembly it shall report the same to the Assembly at their first Session, or at the Session next after such decision, with its reasons for not transmitting the papers, and parties shall be entitled to be heard thereon at the bar of the Assembly. Intimation of a decision not to transmit papers shall be made to the parties concerned as soon as possible, and in time to allow of their being represented at the bar when the decision not to transmit is reported to the Assembly.

72. In Private. The Business Committee shall, in its first Report, specify any case which in its judgement requires to be conducted in private, and any case which does not appear to it to be of that character although the Clerks of Assembly may have reported it as such. The Assembly shall thereupon determine by a special Deliverance, at what stage in the proceedings the papers in such a case shall be issued to the Commissioners. In every case which the Assembly appoint to be conducted in private the instruction to issue the papers shall be accompanied by a special exhortation to the Commissioners to keep them private.

73. Proposed Legislation. All Overtures from Presbyteries or from Commissioners which propose the introduction of new or the amendment of
existing Acts (or Regulations) shall contain the precise terms of the legislation which they propose; and the Committee on Overtures and Cases shall not transmit to the Assembly any Overture which is deficient in this respect, provided always that the Clerks and Procurator shall be available to assist with the framing of such proposals.

(f) **HEARING OF CASES**

**74. Announcement.** Before parties are heard in any contentious case the Clerk shall read the following announcement, viz – “The Commissioners are reminded that justice requires that all the pleadings at the bar should be heard by all those who vote in this case, and that their judgement should be made solely on the basis of the pleadings.” Immediately before a vote is taken in such a case, the Clerk shall read the following further announcement, viz – “The Commissioners are reminded that only those who have heard all the pleadings at the bar are entitled to vote in this case.”

**75. Appeal; Complaint; One Appellant.** In cases brought before the Assembly by Appeal, where there is only one appellant (or one set of appellants concurring in the same reasons of Appeal) and only one respondent (or one set of respondents concurring in the same answers to the reasons of Appeal) the case for the appellant (or set of appellants) shall be stated by him or herself or by his or her counsel, who at the same time shall submit such argument upon the case as he or she shall think fit. The party or counsel so stating the Appeal shall be followed by the respondent or his or her counsel who likewise shall submit such arguments upon the case as he or she shall think fit. At the close of the statement for the respondent the appellant shall be entitled to be again heard, and the respondent shall also be entitled to be heard in answer to the second speech for the appellant and if, in his or her final answer, the respondent shall state any fact or submit any argument not adverted to in his or her answer to the opening statement for the appellant, the appellant shall be entitled to a reply upon the new matter introduced in the final answer for the respondent. With the exception of this right of reply, so limited, more than two speeches shall not be allowed to any party at the bar.

**76. Appeal; Complaint; More than one Appellant.** In such cases as those referred to in SO 75 if there is more than one appellant (or set of appellants) insisting on the Appeal, or more than one respondent (or set of respondents) supporting the judgement appealed against, (a) on different grounds, or (b) in separate reasons or answers, each appellant shall be entitled to open and state his or her separate case, and each respondent shall be entitled to make his or her separate answer, and the debate shall be closed with a reply for the several appellants; provided always that it shall be competent to the parties, with consent of the Assembly to make any arrangement for conducting the debate other than herein prescribed, if it shall have the effect of limiting, further than is herein done, the number of speeches to be made from the bar.

**77. Appeal; Complaint; Who may appear.** Any Member of an inferior court whose judgement is brought under review of the Assembly may appear at the bar in support of the judgement; but, when Commissioners have been specially appointed by the inferior court to support its judgement, the Assembly shall not hear any Member of such court other than the Commissioners so appointed, unless any Member not so appointed but wishing to be heard can show a separate and peculiar interest to support the judgement; and in all such cases it shall be competent to the Assembly to limit the number of Members of an inferior court who shall be heard in support of the judgement under review.

**78. Dissents and Complaints.** In SOs 75 to 77, “Appeal” includes “Dissents and
Complaints” and “Appellant” includes “Complainer”.

79. **Petition.** In cases brought before the Assembly as the court of first instance by Petition, the party promoting the application shall be entitled to be heard in support of the same; and the Assembly shall also hear an answer from any party at the bar claiming to be heard whom it shall consider to be a proper respondent, and the debate at the bar shall be closed with a reply from the person promoting the application.

80. **Reference.** In cases brought before the Assembly by reference from a Presbytery the reference shall be stated to the Assembly by a Member of the referring court, specially appointed for the purpose, at the bar if not a Commissioner, or in his or her place as a Commissioner if a Commissioner from the Presbytery. The Assembly shall thereafter hear the parties in the case referred in such order as the nature of the case may seem to require, keeping in view the regulations in SOs 74 to 79.

