

**Carmichael**, on Tuesday 4 September 2018 the **Presbytery of Lanark** for the celebration of the Sacrament of Holy Communion in Cairngryffe Parish Church.

**Sederunt:** Mr Alan Grant, Moderator and Rev Bryan Kerr, Clerk along with others as in the Sederunt Book – in all 10 Ministers, 15 Elders, 3 Corresponding Members and 29 Visitors.

**Apologies** for absence were intimated on behalf of Rev E Clelland, Minister; A McPhee, R Mitchell, C O'Neill, H Stewart and K Watson Elders; M McGillivray, Corresponding Member.

### **Celebration of the Sacrament of Holy Communion**

The Moderator led the Presbytery in worship. The Presbytery, having previously elected Mr Jim Watt to be Moderator, installed him as Moderator of the Presbytery for the session 2017/18. After the prayer of consecration Mr Watt presided over the Sacrament in conjunction with the minister of the charge, Rev George Shand.

### **Constitution of Presbytery**

The Moderator led the Presbytery in prayer and constituted the meeting.

### **Welcome of Moderator**

The Presbytery warmly welcomed Mr Watt as Moderator. The Moderator thanked the Presbytery for electing him, and also thanked Mr Alan Grant for his service throughout the year as Moderator. Mr Grant addressed the Presbytery and thanked them for their support during his year of office.

### **Welcome to new members and Visitors**

The Moderator welcomed visitors attending the Presbytery meeting, including those from Carluke: Kirkton, Carluke: St. Andrew's and Carluke: St. John's as well as the new Presbytery elders.

### **Approval of the Order of Business**

The Order of Business as circulated was presented by the Business Convener, Mr Scott Paget and approved.

### **Minutes of meeting on 19 June 2018**

The Minutes of the meeting held on 19 June 2018 were held as read and approved.

### **Decisions taken under powers (Summer Recess)**

Presbytery noted that the following decision had been taken under powers agreed at the meeting on 20 June 2017:

#### **The Presbytery:**

1. Agreed in respect of Covington Glebe to grant authorisation for the sale of the Covington Glebe subject to a suitable price being agreed by the General Trustees to allow a sufficient return on stipend greater than the rental currently being achieved.
2. Agreed in respect of Douglas Glebe to grant authorisation for extend the rental of the part of the Douglas Glebe currently provide to South Lanarkshire Council for the provision of a play park for the community for a further period of 20 years subject to a suitable rent being negotiated by the General Trustees.
3. Agreed in respect of Lesmahagow: Old Church to approve the plans submitted by Coalburn and Lesmahagow: Old to alter the interior of Lesmahagow: Old Parish Church by removing four pew ends to make accessible spaces, remove three short pews to create a prayer space and remove three short pews to create a storage area for temporary staging. Instruct the Clerk to send the completed permission form to the General Trustees and inform the General Trustees of the urgency of the situation in regard to having a worshipper who requires to make use of spaces designed for a mobility scooter.

4. Agreed in respect of Crossford lw Kirkfieldbank to email the Kirk Sessions and Congregational Boards of informing them that due to a lack of response from correspondence seeking dates for visits to look at issue raised in the Property Survey Reports, including a lack of progress from the previous report, a date has been chosen for visits by Presbytery and instructing local parties to be in attendance.
5. Agreed in respect of Carstairs Parish Church to
  - a. Approve the application of the Congregational Board and Kirk Session of a Stage 2 application to Heritage Lottery Fund for works within Carstairs Parish Church.
  - b. Approve the plans presented to upgrade the internal staircase, install an accessible WC, install a pantry, and redesign the chancel area of Carstairs Parish Church.
  - c. Instruct the Kirk Session and Congregational Board to provide an extract minute on their willingness to fund the shortfall within the project along with their plan to raise the funds.
  - d. Instruct the Kirk Session and Congregational Board to bring forward a timescale for agreeing proposals for removing the pews and replacing flooring within Carstairs Parish Church in the knowledge that it may be easier to find shortfall funding for the project if the congregation was providing a multi-purpose space for community use.
  - e. Instruct the Kirk Session and Congregational Board to remember that no work should begin on site until Presbytery have issued final approval after all funding is in place.
  - f. Commend the Minister, Kirk Session and Congregational Board for their vision and work in regard to this major building project.
6. Agreed in respect of Coalburn and Lesmahagow: Old to grant permission to lease the manse of the charge of Coalburn and Lesmahagow Old for an initial period of six months on standard Church of Scotland leading terms where, should a minister be called or the manse is required for Church business a notice period of one month is in operation. It was further agreed to express disappointment that the Kirk Session and letting company have negotiated terms prior to permission being granted by Presbytery and with no recourse to the General Trustees; and instruct the Kirk Session to ensure that any decisions taken about the buildings within the charge are discussed with the Presbytery at an early stage.
7. Agreed in respect of the Presbytery Attestation of Congregational Accounts for 2017
  - a. The Clerk be instructed to issue attestation reports prepared by IA Stewart to congregational treasurers and session clerks
  - b. Where a set of accounts has 'minor' issues noted by IA Stewart these ought to be changed prior to the congregation submitting accounts to OSCR.
  - c. Where a set of accounts has one or more 'significant' issues noted by IA Stewart these must be actioned and changes made, with the updated annual report and accounts being presented to a properly called and constituted meeting of the congregational trustees in order to be reapproved with a updated date, and thereafter presented to the Independent Examiner for examination and resigning.
  - d. When updated accounts have been signed by two charity Trustees and the independent examiner a signed hard copy should be sent to the Presbytery Clerk (with the examiner signing on the same date, or date after the congregational trustees have signed).
  - e. Every Kirk Session (with either minor or significant points raised) should present the attestation report on their accounts prepared by IA Stewart to their Kirk Session and the independent examiner who carried out the examination. An extract minute of the Kirk Session which details this action should be sent to the Presbytery Clerk no later than 30 September 2018.
  - f. Should Congregational Trustees feel that they unable to undertake this process they should contact the Depute Presbytery Treasurer, Mr John Lumsden as soon as possible.
  - g. For the avoidance of doubt, any congregation with one or more 'significant' points raised by IA Stewart during the attestation must not submit their accounts to OSCR until the Presbytery has acknowledged receipt and satisfaction of changes made to the revised accounts.
8. Agreed in respect of Upper Clyde to appoint Mrs Anne Cochrane (Carnwath), Mrs Caroline Deerin (Biggar), Mr Tom McCallum (Lanark: St. Nicholas) and Mr Denham MacDougall (Cairngryffe) as Assessor Elders in Upper Clyde as of 1 August 2018 and instruct the Assessor Elders to provide a

report on the situation to the Presbytery Support Committee no later than 30 April 2019. For the avoidance of doubt the Assessor Elders shall be given voting powers and shall be full charity trustees.