81. **Readjustment Cases.** In cases arising from Act VII, 2003, when a request for determination follows a decision of the Partnership Development Committee not to concur in the judgement of a Presbytery, the Convener, or other member of the said Committee, shall be heard at the bar if not a Commissioner, or in his or her place as a Commissioner if a Commissioner from the Presbytery. The Assembly shall thereafter hear the parties in the case referred in such order as the nature of the case may seem to require, keeping in view the regulations in SOs 74 to 79.

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**VI. ORDER OF DEBATE**

(a) **ORDER OF THE DAY**

82. When the Assembly have resolved that a case or other piece of business shall be taken up at a certain hour mentioned in the Order of Business, such case or other piece of business shall be taken not later than the hour fixed and the business before the Assembly, if not finished at the hour named, shall be adjourned, provided that, in the case of an Order of the Day following the Report of the Church and Society Council, such unfinished business shall not be taken up. If, in the opinion of the Moderator, it would be in accordance with the general convenience of the Assembly, the Moderator may allow the transaction of the business then actually under discussion to continue for a period of not more than fifteen minutes beyond the specified time, but no fresh business shall be commenced.

(b) **MOTIONS**

83. **TIME-BOUND**

On the motion of the Business Committee or moved as part of the deliverance of the Assembly Arrangements Committee, the General Assembly may resolve that the Report and draft Deliverance relating to a particular Council or Committee’s Report be taken in a time-bound process of debate and decision. Such a motion shall be moved at least 24 hours in advance of the presentation of the Report concerned.

Having so resolved the General Assembly shall operate the following timetable:-

(a) Start times shall be allotted to specified Sections of the Report and to the related sections of the draft Deliverance. Discussion of any Section of the Report shall not commence later than its allotted start time, but may begin earlier if debate of the previous Section has been completed.
(b) If discussion and debate of a particular Section of the Report has not been concluded within its allotted time, then further consideration of associated sections of the draft Deliverance shall be sisted and the General Assembly shall take up the next Section of the Report.

(c) If, at the close of the debate on the last Section of the Report, there is still time before the Order of the Day requires to be implemented or business is due to conclude, then the General Assembly shall return for further debate of any outstanding sections of the draft Deliverance remaining relative to each Section of the Report.

(d) If the Order of the Day or anticipated close of business is imminent, then any outstanding sections of the draft Deliverance shall be voted upon without debate, except that other motions printed in the Daily Papers shall also be taken, without debate, the Convener simply having the right to indicate whether or not the Council or Committee is willing to accept the motion.

(e) Where motions printed in the Daily Papers do not relate directly to the Report and draft Deliverance proposed by the Council or Committee, they will be taken either at the end of the appropriate Section, if there is time available according to the allotted timetable, or at the end of the appropriate Section when the procedure leading to the Order of the Day (or close of business) is being implemented.

84. Right to Move. Any Commissioner to the Assembly may make a motion upon any matter coming regularly before the Assembly; and on rising to do so he or she shall read the terms of the motion having wherever possible handed the same in writing on the form provided to the Assembly Office or other point of collection intimated to the General Assembly. It shall be in order to move a motion regarding any matter in the care of a Committee to which no reference is made in the Report of that Committee, provided that reasonable notice has been given in writing to the Convener before presentation of the Report. The mover of any counter-motion or amendment may reply to the discussion of his or her motion, immediately before the Convener closes the debate.

85. Withdrawal. When a motion has been duly seconded it shall not be competent to withdraw it, or to make any alteration upon it, without the permission of the Assembly.

86. Priority. The Deliverance on the Report of a Committee shall take precedence of any other motion on that subject.

87. Committee Convener. The Convener of a Committee when a Commissioner, on giving in the Report of that Committee, shall move the Deliverance proposed in terms of SO 41. A Convener, when not a Commissioner, shall be allowed to submit the Report of the Committee, and to give explanations in the subsequent discussion. In such a case the Principal Clerk, whom failing, the Depute Clerk, shall formally move the Deliverance. In all cases the Convener shall have the right of replying to the debate.

88. Introducer of Overture. The Introducer of an Overture, if a Commissioner, shall move the Deliverance; and if he or she is not a Commissioner the Principal Clerk, whom failing the Depute Clerk, shall formally move the Deliverance. The Introducer, whether a Commissioner or not, may answer questions or give explanations in the course of the debate and, if a Commissioner, may reply to, the discussion immediately before the relevant Convener closes the debate.
89. **Notice of Motion.**
Any Commissioner may, during the sittings of the Assembly, give notice of Motion on any subject due to come regularly before the Assembly, other than a contentious case. Notices of Motion so given in shall be printed in the “Assembly Papers” not later than the day before that on which the business is to be taken. Such printed Notice of Motion shall confer no right of priority of moving same, the Moderator being the sole judge of the order in which Members are entitled to address the Assembly.

(c) **THE DEBATE**

90. **The Chair.** Every speaker shall address the Assembly through the Moderator, and the correct address is “Moderator”.

91. **In Support.** When a motion or motions have been made and seconded, any Member (including a formal seconder in terms of SO 95) may take part in subsequent debate.

92. **Speeches.** (1) Except as provided in SOs 84 and 87, no Member may speak twice on the same question except in explanation, and then only by special permission of the Assembly. (2) Members shall make relevant declarations of interest where the topic of debate makes it appropriate to do so.

93. **Point of Order.** Any Member may rise to speak to a Point of Order. A speaker is not to be interrupted unless upon a call to order. When so interrupted he or she shall cease speaking, and shall resume his or her seat until the Point of Order is decided. The Member calling to order shall state the grounds for so doing; and the speaker who has been interrupted may briefly reply in explanation, to show that he or she is not out of order, but no other Member may speak to the Point of Order unless with the permission or at the request of the Moderator, with whom the decision of the point rests, though the Moderator may put the point to a vote of the Assembly.

94. There shall be no right of reply to a debate except as provided for by SOs 84 and 87.

95. **Limits.** All speeches shall be limited to 5 minutes, with the following exceptions:

(i) **COMMITTEES**
- Convener giving in the Report of his or her Committee and moving thereon (seconding to be formal) 15 minutes
- Convener responding to a question 4 minutes

(ii) **OVERTURES**
- Introducing an Overture and when the Introducer is a Commissioner, moving thereon 10 minutes
- Mover of other Motions in relation to Overture (seconding to be formal) 10 minutes

(iii) **PETITIONS**
- Speeches of Petitioners 10 minutes

96. **No Time Limit.** The time limits shall apply, except in the following cases:

(a) when the Assembly are debating specific proposals for change under Barrier Act procedure;
(b) when the Assembly are exercising judicial functions;
(c) in Petitions when, for special reasons, the Committee on Overtures and Cases reports that the circumstances demand an extension, and when the General Assembly adopt that opinion;
(d) in any other matter when the Assembly Arrangements Committee (in respect of the Order of Business for the first two days) or the Business Committee (in respect of the Order of Business for the subsequent days) declares that, in its opinion, such matter is of exceptional importance, and when the Assembly adopt that opinion.

(d) DEALING WITH MOTIONS

97. Character of Motions. Motions shall be considered as belonging to one of the following categories, and shall be dealt with as prescribed, viz:

1. The original Motion.
2. Counter-Motions – being Motions contradictory or negative of the original Motion or of a substantial part of the original Motion.
3. Amendments being Motions not substantially contradictory of the original Motion or Counter-Motion, but for making deletions, alterations, or additions thereto without defeating its main object.
4. Amendments of amendments already moved and seconded.

98. Moderator to Judge. The Moderator shall be judge of the category to which any Motions shall be considered to belong, and the ruling of the Moderator shall be final.

99. Grouping of Amendments. When to any Proposed Deliverance there has been given notice of amendments which differ from each other only slightly in their general tenor, the Moderator shall decide whether or not to permit more than one of such amendments to be moved.

100. Voting on Amendments. When an amendment (Category 3) has been proposed it shall be disposed of by the Assembly before any other counter-motion or amendment is proposed. However, it shall be in order for an amendment of an amendment (Category 4) to be proposed, seconded and debated, after which the Moderator shall take a vote “For” or “Against”. When all such Category 4 motions have been so disposed of, the Assembly shall complete its consideration of the original amendment (Category 3) and the Moderator shall take a vote “For” or “Against” the original amendment amended or unamended as the case may be. For the avoidance of doubt, it is affirmed that the order of debate for Category 3 and Category 4 motions shall be the same except as herein provided and that the provisions of SO 87 shall apply to both.

101. Voting on Motions. After all amendments, if any, have been disposed of, the Moderator shall take a vote between all Motions in Categories (1) and (2), and in doing so shall adopt the following procedure. A vote shall be taken in one of the methods provided below, between all the Motions in the order in which they were made, beginning at the first. Each Commissioner may vote for one Motion only. If, on the numbers being announced, one Motion has obtained a clear majority of votes, all the other Motions shall fall; but if no Motion has obtained a clear majority, the Motion having the smallest number of votes shall be struck off and a vote taken between the remaining Motions; and the Assembly may determine.