9. Agreed in respect of Committee Membership to approve membership of Presbytery Committees for the session 2018/2019 as follows:
  - a. Relationships and Context Committee: Rev Dr Elijah Obinna (Convener), Mr John Austin, Mr Sandy Boag, Rev David Carmichael, Mr Tom Chalmers, Mrs Anne Cochrane, Mr William Coulter, Mrs Sue Crofton, Rev Henry Findlay, Rev Michael Fucella, Rev Helen Jamieson, Rev Dr Nikki Macdonald, Rev Maureen MacDougall, Mr Willie MacSween, Mr Alex McPhee, Mr Robert Mitchell, Mrs Christine O'Neill and Mr Hugh Stewart; *plus one member co-opted from Guild Presbyterial Council*
  - b. Worship & Discipleship Committee: Rev Elspeth MacLean (Convener), Mrs Elizabeth Bradley, Mr Robert Carson, Mrs Helen Chekansky, Rev Elizabeth Clelland, Mrs Lynn Cochrane, Rev Iain Cunningham, Rev James Cutler, Mr George Forbes, Mr Alan Grant, Rev Paul Grant, Mr William Love, Rev Louise Mackay, Mrs Mabel Morris, Mrs Anne Reid, Rev Steven Reid, Mr Sandy Russell, Mr Jim Sinclair, Mr David Waters, Mr Kenneth Watson, Mr James Watt and Rev David Young; *plus one member co-opted from Guild Presbyterial Council*
  - c. Presbytery Support Committee: Mr Scott Paget (Convener), Rev Bryan Kerr (Presbytery Clerk), Rev George Shand (Depute Presbytery Clerk), Mr Alan Grant (Moderator – member to 4/9/18), Mr Jim Watt (Moderator Designate – member from 4/9/18), Mrs Elizabeth Bradley (1 year), Rev Paul Grant (1 year), Rev Maureen MacDougall (1 year), Mr Jim Sinclair (1 year), Mr David Waters (1 year) *with Advisors Caroline Deerin, Ewan Easton, John Lumsden and Mary McGillivray.*
10. Complaints Committee: Rev Elizabeth Clelland (Convener), Mrs Anne Cochrane, Rev Harry Findlay, Mr William Love, Rev Maureen MacDougall and Mrs Anne Reid

### **Decisions taken under delegated powers**

The clerk informed the Presbytery that no decisions had been taken under delegated powers.

### **Roll of Presbytery**

The Clerk laid the roll of Presbytery for session 2018/2019 on the table.

### **Correspondence**

The Clerk informed members that all items of correspondence had been notified via email and that a number of pieces of correspondence had been received and remitted to appropriate Committee Conveners or passed on by e-mail to Ministers, Session Clerks and members of Presbytery.

### **Good News Stories**

David Waters, Kirkmuirhill, spoke of the success of the annual holiday club and commented on how well received the week had been by the wider community and how the leaders have developed in their own faith. Mr Waters read an inspirational message from a new helper who spoke warmly of the discovery she found of the place of the holiday club to plant seeds of the Gospel and hope in lives of the children, as was planted in her 37 years ago when she herself attended the holiday club in Kirkmuirhill.

Anne Reid, Carluke: St. Johns spoke of the 175<sup>th</sup> anniversary of Carluke: St. John's Church and the anniversary service led by Rt Rev Susan Brown, Moderator of the General Assembly of the Church of Scotland with the presentation of 15 long service certificates to 15 elders who between them have contributed over 600 years of service to the Church of Scotland and congregation. A new banner was commissioned with the words 'Passing the Spirit from age to age' and Dr Obinna donned a kilt for the occasion.

Elizabeth Bradley, Carluke: St. Andrew's spoke of the joint Carluke holiday club run by the three churches where 188 children were registered for the activities. Carluke: St. Andrews are beginning training with the purple bicycle project assisting the congregation to continue to develop the faith of older people within the community and partnerships with the local primary school.

The Moderator spoke of the service that took place in Cairngryffe where on Pentecost Sunday a new members was admitted by profession of faith and long service certificates presented to elders totalling 258 years of service.

### **Report of the Presbytery Support Committee**

The Report of the Presbytery Support Committee was presented by the Convener, Mr Scott Paget.

Parties were called.

The Clerk informed Presbytery that citations had been served to the congregations of Carluke: St. Andrews, and Carluke: St. John's and had been returned duly signed.

Representatives from the cited congregations were invited to make representations in respect of section 9 of the deliverance.

Parties were removed.

The Convener then moved the following deliverance, which was seconded:

### **The Presbytery:**

1. Receive the report.
2. Urge all ministers, Session Clerks, Safeguarding Co-ordinators and panels to familiarise themselves with the Safeguarding Act (Act 16, 2018) and ensure that Kirk Sessions are aware of their responsibilities under the act.
3. In respect of Ministry and Mission Variance
  - a. Grant an award of £1,000 to Lanark: Greyfriars towards the costs for a Christmas Activity Day in two local primary schools
  - b. In Year of Young Person, commend all congregations undertaking imaginative mission amongst children and young people and award £500 each to the congregations of Biggar, Crossford, Carstairs, Carluke: Kirkton, Carluke: St. John's, Carluke: St. Andrew's, Forth: St. Paul's, Kirkmuirhill, Lanark: Greyfriars, Lesmahagow: Abbeygreen, Symington & Tinto Parishes (via Symington) to go towards said mission activities.
4. Note that IA Stewart have completed the attestation of congregational accounts for 2017, thank treasurers for their diligence in producing the accounts and remind congregations of the requirement to submit amended accounts to the Clerk for approval prior to submission to OSCR.
5. Note that any appeals to the proposed ministry and mission allocations for 2019 must be presented to the committee no later than Monday 15<sup>th</sup> October 2018 and that appeals can only be made on the incorrect calculation of an income base figure.
6. Grant permission to Carstairs to remove pews and install flexible seating as part of the ongoing property project and support and application to CARTA for the same.
7. Grant permission to Kirkmuirhill to make use of toughened glass in the 150<sup>th</sup> anniversary artistic installation.
8. Grant permission to Biggar to carry out repairs in the Gillespie Centre namely, urgent and essential roof repairs at a cost of £13,000, internal works identified in the inspection report at a cost of £19,990 and to improve the heating and lighting in the upper hall at a cost of £10,500 and support the applications to the General Trustees for these works.
9. In respect of Carluke St: Andrews in deferred union with Carluke: St. John's and Carluke Parish Grouping:
  - a. Thank all who have contributed to the discussion with the committee in respect of the situation.

- b. Acknowledge the pain that has been caused by the decisions made by the Presbytery, Kirk Sessions and congregations in this matter for ministers and individuals within the two congregations.
  - c. Instruct the committee to formally invite Place for Hope to begin a process of facilitated discussion with the Kirk Sessions of Carluke: St. Andrew's and Carluke: St. John's in order to enable both parties to reach a consensus on the situation and how they might begin to work closer together as congregations.
  - d. Instruct the committee to formally invite Place for Hope to begin a process of facilitated discussion between the minister of Carluke: St. Andrew's and the minister of Carluke: St. Andrew's in deferred union with Carluke: St. John's in order to help them further develop their working relationship within the Church of Scotland and within the town of Carluke, whilst acknowledging the difficulty of the situation in respect of the Deferred Union.
  - e. Express an earnest hope that all will be willing to allow this process to move forward and develop in a way that will to allow conversations to take place that may help to strengthen the relationships between the two congregations.
  - f. Agree to delay the start of the facilitated discussion process within the Carluke Parish Grouping until the facilitated discussions between Carluke: St. Andrew's and Carluke: St. John's have concluded, reminding the congregations that the work of the Parish Grouping should not stop in the interim.
10. Appoint, as Vacancy Procedure Committee
- a. for Coalburn and Lesmahagow: Old: Mr Scott Paget (Convener), Rev Bryan Kerr (Presbytery Clerk), Rev George Shand (Depute Presbytery Clerk), Mr Willie Macsween and Mrs Mabel Morris;
  - b. for Douglas Valley, Mr Scott Paget (Convener), Rev Bryan Kerr (Presbytery Clerk), Rev George Shand (Depute Presbytery Clerk), Mrs Anne Cochrane and Rev Paul Grant; and
  - c. for Kirkmuirhill, Mr Scott Paget (Convener), Rev Bryan Kerr (Presbytery Clerk), Rev George Shand (Depute Presbytery Clerk), Mr Ewan Easton and Rev Helen Jamieson
11. Appoint, as Vacancy Advisory Committee
- a. to Coalburn and Lesmahagow: Old, Mr Willie Macsween (Convener), Rev Iain Cunningham and Mrs Mabel Morris;
  - b. to Douglas Valley, Mrs Anne Cochrane (Convener), Rev Mike Fucella and Rev Paul Grant; and
  - c. to Kirkmuirhill, Rev Helen Jamieson (Convener), Mrs Sue Crofton and Mr Ewan Easton
12. Approve the Presbytery Plan with 2018 revisions (Appendix 1) and note that during 2019 a process of review will require to begin in light of the advisory numbers for planning set by the General Assembly and the forthcoming 'radical' plan to be presented to General Assembly 2019.
13. Agree to appoint Rev Louise MacKay (Convener) and Mr Robert Mitchell and Rev Mike Fucella (Convener) & Mr David Waters as team members, along with Catch the Light to the charges of the Tinto Parishes and Carnwath linked with Carstairs respectively to complete the Local Church Reviews.
14. Approve the Data Protection Policy (Appendix 2), Data Retention Policy (Appendix 3) and Privacy Notice (Appendix 4).
15. Note that the Clerk has signed a data processing agreement with Greyfriars Parish Church, Lanark on behalf of the Presbytery of Lanark to allow our data to be held on their internal servers and cloud services, and for the Presbytery to make use of the facilities within Greyfriars.

On a vote being taken for section 9 (c) there voted 17 for the section and 5 against. The section was agreed

On a vote being taken for section 9 (d) there voted 15 for the section and 5 against. The section was agreed

It was moved, seconded and agreed to add a new section 16 'Thank and discharge Mr Jim Watt as a Presbytery Assessor in the charge of Kirkmuirhill.'

### **The Deliverance as amended was approved**

Parties were recalled and the decision of Presbytery intimated to them.

The Clerk informed Parties that, should they wish to appeal the decision, they should do so, in writing within 14 days.

The Moderator led the Presbytery in prayer and sought God's blessing and wisdom in the current situation the Carluke churches are living through.

### **Report of the Relationship and Context Committee**

The Report of the Relationship and Context Committee was presented by the Convener, Rev. Dr. Elijah Obinna. It was moved and seconded:

#### **The Presbytery:**

1. Receive the report.
2. Note and encourage all congregations to send representatives and participate in the Presbytery Mission conference proposed for Saturday, 2 February 2019 to be held in Greyfriars Church from 10:30-4:00pm.
3. Encourage the Presbytery and congregations to continue with its financial support for the work of St. Andrews Hospice.
4. Commend a wider circulation of the Mission Partner Newsletters from Rev Dr John McCulloch to all congregations to enable the congregations to engage better with John and family's life and work.
5. Encourage the Presbytery and all congregations to show more commitment in its engagements with local and international Health and Social Care Partnerships.
6. Invite the Presbytery Support committee to set a date in the near future for Rev Iain Cunningham to address the Presbytery on his time as Convenor of the World Mission Council.

#### **The Deliverance was approved**

### **Report of the Worship and Discipleship Committee**

The Report of the Worship and Discipleship Committee was presented by the Convener, Rev. Elspeth MacLean. It was moved and seconded:

#### **The Presbytery:**

1. Receive the report.
2. Approve the Scheme for the Selection, Training and Authorisation of Funeral Celebrants (Church of Scotland) (Appendix 5) and approve the course 'When someone dies: Bereavement Care and conducting a funeral' (2017) as the standard to which Funeral Celebrants (Church of Scotland) shall be trained.
3. Invite ministers and Kirk Sessions to prayerfully consider those who may be suitable to be trained and authorised as Funeral celebrants (Church of Scotland), and advertise the course within their congregation.
4. Note that names for those nominated by Kirk Sessions to undertake the training for Funeral Celebrants (Church of Scotland) in November must be in the hands of the committee no later than Friday 19 October 2017, but interest should be registered with the convener as soon as possible.
5. Reaffirm the invitation to all congregations to participate in the National Prayer Day on Saturday 3rd November 2018 between 9am and 9pm.
6. Instruct all members of Presbytery to note the date of the Presbytery Retreat Day on 2nd March 2019, and prayerfully consider attending.

#### **The Deliverance was approved**

### **Intimations**

The Clerk informed members of presbytery that they should inform Clerks of Financial Courts and Treasurers to review the initial proposed figures for Ministry and Mission in 2019 recently emailed to the Clerks. Any

appeals from financial courts should be in the hands of the Presbytery Clerk no later than Monday 15 October 2018

A Youth Rally and BBQ will be held in Kirkmuirhill on Saturday 14 September

Monklands Replacement Hospital Consultation event in Carluke on 11 September regarding potential move of hospital to Gartcosh.

SeeMe are promoting Feels FM as a way of helping young people address mental health issues through music.

**Adjournment:**

**The Presbytery adjourned to meet for Ordinary Business on Tuesday 2 October 2018 at 7 pm in Greyfriars Parish Church, Lanark.**

**Closure**

The Moderator closed the meeting by offering a prayer of blessing.

**Moderator**

**Clerk**

Presbytery Plan 2018

# The Presbytery of Lanark

## Presbytery Plan

*(Plan agreed by Presbytery on 14 March 2013)*

*Amended by Presbytery on 6 September 2016*

*Amended by Presbytery on 4 September 2018*

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## PROCESS OF THE SECOND REVIEW

After the Presbytery's failure to reach agreement on the initial draft plan, presented in June 2011, and the subsequent resignation of the Review Group, a new Review Group was set up in December 2011, consisting of Rev Robert Cleland, Mrs Anne Cochrane, Rev Iain Cunningham (Convener), Rev David Easton, Mr David Hodgson, Mrs Anne Reid, Rev Ian Watson and (*ex officio*) Rev Helen Jamieson (Presbytery Clerk.)