102. Voting for Appointments. In the case of voting for appointments to vacant offices in the Church, where there are more than two nominations the Assembly shall vote separately on all the names proposed, and, unless there be a majority in favour of one over all the others combined, the one having the lowest number shall be dropped, and the Assembly shall again vote on those that remain.

103. Deliberative Vote. The Moderator or Acting Moderator in the Chair shall have no Deliberative Vote.
104. **Casting Vote.** If in any division there shall be an equality of votes for two proposals before the Assembly, the Moderator shall have power to give a deciding vote; and if in the course of the voting as provided in SOs 100 and 101 above, there should be an equality of votes for the two Motions having fewest votes, the Moderator shall have power to give a deciding vote and the Motion for which the Moderator shall vote shall be retained for the purpose of the next vote of the Assembly.

(e) **TAKING THE VOTE**

105. The Moderator may, in any circumstances and at his or her sole discretion, ascertain the mind of the Assembly by asking the Commissioners to stand in their places, and shall intimate to the Assembly on which side there is in his or her opinion a majority. Unless the opinion of the Moderator so intimated is at once challenged, it shall become the decision of the Assembly. If any Commissioner challenges the opinion of the Moderator, the Assembly shall proceed to take an electronic vote using a system approved by the Assembly Arrangements Committee. Alternatively, it shall be open to the Moderator, again at his or her sole discretion and in any circumstances, to ascertain the mind of the Assembly by recourse to the use of electronic voting. After all votes have been counted the Moderator shall intimate the result of the voting which will become the decision of the Assembly. In no circumstances shall a second vote be taken on a matter which has already been the subject of a vote by electronic voting. The Business Committee shall ensure that Commissioners are familiar with the method of electronic voting and will appoint tellers to assist Commissioners, where necessary, with the process of casting votes and to assist the Assembly with the process of voting by paper ballot which shall be a competent alternative to the taking of a vote by electronic means in the event of a failure in the electronic voting system.

(f) **DISSENTS**

106. **Entering.** Any Commissioner dissatisfied with a judgement of the Assembly, which has not been unanimous, has the right to enter his or her dissent against it; but no dissent can be given in until the matter to which it refers has, for that session, been disposed of, the Minute adjusted, and the Assembly is ready to proceed to other business.

107. **Adhering.** When a dissent has been entered, it is in order for any other Commissioner present when that judgement was pronounced to adhere to such dissent. No other’s adherence may be entered.

108. **Reasons.** A person dissenting may do so with or without giving in reasons of dissent. If he or she dissent for reasons given in at the time, or to be afterwards given in, such reasons shall, if received by the Assembly as proper and relevant, and provided they are given in before the close of the next session (or, when made on the last day of the Assembly, before the close of the same session), be recorded in the Minutes.

109. **Answers.** If the Assembly appoint a Committee to prepare answers to reasons of dissent, the Report of the Committee shall, except on the last day of the Assembly, be printed in the “Assembly Papers”; and, as approved by the Assembly, shall be printed in the Minutes, if the reasons of dissent have been so printed.

110. **Record of Dissents.** Reasons of dissent and answers thereto when not entered in the Minutes, shall be kept in a separate Record of Dissents.

VII. COMMITTEES AND THEIR MEMBERSHIP

(a) **COMMITTEES**

111. **Committees.** The Committees of the General Assembly shall be those listed in SO 113 together with such ad hoc Committees as the General Assembly may appoint from time to time. Clerical services
for the ad hoc Committees shall normally be provided by the staff of the Principal Clerk’s Department.

112. Quorum. Save for the Judicial Proceedings Panel and those bodies where provision is already made for a quorum, the quorum of Standing Committees of the General Assembly listed in SO 113 shall be three. When a meeting ceases to be quorate, business must be suspended. The quorum shall apply also to sub-committees and other bodies constituted from the relevant Standing Committees where such sub-committees and other bodies have decision-making powers, but not otherwise.

113. Membership. The Standing Committees of the General Assembly shall have membership as follows, General Assembly appointments being made on the nomination of the Nomination Committee except where otherwise stated.

1. Council of Assembly... 27
   Convener, Vice-Convener, and 10 members appointed by the General Assembly, one of whom shall have appropriate knowledge and experience of Christian stewardship, the Secretary of the Council of Assembly, the Principal Clerk, the General Treasurer and the Solicitor of the Church as members ex officis (non-voting); the Conveners and Council Secretaries (Secretaries to be non-voting) of the Church and Society, Ministries, Mission and Discipleship, Social Care and World Mission Councils and the Convener of the Panel on Review and Reform.