Given the previous difficulties experienced in reaching agreement, and aware of the compressed timescale in which a new Plan had to be developed, the new Review Group decided to build on the work of the previous group rather than attempt to start from scratch, and therefore some elements of the previous Plan reappear in the current proposals.

The original Review Group had visited all congregations within the bounds of the Presbytery and engaged with members on at least three occasions throughout the process of the review. The current Review Group decided not to repeat this exercise but, along with the original Draft Plan, took as its starting point the findings of The Special Commission on the Third Article Declaratory, which suggested that the church has 'a commitment to maintain worshipping, witnessing and serving Christian congregations throughout Scotland.' (Reports to the General Assembly 2010; 25; Section 9.3.5).

The current Review Group proceeded on the understanding that the main focus of this particular round of Presbytery Planning, nationally, is the strategic deployment of reduced ministry resources. It is important to remember this fact. It is the responsibility of the Presbytery, with all its local knowledge, to attempt to deploy those limited resources in a way that is fair, strategic and beneficial for the whole Church within the bounds of the Presbytery, and which enables the Church to pursue its mission in the most effective way, which includes the maintenance and development of "worshipping, witnessing and serving Christian congregations."

During the debate on the previous plan it was conceded that, almost without exception, any readjustment of a congregation is likely to have a negative effect on total church membership. In other words, some people will leave the church—and sometimes quite a lot of people will leave the church. This does not seem to the Review Group to be a very effective strategy for mission.

Even though the mission of the Church has to do with so much more than church membership, or even church attendance, the existence of viable worshipping, witnessing and serving congregations based in local communities is still very important in helping to provide an effective ministry of presence, proclamation and practical action.

A 'ministry of Presence' is not the same as the presence of a Minister, but it does mean the presence of a viable, worshipping, witnessing and serving Christian community.

None of this is meant to imply that all readjustment is bad, or even inappropriate. Sometimes congregations become no longer viable, and even completely ineffective in their current state, and something must be done for the long-term mission in which the Church is engaged.

Nevertheless, given the particular nature of Lanark Presbytery, which is composed of many small villages and a few small towns, and given that over the last 30 years extensive readjustment has already brought about the closure of a very large number of congregations, the Planning Group came to the conclusion very early in its deliberations that it was in the best interests of the Presbytery, and its responsibility for mission within the bounds, to limit as far as possible the disruption to *congregations* and to focus instead on how best to retain the maximum possible number of viable, 'worshipping, witnessing and serving Christian communities' around the Presbytery. Of course, this does not necessarily mean that each such community will exist as a separate congregation, or have its own minister or church building.

Already, perhaps as a consequence of ideas initially put forward by the previous Planning Group and further explored by the current Group, imaginative alternatives are beginning to emerge in some locations.

But there remains a need for skilled and visionary congregational leadership, which the current Planning Group believes is best provided by those who have been called to the Ministry of Word and Sacrament as long as they are trained to work collaboratively with a variety of other ministries, paid and unpaid.

To summarize—the fundamental question that the Planning Group felt it had to address on behalf of the Presbytery was this:

*How can we deploy our reduced ministerial resources strategically, and in a way that is fair and equitable (in relation to all the charges within the Presbytery and in relation to the Church nationally) and in a way that will cause disruption to the minimum number of congregations?*

#### Amendments

2016: In 2016 the Presbytery updated the Plan to take cognisance of the changes that had occurred within the Presbytery, its congregations and charges since the initial plan was approved. Changes are noted throughout the plan document

2018: In the period between 2016 and 2018 no significant changes have taken place. However the Presbytery is aware of the advisory numbers of Presbytery Plans approved by the General Assembly of 2018 and also the development of a 'radical' plan for the Church to be presented in 2019. The Presbytery of Lanark will be undertaking a review of its Presbytery plan beginning in 2019 following the approval of the Council of Assembly Plan at General Assembly that year. It is anticipated that early in 2019 a conference with Presbytery Planning task Group will be held to help Presbytery understand developments in planning and mission since the creation of this plan.

## ADDRESSING THE PLANNING PRINCIPLES

Within the guidelines for Presbytery Planning issued by the Ministries Council in July 2010 there were nine principles with which each Presbytery had to engage throughout the process of the presbytery plan review.

### ***The Primary Principle—Mission***

In the guidelines for Presbytery Planning issued by the Ministries Council it is stated that the *primary* principle that must inform and shape all the planning decisions must be MISSION. However, the concept of mission is not defined in the guidelines.

The Presbytery Planning Review Group would like to offer the following understanding of mission.

Mission begins in the heart of God who so loves the world that he sent his only Son. It is essential, therefore, to understand mission as primarily *God's* mission, not the Church's mission. This has been neatly summed up in the saying "*it is not that the Church of God has a mission but that the God of mission has a Church.*"

However, God invites the participation of the Church in this mission.

The Mission of God, in which the Church is invited to participate, is the same mission in which Jesus Christ was engaged. The whole of his life, his teaching, his caring and healing ministry, together with his self-giving death and resurrection belong to that mission and provide the church with a template for mission that is integrated and holistic, and which contains *all* of the following elements:

- **PRESENCE** (*Being*)
- **PROCLAMATION** (*Saying*)
- **PRACTICAL ACTION** (*Doing*)

#### **PRESENCE:**

When St Francis of Assisi is reputed to have said, "*Preach the Gospel at all times and when necessary use words*" it was not to deny the importance of words but to declare that the Word must be 'made flesh and dwell among people.' Given our belief in the Incarnation we have no alternative but to adopt an *incarnational* approach to mission, in which a *ministry of presence* is fundamental, and in which *relationships* of mutual respect are central to our whole way of working. *Who* we are will then shape *what* we do and *how* we do it. Both self-understanding and cultural sensitivity are necessary in order to ensure authenticity and integrity.

#### **PROCLAMATION:**

It was God's Word that brought the Universe into being and it was his Word that was made flesh in Jesus Christ. Participation in the mission of God therefore will mean that words *are* necessary. At times this will mean the explicit proclamation of the good news: at times it will mean being a prophetic voice for the voiceless and exercising advocacy on behalf of the powerless.

#### **PRACTICAL ACTION:**

"*My children, our love should not be just words and talk; it must be true love, which shows itself in action.*" 1 John 3:18 [Good News Bible]

As the ministry of Jesus Christ involved reaching out to the marginalised and excluded, bringing good news to the poor, liberty to the captives, healing to the sick, and freedom to the oppressed, so the Church's participation in that mission must involve love that similarly shows itself in transformative action.

When such integrated Mission is engaged in authentically and with sensitivity to culture and context it results in transformation, reconciliation and empowerment.

The Planning Review Group believes that this threefold approach to mission should be applied to the business of Presbytery Planning.

### **Congregations (*Presence*)**

In the Planning Group's discussions with Kirk Sessions it was clear that in each instance the view was held that in all but the very smallest of population-centres the presence of a local worshipping Christian community was an essential element for effective local mission. This does not necessarily mean the physical presence of a church building and one Kirk Session made clear to the Planning Group that the building currently used by their congregation was a hindrance rather than a help to its mission.