2. Church and Society Council... 32
   Convener, 2 Vice-Conveners, 27 members appointed by the General Assembly and one member appointed from and by each of the Social Care Council and the Guild. The Nomination Committee will ensure that the Council membership contains at least 5 individuals with specific expertise in each of the areas of Education, Societal/Political, Science and Technology and Social/Ethical. This number may include the Convener and Vice-Conveners of the Council.

3. Ministries Council ...47*
   (temporarily 51 - see below)
   Convener, 4 Vice-Conveners, 38* members appointed by the General Assembly and 1 member appointed from and by the General Trustees, the Housing and Loan Fund, the Committee on Chaplains to Her Majesty’s Forces and the Diaconate Council. For the avoidance of doubt where a representative of these other bodies is a member of staff, they will have no right to vote. *For a limited period of two years from the General Assembly of 2018 this increases to 42 members appointed by the General Assembly.

4. Ministries Appeal Panel...5
   Convener, Vice-Convener and 3 members appointed by the General Assembly. At least 1 member shall be legally qualified, at least 1 shall be a minister and at least 1 shall be an elder.

5. Trustees of the Housing and Loan Fund ...Up to 11
   Up to 3 ministers and 1 member appointed by the Ministries Council, who having served a term of 4 years shall be eligible for re-appointment for a second 4 year term;
   Up to 4 appointed by the General Assembly on the nomination of the Trustees, who having served a term of 4 years shall be eligible for re-appointment for a second 4 year term;
   Up to 3 appointed by the Baird Trust, for a term of office determined by that Trust.
   Any Trustee (other than one appointed by the Baird Trust) may serve for up to a further two four-year terms if elected also as Chairperson or Depute Chairperson.

6. Committee on Chaplains to H M Forces...18
   Convener, Vice-Convener and 16 members appointed by the General Assembly. There are also 2 non-voting members: one representative from and appointed by each
of the Ministries and the Church and Society Councils.

7. **Mission and Discipleship Council** ...33
Convener, 3 Vice-Conveners and 25 members appointed by the General Assembly, the Head of Stewardship, 1 member appointed from and by the Guild and the Go For It Committee, and the Convener or Vice-Convener of the Committee on Church Art and Architecture as that Committee shall determine. The Nomination Committee will ensure that the Council membership includes at least 3 individuals with specific expertise in each of the areas of Congregational Learning, Church Without Walls and Resourcing Worship.

8. **Committee on Church Art and Architecture** ...18
Convener, Vice-Convener and 16 members appointed by the General Assembly. Notwithstanding SOs 114 & 118, members shall be appointed for a term not exceeding eight years. The Committee shall have the power to invite a representative of each of the following bodies to attend its meetings: the General Trustees, the Scottish Episcopal Church, the National Association of Decorative Fine Arts Societies and Historic Environment Scotland.

9. **Social Care Council** ...25
Convener, 2 Vice-Conveners and 22 members appointed by the General Assembly.

10. **Assembly Arrangements Committee** ...16
Convener, Vice-Convener and 10 members appointed by the General Assembly, the Moderator, the Moderator Designate and the Clerks of Assembly, the Convener and Vice-Convener also to serve as Convener and Vice-Convener respectively of the General Assembly’s Business Committee.

11. **Central Services Committee** ...13
   a) Convener, Vice-Convener (Human Resources), Vice-Convener (Property) and 6 members appointed by the General Assembly, together with, ex officis and non voting, the Secretary of the Council of Assembly, the Solicitor of the Church, the General Treasurer and the Head of Human Resources.
   b) Appeal Group...8
8 members appointed by the General Assembly with the Solicitor of the Church as Secretary. Members shall not include any former or current members of staff of any of the Church’s Employing Agencies (including the Social Care Council), nor any current Council or Committee member.

12. **Ecumenical Relations Committee** ...8 plus representatives, co-optees and corresponding members
   a) 6 members appointed by the General Assembly one to be attached, for the purposes of ecumenical accompaniment, to each of the Church and Society Council, the Ministries Council, the Mission and Discipleship Council, the Social Care Council, the World Mission Council and the Theological Forum.
   b) Convener who will act as a personal support for the Ecumenical Officer (EO) and Vice-Convener, appointed by the General Assembly.
   c) A representative of the Roman Catholic Church in Scotland appointed by the Bishops’ Conference and 1 representative from each of 3 churches drawn from among the member churches of ACTS and the Baptist Union of Scotland, each to serve for a period of 4 years.
d) The Committee shall co-opt Church of Scotland members elected to the central bodies of Churches Together in Britain and Ireland (CTBI), the Conference of European Churches (CEC), the World Council of Churches (WCC), the World Communion of Reformed Churches (WCRC) and the Community of Protestant Churches in Europe (CPCE, formerly the Leuenberg Fellowship of Churches).

e) The General Secretary of ACTS shall be invited to attend as a corresponding member.

f) For the avoidance of doubt, while only those persons appointed under paragraphs a) and b) above shall be entitled to vote, before any vote is taken the views of members representing other churches shall be ascertained. The Convener shall be entitled to call a meeting of the voting members.