### **Ministers of Word and Sacrament (*Proclamation*)**

Conversations with each of the Kirk Sessions visited also revealed a very strong desire in every case to have available to congregations and communities the services of a Minister of Word and Sacrament. Other ministries, including that of the diaconate, are highly valued by the congregations in the southern part of Lanark Presbytery (who have enjoyed first-hand experience of such ministry) but are seen as complementary to that of the Ministry of Word and Sacrament and not as a direct replacement.

Clearly, if the required reduction in number of ministries is to be achieved, more congregations may have to learn to share Ministers of Word and Sacrament and find ways to complement their work through additional forms of ministry and through developing the gifts of the 'whole people of God' in local areas.

### **Diakonia (*Practical Action*)**

In particular, diaconal service (that is the ministry of practical loving action) may be provided not only by deacons set apart by the Church and offering full-time service, but also by members of congregations whose gifts and skills have been recognized, affirmed and developed. All congregations need to learn to develop the gifts of the whole people of God for the work of Christian service.

## Secondary Principles

### Communities

The Presbytery of Lanark ministers to the geographical area of Clydesdale, a 511 square mile area within South Lanarkshire. Currently 24 congregations offer the services of a parish church to around 61,000 parishioners living in approximately 40 communities ranging from towns of around 18,000 residents to small villages with only a few hundred people. It is recognized that two of the biggest challenges facing the Presbytery of Lanark are distance and isolation of communities.

Extensive parish readjustment in the past has meant the closure of many small rural churches. While this has sometimes been in response to rural depopulation, several small but significant, and distinct, communities remain. It is the view of the Planning Review Group that even where it is not possible to maintain a physical church building in such communities, every attempt should be made to maintain local worshipping 'congregations', making use of villages halls and even the homes of members. Already attempts to develop such ideas are being explored in areas such as Leadhills (where the congregation of Lowther has agreed to unite with Glencaple and dispose of the church building at Leadhills but maintain a worshipping presence using a community building at Leadhills) and also in Carnwath (where the decision has been taken to dispose of church buildings and to worship meantime in a community hall.)

2016: The congregation of Upper Clyde is working in Leadhills and surrounding villages to establish worshipping communities despite a lack of physical church space, The Douglas Valley (where the church building at Rigsidie has been disposed of and the congregation are meeting regularly in the village hall and developing a sense of what it means to be a worshipping and missional community with no building within their ownership in that community. The church still meet for worship in the church in Douglas each Sunday, in addition to the Rigsidie hall)

In some areas, Douglas Valley and Biggar, for example, church premises are provided for the benefit of the entire village. These buildings have all secured external funding ensuring that they can provide benefit to the community for many years to come where the local authority may not have enough, or any, hall accommodation for community groups in the area. In other areas community, such as Carluke, community groups make extensive use of church premises that are maintained wholly by the congregations

In the course of the review it has been discovered that the local authority is inviting some communities to purchase local village halls and run them, as the authority can no longer sustain the level of community space it once provided. It may not be possible for communities to find the funding for the ongoing running costs of such buildings and if the local authority pulls out it may mean that in some areas the Church of Scotland will provide the only gathering space and focal point for the community.

2016: The Presbytery is mindful, both prayerfully and practically, of the damage caused to the communities of Kirkmuirhill and Blackwood when, in 2014, the minister of the charge and a significant number of elders and members left the Church of Scotland and set up a Free Church in the community. The Presbytery has worked tirelessly, with the support of the Ministries Council, Council of Assembly, Principal Clerks Office, Law Department and others, to ensure that a transition to a vibrant expression of church within the Church of Scotland was still possible. With an interim deacon now in place the future for the charge, and the mission of the congregation to the communities it serves looks significantly brighter.

### Ecumenically

Within the area that the Presbytery of Lanark serves there are limited opportunities for ecumenical work, particularly outside the main population centres of Carluke, Lanark, Biggar and Kirkmuirhill/ Blackwood. Within these towns there are four Roman Catholic Churches, one Scottish Episcopal Church, one Baptist Church, one United Reformed Church, one Congregational Church and several independent fellowships. The Review Group was pleased to discover that in almost all areas where other denominations are present there are good working relationships with the Church of Scotland.

Within Carluke, 'Street Level', an ecumenical project in partnership with the local authority, was set up many years ago to reach young people who would traditionally not engage with the church. In Lanark there are good working relationships between the denominations with joint worship, joint publicity and joint initiatives regularly a focus for all the churches in the town. St. Nicholas Church in Lanark also organizes an ecumenical

visitation group, working in partnership with the local GPs to ensure that those in the community who require support and friendship receive it from the churches.

The Review Group would encourage links to be developed in the future which continue to allow the churches, in areas where ecumenical engagement is possible, to be a common witness to the communities they serve.

**2016: The Presbytery have explored possible ecumenical partnerships between churches during a vacancy and a review process. It was agreed by presbytery that whilst the potential is there for more formal partnerships, the specific case discussed did not lend itself to a formal partnership at this stage.**

## The poor

Within the Presbytery there are no parishes which fall under the remit of the Priority Areas team, however the Douglas Valley Church, serving Douglas, Douglas Water, Glespin and Rigside features on the supplementary list of Priority Area Parishes and has areas of the parish (most notably Douglas Water and Rigside) falling within the poorest 5% of communities in Scotland. In other parishes there are pockets of deprivation.

Whilst there may not be significant and widespread areas of economic deprivation there are areas, which, in this regard, provide challenges to many of the parishes within the Presbytery. It is true however that poverty should not be measured in purely economic terms. In an area such as the Presbytery of Lanark serves, poverty comes in many different forms from access to public transport to access to essential services, from the expensive cost of living to the varied issues that isolation presents.

There are particular difficulties in the current economic climate and the Parish Grouping in Carluke, with the support of the Presbytery as a whole, is in the process of setting up a Food Bank to serve the Clydesdale area. In addition some churches (e.g. in Kirkmuirhill and Carluke) run nearly-new shops which help to serve the poorer people in the community.

The General Assembly has repeatedly affirmed that the gospel imperative is priority to the poor. In the case of the Presbytery of Lanark poverty exists in many and varied forms within our parishes. In the process of the review The Review Group has been mindful of these issues when determining levels of resources within the Presbytery Plan.

**2018: The Presbytery continue to support the Douglas Valley Church as it continues in vacancy. The Kirk Session are open to new ideas, however the challenge of having no permanent ministry within the parish is evident both in terms of finance and mission. The Presbytery is committed to ensure that mission continues to develop within that area of Presbytery.**

## Whole people of God

Already within the Presbytery there are examples of good practice where congregations have sought to develop the skills and gifts of their members within the life and ministry of the church.

In Cairngryffe, for example, there is a committed group of worship leaders, who after undertaking a training course provided by Presbytery, have the confidence once a month, during the vacancy, to lead worship on their own.