13. **Legal Questions Committee**...16
Convener, Vice-Convener and 10 members appointed by the General Assembly, the Clerks of Assembly, the Procurator and the Solicitor of the Church.

14. **Safeguarding**...13
Convener, Vice-Convener and 6 members appointed by the General Assembly, 1 representative (voting member) from and appointed by each of the Ministries, Church and Society, World Mission, Mission and Discipleship and Social Care Councils, the Solicitor of the Church, the National Adviser (Head of Safeguarding) as Secretary to the Committee, the Secretary of the Council of Assembly and up to 4 members co-opted by the Committee for their expertise. For the avoidance of doubt it is declared that only the following persons will be entitled to vote: Convener, Vice-Convener, the six Assembly appointed members and the five representatives from each of the Ministries, Church and Society, World Mission, Mission and Discipleship and Social Care Councils.

15. **World Mission Council**...32
Convener, 2 Vice-Conveners, 28 members appointed by the General Assembly and 1 member appointed by the Presbytery of International Charges.

16. **Panel on Review and Reform**...11
Convener, Vice-Convener and 8 members appointed by the General Assembly, together with the Ecumenical Officer (non-voting).

17. **Nomination of Moderator**...Up to 16
Convener, up to 8 ministers and deacons and up to 7 elders elected by the immediately preceding General Assembly from among its commissioners.

18. **Judicial Commission**
2 Conveners, 2 Vice-Conveners and a pool of 25 ministers, elders and deacons appointed by the General Assembly.

(The Clerks of Assembly are Clerks of the Judicial Commission though not members thereof.)

19. **General Trustees**
Trustees are appointed as required, by the General Assembly on the nomination of the Trust.

20. **Nomination Committee**...26
Convener, Vice-Convener and 24 members appointed by the General Assembly. Notwithstanding SO 118, no member of the Committee, having served a term of 4 years, shall be eligible for re-election until after a period of 4 years, except for special cause shown. The Convenership of the Committee shall be for 3 years.

21. **Church of Scotland Trust**
Trustees are appointed as required, by the General Assembly on the nomination of the Trust.

22. **Church of Scotland Investors Trust**
Trustees are appointed as required, by the General Assembly on the nomination of the Trust.
23. Delegation of the General Assembly...4
The Clerks of Assembly, The Principal Clerk as Chairman, the Procurator and the Solicitor of the Church, *ex officiis*.

24. Iona Community Board...20
Convener and 5 members appointed by the General Assembly;
6 members appointed by and from the Iona Community, 2 changing each year;
The Leader of the Iona Community;
1 member appointed by and from the Presbytery of Argyll.
In addition the Board will invite 6 member churches of Churches Together in Britain and Ireland (CTBI) to appoint a representative member to the Board, such members being eligible to serve for a maximum period of 4 years.

25. Judicial Proceedings Panel
A Panel of ministers, elders and deacons appointed by the General Assembly who are suitably experienced in the law and practice of the Church and whose number shall, in accordance with the Discipline of Ministry Act (Act III, 2001), section 1(1)(e), be determined, from time to time, by the Legal Questions Committee.

Notwithstanding SOs 114 & 118, appointments shall be for three years with the option of further consecutive terms. In calculating how many Panel members may be appointed, no account shall be taken of any members whose current term has expired but who are deemed to remain as members of the Panel by operation of the Discipline of Ministry Act (Act III, 2001), section 1(1)(f).

26. Theological Forum...12
Convener, Vice-Convener and 10 members appointed by the General Assembly, the membership being selected to provide an appropriate balance of (a) ministers of Word and Sacrament, (b) members of academic staff from the Divinity Schools (or equivalent) of Institutions of Higher Education in Scotland, (c) elders and (d) members drawn from the wider membership of the Church chosen for their particular expertise, experience or provenance.

27. Registration of Ministries Committee...5
Convener, Vice-Convener and 3 members. 1 member is appointed by the Legal Questions Committee, 1 member by the Ministries Council and 3 members by the General Assembly. The Convener and Vice-Convener are appointed by the General Assembly from the General Assembly appointees. One or other of the Clerks to the General Assembly and the Secretary to the Ministries Council attend the Committee *ex officiis* in an advisory capacity but are not members. The Committee is clerked by a person from the Ministries Council who is not a member of the Committee.