In St. John's Church, Carluke there is weekly worship led by Ministers of the town and members of the congregations as well as a committed group of people who undertake a varied pastoral ministry. Similarly in Symington Church there is a co-ordinated team of visitors who each have responsibility for maintaining contact and providing support to a group of elderly and housebound members of the congregation.

In Kirkfieldbank it is members of the congregation who run the J-Team, a midweek children's ministry event, reaching around 40 children in an area where the entire school role is only 55. Members of the congregation at Libberton and Quothquan have established new links with the local school and are running a midweek Scripture Union group to help build links between the children, church and community.

In Kirkton Church, Carluke, there are eight separate workgroups comprised of elders and members of the congregation, overseeing every aspect of the congregation's life and witness, and engaged in practical service such as visiting the bereaved and developing adult Christian education.

In the United Parish of Carstairs and Carstairs Junction a new "Messy Church" programme held in Carstairs Junction and led by members of the congregation has attracted 75 people at its first meeting.

From all of the evidence gathered by the original Review Group, and the additional insights gained by the current Review Group through its meetings with Kirk Sessions, it is felt that much could be gained by all congregations through more effective sharing of examples of good practice.

## Congregations

As already stated above, the current Review Group committed itself to devising a Plan that would involve the minimum of disruption to congregations. However, it was clear that in some instances difficult decisions would have to be taken in order to ensure the existence of viable 'worshipping, witnessing and serving Christian congregations.' For example, in both Carnwath and Lowther it was recognised that existing church buildings were a hindrance rather than an asset to both worship and mission, and in the case of Culter the congregation had declined to such an extent that it could no longer function as a congregation.

It is the hope of the Review Group that after this current planning process has been concluded the Presbytery might explore new ways of enabling congregations within the bounds to learn from one another and, where possible, to share ideas and resources.

## Mixed Economy

The Review Group is aware of the different possibilities for churches to offer a fresh experience, or expression, of church in the modern world. Within a semi rural area like Lanark Presbytery, congregations may be nervous about looking at new ways of being the church. The Review Group is again encouraged that fresh shoots of new life are already being planted around the area. For example, a weekly lunch with worship and prayer in Carstairs Junction is reaching more people than the traditional Sunday service in the church building did.

The Review Group would like to encourage new expressions of church within the Presbytery Plan, whilst removing some of the barriers that, for some congregations, have been stopping them being as creative as they could be, such as buildings that are no longer fit for purpose.

The Review Group would also like to encourage more sharing of ideas between congregations in the Presbytery.

## Financial responsibility

Throughout the period of the Review, the original Review Group heard the repeated call from congregations of the need to increase the giving of the church in order that more ministries can be provided. The Review Group can only endorse such sentiments and urge congregations, and Presbytery, to take seriously the need for Stewardship and strong teaching on sacrificial giving.

The original Review Group heard stories of hope throughout the Presbytery. For example in Lesmahagow: Old a significant deficit was turned around over a few years to put the congregation on a much healthier financial footing. Similar stories are told throughout the Presbytery. However, where a strong message of stewardship is taught in the congregation the financial response is evident.

All congregations within the bounds of the Presbytery of Lanark contribute to the central staffing fund to help pay for ministries throughout the country. The amount paid is calculated and based upon the income of each congregation and whilst each congregation pays what is asked, at the beginning of the planning process only 8 charges (out of 18) were paying more than the full cost of a minister in their contributions.

The Presbytery Plan, as recommended by the Review Group, moves the Presbytery to a point of net contributing to the church (on 2010 figures) with all areas making a contribution over the cost of their ministry allocation.

**2016: There are still significant financial challenges facing some of the congregations within the Presbytery, chiefly congregations in long periods of vacancy. However, the Presbytery of Lanark feel that the ability to 'pay for' a minister should not be the chief motivation for receiving a minister. The Presbytery is committed to deploying ministries in parishes where financial challenges are real, whilst encouraging congregations to play their part in developing sustainable models of stewardship.**

## Buildings

In recent memory for many living within the Presbytery of Lanark a number of buildings, which were seen as surplus, have been closed. The Review Group has undertaken to look at the issue of buildings with fresh eyes, asking whether the building is enabling the people of God to be effective witnesses for Christ. The Presbytery of Lanark is blessed with many fine buildings, many of which have been redeveloped for the modern age. For example, in Black Mount a complete redevelopment of the sanctuary has allowed a modern worship space with areas for fellowship and meetings. This has given the congregation new confidence for the future. Similarly in Cairngryffe, Carluke: Kirkton and Coalburn a redevelopment of the worship space has provided new possibilities for worship and mission.

In some situations around the Presbytery there are buildings that are not fit for purpose. The previous Review Group was encouraged, during a visit to Lowther Church, with the honesty of the congregation in their appraisal of the building as being a drain on resources, both financial and human and the need to perhaps leave it behind. Where difficult decisions have been taken within the Presbytery Plan these have been taken to help free the worshipping congregation from the burden of a costly, ineffective buildings.

The Planning Group has endeavoured to take account of all of these principles in presenting the proposals.

2018: The Presbytery is mindful of the fact that two buildings within the plan (Carluke: St. Andrew's and Carluke: St. John's) are currently Categorised as a 'D' listing meaning that Presbytery is unable to make a determination at this time. This is still the situation however it is not due to a lack of desire within Presbytery to resolve the situation. The two congregations within the deferred union are currently exploring their relationship together and it is anticipated that Place for Hope will be involved in assisting that process. The Presbytery feel strongly that it would be inappropriate to discuss the provision of buildings when these difficult facilitated conversations are ongoing. The question of resolving this issue will be raised when these discussions have moved forward.

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## ADDITIONAL FACTORS FOR CONSIDERATION

### Population Data

The data gathered by the previous Planning Review Group revealed that Lanark Presbytery had a population of approximately 61,690, although with recent population growth in a number of communities, particularly Carluke, this is likely to be a *significant underestimate*. The current population of Carluke for example is certainly greater than 15,248. Other population centres in the Presbytery have also grown in recent years. In addition there is a planned development of 500 new homes on the site of the previous Law Hospital and the proposed construction of a whole new community of 3200 homes in the Douglas Valley to be known as Owenstown.

The number of FTE ministries allocated to the Presbytery is 15.2. Assuming the original population estimate of 61,690, and if all else were equal, and this would amount to one ministry for each 4,113 people. However, in a predominantly rural situation, with many small and scattered communities, such 'parity' would be both impractical and undesirable. *(It would mean, for example, that the town of Carluke, with its population of 15,248 would be 'entitled' to 3.7 ministries in place of the current 3 and the whole of the Biggar area, covering the existing parishes of Biggar, Black Mount, Culter, Libberton & Quothquan, Cairngryffe, Symington, Glencaple and Lowther, with its total population of 8,174 would be 'entitled' to less than 2 ministries.)*

Clearly the Planning Group has had to take account of local situations and exercise judgment, balance and wisdom (as the guidelines suggest) if it is to ensure a genuinely equitable distribution of ministerial resources.