(b) MEMBERS

114. Period of Service. All Members of each of the Standing Committees shall retire after serving for four years.

115. Representatives. Bodies entitled to appoint representatives shall be permitted to make changes in their representation for special reasons in any year.

116. Non-attendance. The name of a Member shall be removed from any Standing or Special Committee which has met three times or oftener between 1 June and 1 March unless he or she has attended one-third of the meetings held within that period. Attendance at meetings of Sub-Committees shall for this purpose be reckoned as equivalent to attendance at the meeting of the Committee itself.

117. Replacement. When a Minister, Elder, or Member of any Standing or Special Committee is unable to accept the appointment, or where from any cause vacancies occur in Committees during the year, that Committee, after consultation with the Convener of the Nomination Committee, may appoint a Member to take
the place of the Member whose retirement has caused the vacancy. All such appointments, if for a longer period than one year, shall be reported for confirmation through the Nomination Committee to the General Assembly.

118. **Re-election.** A Member retiring from a Council or Committee by rotation, or having his or her name removed for non-attendance, shall not be eligible for re-election to that Council or Committee until the expiry of one year thereafter, unless the Assembly are satisfied, on the Report of the Nomination Committee, on information submitted to it by the Council or Committee concerned, that there are circumstances which make re-election desirable; but where more than one member is due to retire then not more than one-half of the retiring members be so re-elected. No Member shall normally serve for more than two consecutive terms of office. (If possible 20 per cent of the Assembly appointed members of Councils or Committees should be under the age of 35 at the time of their appointment). A Member appointed in the room of one deceased, resigned or removed, or of one appointed as Convener or Vice-Convener, shall serve for the remainder of the period for which the person was appointed whose place he or she takes, and on retiral shall be eligible for re-election if he or she has not served for more than two years.

A retiring Convener shall be eligible for re-election as an additional member of the Council or Committee concerned to serve for one year only immediately following tenure of office as Convener.

119. **Eligibility.** No person shall be a Member of more than three Councils or Committees at the same time. Appointments ex officio shall not be reckoned in this number. This rule shall not apply to those for whom the Nomination Committee is prepared to give special reason to the Assembly for their appointments to more than three Committees.

The Nomination Committee shall not nominate for Committees any of its own number except in special circumstances which must be stated to the Assembly.

120. **Secretaries and Deputes.** It shall be the responsibility of the Secretary of each Council and Committee to attend the meetings thereof, to provide information and advice as requested, and to provide a depute for any meeting that he or she cannot attend. Members of staff shall not have the right to vote at any meeting.

121. **Expenses.** Expenses incurred by Members of Committee, consisting of travel charges and a sum for maintenance when required shall be defrayed.

(c) **CONVENERS AND VICE-CONVENERS**

122. **Appointment.** Conveners and Vice-Conveners of Councils and Committees shall be appointed by the Assembly. Conveners shall hold office for not more than four consecutive years (in the case of the Nomination Committee, three consecutive years) and Vice-Conveners shall hold office for not more than three consecutive years, unless the Assembly are satisfied that there are exceptional circumstances which make the reappointment of Conveners and Vice-Conveners desirable. The period of reappointment shall be for one year only. If at the time of their appointment they are already members of the Council or Committee another Member shall be appointed in their room for the remainder of the period of their original appointment.

123. **Replacement.** In the event of the death, resignation, consistent non-attendance or supervening incapacity of the Convener or Vice-Convener of any Council or Committee, the body concerned, after consultation with the Convener of the Nomination Committee, may appoint an Interim Convener or Interim Vice-Convener, as the case may be. Such appointment shall be reported by the Committee to the General Assembly and
the Assembly shall make such order as the situation may require.

(d) NOMINATION COMMITTEE

124. List of Nominations. The Nomination Committee shall include in its Report its list of nominations to be submitted to the Assembly. The Report, so prepared, shall be included in the Volume of Reports issued to Members of Assembly.

125. Nomination of Conveners. When the Convener or Vice-Convener of a Committee or Council is completing his or her term of office the Council or Committee shall be invited by the Convener of the Nomination Committee to suggest the name of one who may be appointed in succession. The Nomination Committee shall satisfy itself that an open and transparent process has been followed in identifying the Convener or Vice-Convener so suggested.

126. Conveners to Attend Meeting. Conveners of Standing Committees shall be entitled to be present at meetings of the Nomination Committee when the composition of their respective Committees is under consideration, but not to vote.

127. Amendment to Report. No amendment to the Report of the Nomination Committee shall be in order of which due notice has not been given.

All notices of proposed amendments on the Report, including such as propose the omission or insertion of any name or names, or the addition of a name or names where the full number eligible has not been nominated by the Committee, must be given in to the Clerks before midday on the third day prior to the closing of the Assembly, signed by the Member or Members giving them.

All such notices of proposed amendment shall, with the names of those signing them, be printed in the “Assembly Papers” issued on the second day prior to the closing of the General Assembly, and on

VIII. ALTERATION AND SUSPENSION

128. Alteration. Any proposal for alteration of Standing Orders shall be either (a) on the Report of the Legal Questions Committee and printed in the volume of Reports or (b) by Overture and the subject of at least one day’s notice in the “Assembly Papers”. This Standing Order shall not apply to SO 113 which may be amended by the Principal Clerk in accordance with the decisions of the General Assembly.

129. Suspension. It shall always be competent for the Assembly, on the Motion of any Commissioner and on cause shown, summarily to dispense with the observance of the Standing Orders, or any part of them, in any particular case: provided that such Motion shall receive the support of not less than two-thirds of those voting on the question when put from the Chair, and that such suspension shall not contravene any Act of Assembly.
IMPORTANT INFORMATION

FIRE PROCEDURE

The following arrangements MUST BE STRICTLY ADHERED TO:

A. ON DISCOVERING A FIRE –
   Sound the Alarm by operating the nearest break-glass Call point. This will automatically call the Fire Brigade.

B. ON HEARING THE ALARM –
   1. Evacuate the building by nearest available Exit route following the stewards’ directions
      Debating Chamber Level: Main doors down to QUADRANGLE
      Gallery Level: 4 Exits on to LAWNMARKET
   2. Do not use the Lift in the event of an emergency, due to the risk of power failure
   3. Do not stop to collect belongings, ie. Coats, brief-cases, handbags, etc.
   4. Exit doors must remain clear at all times. When exiting leave in an orderly fashion
   5. ASSEMBLE –
      a. OPPOSITE THE MAIN ENTRANCE, MOUND PLACE or
      b. LAWNMARKET/JOHNSTON TERRACE, WHICHEVER IS NEARER

(Note: The above-mentioned arrangements relate to the Assembly Hall building. If present within New College when the College fire alarm sounds, leave the College by the nearest available exit. New College areas include the Cloakroom, Assembly Office, Stewards’ Office, Martin Hall, Media Rooms and Commissioners’ Box area (Rainy Hall).

FIRST AID ROOM – This room is off the “black and white” corridor of the Assembly Hall.

REPORTS – Commissioners are reminded that the Volume of Reports is available for downloading through www.churchofscotland.org.uk/ga. Printed copies of the Reports are only issued in advance to those Commissioners whose request was submitted along with their Presbytery Commission. A limited stock of the Volume of Reports will be held, for purchase, at the Cornerstone Bookshop.

NOTICE TO SPEAKERS – Speakers are asked to speak from one of the microphones situated round the Hall and in commissioners’ galleries.

TIME LIMIT FOR SPEECHES – A bell will notify Speakers that they are approaching the time limit and are expected to finish their speeches within one minute.

HEARING AIDS – These should be switched to “T” for best results from the induction loop. BSL interpreters will cover each session of the General Assembly. Please advise the Principal Clerk’s office if you would find this facility helpful so that a seat can be reserved for you in the appropriate area.

COMMISSIONERS – Are informed that the Ground Floor and the South and West Galleries of the Hall are solely appropriated for them. Only when these parts of the Hall are fully occupied may Commissioners sit elsewhere, as guided by the Stewards.

LEAVE TO MEET DURING ASSEMBLY – Applications from Church Courts or Assembly Committees for leave to meet during the Sittings of the General Assembly should be handed in to the Clerks’ Office. There is a standing permission for Kirk Sessions to meet if no members are Commissioners.

FILMING/PHOTOGRAPHY – We draw to your attention that cameras are used to film and photograph the General Assembly throughout its meeting and that the footage may be streamed live on the Church of Scotland website and used in other media including Social Media. In addition the footage and live stills obtained may, at some future point, be broadcast on national or international television and/or be used in other publications. If you do not wish to be filmed/photographed in this way, you should sit out of range of the cameras in the corners against the back wall on the ground floor of the Assembly Hall, and not behind any of the microphones which are located around the Hall. If you are unsure where this is, please ask a steward.

LOST PROPERTY SHOULD BE REPORTED OR HANDED IN TO THE ASSEMBLY OFFICE