**2016:** It is likely that both of the developments in the Douglas Valley and Law Parishes that were being spoken of during the original planning process will not come to fruition for many years. Owenstown has been formally rejected by planners and the Law Hospital development is likely to prove overly expensive for developers due to mine workings. The amendment to the plan in 2016 takes cognisance of the Law development in particular, due to this being a factor in the 2013 plan.

**2018:** There have been no significant areas of change in population in the period following the last revision of the plan.

### Presbytery Parish Workers

This Plan takes no account of the excellent existing Diaconal Project, which is an entirely separate arrangement between the Presbytery and the Ministries Council. The southeast area of Lanark Presbytery has had a very positive experience recently of the ministry offered by the Diaconate and so ways of financing such ministries locally or Presbytery-wide should be explored by the Presbytery.

If the Draft Plan is agreed by the Presbytery, and the Ministries Council Presbytery Planning Task Group concurs, then there will be two members of staff that would previously be referred to as Presbytery Parish Workers—namely the 0.7 member of staff for the deferred Union at Carluke: St Andrew's and Carluke: St John's (see page 16), and the 0.2 member of staff to be appointed as a rural church facilitator. (see page 23)

**2016:** In September 2015, it was agreed that the 0.2 FTE post be removed and to use the staffing quota to make the 0.8FTE ministry in Upper Clyde a 1.0 FTE post.

### Appeal for Additional Resources

On 5<sup>th</sup> December 2012 representatives of the Planning Review Group met in Edinburgh with representatives of the Presbytery Planning Task Group of the Ministries Council. In the course of the meeting the Review Group indicated that they wished to request an additional 0.5FTE ministry resource for Lanark Presbytery from the contingency available to the Partnership Development Committee.

On 22<sup>nd</sup> January 2013 representatives of the Presbytery's Planning Review Group met with members of the Partnership Development Committee of the Ministries Council on in Carluke to put the case for additional resources.

On 29<sup>th</sup> January 2013 the Partnership Development Committee of the Ministries Council met to hear the report from their representatives and the requested additional 0.5FTE ministry resource was approved.

## PRESBYTERY PLAN

### BIGGAR AREA

#### Area Introduction

<b>Congregations:</b>	Biggar, Black Mount, Cairngryffe, Libberton & Quothquan, Symington and Upper Clyde.		
<b>2013 Financial Situation:</b>	Currently only Biggar pays the full costs of a minister (112%). Cairngryffe and Symington pay approximately 95%, Glencaple lw Lowther approximately 46% and Black Mount lw Culter lw Libberton & Quothquan approximately 43%.		
<b>2013 Population:</b>	Whilst it has proven difficult to get accurate population figures the best data available to the Presbytery with the mid year estimates at 2009 suggest the following Parish populations: Biggar (2614), Black Mount (761), Cairngryffe (1240), Culter (262), Glencaple (1565), Libberton & Quothquan (349), Lowther (443) and Symington (940). This represents a total population of 8,174 or 13% of the total population of the Presbytery area.		
<b>2013 Congregation:</b>	The size of membership (as at 31/12/2010) and size of worshipping congregation (as noted in the congregational audit forms issued in Nov 2010) are as follows:		
	<b>Congregation</b>	<b>Membership</b>	<b>Worship</b>
	Biggar	598	85 (monthly eve – 20)
	Black Mount	68	24
	Cairngryffe	171	45
	Culter	29	10
	Glencaple	192	30
	Libberton & Quothquan	86	30 (occasional songs of praise–40)
	Lowther	36	18
	Symington	210	35
<b>2013 situation:</b>	Currently there exists a four-way linkage between Biggar, Black Mount, Culter and Libberton & Quothquan that was to have been served by a team ministry. <i>(This linkage exists in name only since the sisting of processes meant it was never properly put into effect.)</i> There is also a linkage between Cairngryffe and Symington and a linkage between Glencaple and Lowther. <b>All the charges are currently vacant.</b>		
<b>2016 Situation:</b>	A basis of dissolution for Culter Parish Church was agreed and effected on 31 <sup>st</sup> December 2012. A basis of linking between Biggar and Black Mount was effected on 1 <sup>st</sup> January 2013 A basis of linking between Cairngryffe, Libberton & Quothquan and Symington was effected on 1 <sup>st</sup> January 2013 A basis of Union between Glencaple and Lowther, to form the Upper Clyde Parish Church was effected on 1 <sup>st</sup> January 2013. A minister was initially called on an 80% FTE basis, but was raised to FT in October 2016. <b>All three charges within the area now have a full time minister in post.</b>		
<b>2018 Situation</b>	All three charges within the area now have a full time minister in post.		

## **Future Plans**

### **Culter:**

Within the past year the roll at Culter Church has been reviewed and reassessed and whereas the previous plan indicated a membership of 87, with a regular worshipping congregation of 12, the current reality is that there are only 29 members on the roll with an average of 9 or 10 attending worship.

The majority of the Kirk Session now recognise that the current situation is no longer sustainable.

### **Lowther:**

The situation at Lowther is somewhat different to that of Culter, in that out of an accurate roll of 36 there is an average weekly attendance of 18. However, the church building is totally unsuitable and a hindrance to the congregation's mission. An enthusiastic Kirk Session is keen to retain a vibrant worshipping community in the village of Leadhills and has identified Leadhills Miners' Library as a suitable and available alternative worship space. However, the Kirk Session at Lowther believes that the most workable administrative solution is to enter into a union with Glencaple, rather than a linkage, and to dispose of the building in Leadhills.

Discussions on ministry requirements for such a united parish have led the Review Group to believe that an 80% part-time ministry would be appropriate.

### **Glencaple:**

The Kirk Session at Glencaple has indicated a willingness to enter into a union with Lowther on the basis of an 80% part time ministry.

### **Biggar, Black Mount, Culter, Libberton & Quothquan:**

Technically there exists a four-way linkage among the above congregations that, it was intended, would be served by two ministries. However, the linkage has never been put into effect and all four congregations are currently vacant.

**The Planning Group therefore make the following recommendations for the Biggar area:**

1. That the four-way linkage between Biggar, Black Mount, Culter and Libberton & Quothquan be formally severed.
2. That Biggar be linked with Black Mount
3. That the congregation of Culter be dissolved, and its parish added on to the parish of Biggar, and that the building at Culter be closed and disposed of.
4. That Cairngryffe be linked with Libberton & Quothquan linked with Symington
5. That the congregations of Glencaple and Lowther be united and the building at Lowther be closed and disposed of.
6. That the united parish of Glencaple and Lowther explore the option of using the Leadhills Miners' Library, or some other community resource, to maintain a regular worshipping community in the village of Leadhills.

The Planning Group therefore recommends the following allocation of resources to the Biggar area:

**Biggar linked with Black Mount** — 1 Full-time Minister of Word & Sacrament

**Cairngryffe linked with Libberton & Quothquan linked with Symington**— 1 Full-time Minister of Word & Sacrament

**Glencaple united with Lowther** — 1 Part Time (80%) Minister of Word & Sacrament

## **2016 amendments:**

### **Culter:**

Culter Parish Church was closed and the congregation dissolved on 31<sup>st</sup> December 2012

### **Biggar linked with Black Mount:**

A basis of linking between Biggar and Black Mount took effect on 1<sup>st</sup> January 2013

### **Cairngryffe, Libberton & Quothquan and Symington**

A basis of linking between Cairngryffe, Libberton & Quothquan and Symington was effected on 1<sup>st</sup> January 2013. The congregations are referred to as 'The Tinto Parishes'.

### **Glencaple and Lowther:**

A union took place in January 2013 and minister was subsequently called to the Upper Clyde Parish Church on 0.8 FTE basis. In October 2016, the ministry was raised to a FT basis.

**Beyond 2016:**

**All recommendations for this area have been fully implemented by the Presbytery and no further changes are envisaged in the lifetime of this plan.**

## Carluke Area

### Area Introduction

<b>Congregations:</b>	Carluke: Kirkton, Carluke: St. Andrew's, Carluke: St. John's and Law.		
<b>2013 Financial Situation:</b>	Currently two charges pay the full costs of a minister – Carluke: Kirkton (144%) and Carluke: St. John's (114%). Carluke: St. Andrew's pay approximately 71% and Law 47%.		
<b>2013 Population:</b>	Whilst it has proven difficult to get accurate population figures the best data available to the Presbytery with the mid year estimates at 2009 suggested the following Parish populations: Carluke: Kirkton (5677), Carluke: St. Andrew's (3547), Carluke: St. John's (6024) and Law (3549). This represents a total population of 18,797 or 30% of the total population of the Presbytery area. <i>(However, more recent estimates put the population of Carluke itself at between 18,600 and 19,500).</i>		
<b>2013 Congregation:</b>	The size of membership (as at 31/12/2010) and size of worshipping congregation (as noted in the congregational audit forms issued in Nov 2010) are as follows:		
	<b>Congregation</b>	<b>Membership</b>	<b>Worship</b>
	St. Andrew's	301	65
	St. John's	762	180 (eve – 30, midweek – 60)
	Kirkton	813	275 (fortnightly eve – 15)
	Law	194	80 (eve – 40, midweek – 20)
<b>2013 situation:</b>	Currently there are 4 charges in this area each with a full time minister of word and sacrament. <b>The minister at St. John's is due to retire at the end of June 2013.</b>		
<b>2016 Situation:</b>	A basis of deferred union between Carluke: St. Andrew's and Carluke: St. John's has been agreed by all parties and a minister for the deferred union has been inducted, initially to the congregation of Carluke: St. John's. Upon the retiral of the present incumbent of Carluke: St. Andrew's the deferred union will take effect. Following a Local Church Review and re-evaluation of the Presbytery Plan for Carluke, it was agreed that a basis of reviewable charge (5 year) be recommended for Law. This basis has been agreed by all parties and Law are currently searching for a minister.		
<b>2018 Situation</b>	All charges currently have a full time minister in post, and a minister has been called to the deferred union between Carluke: St. Andrew's and Carluke: St. John's.		

### Parish Grouping

In early 2006 the congregations within the town of Carluke formally committed to the principles of collaborative ministry within the format of a parish grouping sharing in worship, pastoral care, Christian education, parish mission, social events, communication and administration. This was a bold and imaginative step, which built on many years of solid co-operation between the churches.

### Population Growth

Since the last available census figures there has been considerable (and continuing) population growth in Carluke and Law and there is currently a plan to build 500 new homes on the site of the former Law Hospital, which is within the parish of Law.

## **Future Plans**

The Review Group recommends that a Deferred Union between the congregations of Carluke: St. Andrew's and Carluke: St. John's should come into effect upon the demission of the current minister at St. John's. At that time a joint nominating committee from the two congregations should be appointed to seek a minister for St. John's who will become the minister of the united charge when the union takes place, unless he or she were to demit before Carluke: St. Andrew's became vacant, in which case the process would be repeated.

The united charge will be allocated 1.7 Full-Time Equivalent ministries, which would include at least one ordained Minister of Word and Sacrament. The united charge could, at its own cost, increase the 0.7 to 1 FTE if so desired and if the financial situation allowed.

The allocation of resources to the Carluke area would therefore be as follows:

United Parish of St Andrew's and St John's (1.7 FT)

Kirkton (FT)

Law (FT)

**The establishment of this staffing allocation will mean that the Carluke area will meet around 102% of staffing costs.**

## **2016 amendments:**

### **Parish Grouping:**

Whilst there was a desire for the Parish Grouping to be expanded to include Law, the Presbytery, after significant discussion and consultation, came to the mind that no expansion could be possible until at least one year after the induction of the new minister in the deferred union of Carluke St Andrew's and St John's.

### **Population Growth:**

It is now unlikely that this housing development will take place in the short to medium term. As a result, the Presbytery have reconsidered the Presbytery Plan and have approved a change in status for Law to a reviewable charge.

### **Future Plans:**

The deferred union between Carluke: St. Andrew's and St. John's has been approved and a minister called. Upon the retirement of the minister in Carluke: St. Andrew's a search will begin for the 0.7 FTE ministry. The congregations, and Presbytery, have yet to discuss and agree the remit of such a ministry (ordained or otherwise).

Law has moved to a 5 year reviewable charge and is searching for a minister.

### **Beyond 2016:**

**No further changes are envisaged in the lifetime of this plan for this area, and Presbytery continues to work towards fulfilling all the recommendations when circumstances allow.**

## **2018 amendments:**

The Presbytery are continuing to work with the congregations in the deferred union and cannot, at this time, provide a determination on the buildings until relationships between the two congregations have been strengthened and some mission plans developed.

## Lanark Area

### Area Introduction

<b>Congregations:</b>	Carnwath, The United Parish of Carstairs and Carstairs Junction, Forth St Paul's, Lanark Greyfriars and Lanark St. Nicholas.		
<b>2013 Financial Situation:</b>	Currently two charges pay the full costs of a minister – Lanark St. Nicholas (134%) and Lanark Greyfriars (117%). Forth St. Paul's pay approximately 79%, Carnwath approximately 61% and Carstairs approximately 58%.		
<b>2013 Population:</b>	Whilst it has proven difficult to get accurate population figures the best data available to the Presbytery with the mid year estimates at 2009 suggest the following Parish populations: Carnwath (2636), Carstairs (2999), Forth St Paul's (3056), Lanark Greyfriars (4403) and Lanark St. Nicholas (4655). This represents a total population of 17,749 or 29% of the total population of the Presbytery area.		
<b>2013 Congregation:</b>	The size of membership (as at 31/12/2010) and size of worshipping congregation (as noted in the congregational audit forms issued in Nov 2010) are as follows:		
	<b>Congregation</b>	<b>Membership</b>	<b>Worship</b>
	Carnwath	286	47 (eve – 15)
	Carstairs& Carstairs Junction	296	80 (evening – 50, midweek 11)
	Forth	368	90 (midweek – 12)
	Greyfriars	610	140 (monthly trad – 50, eve – 50)
	St. Nicholas	546	200 (quart eve – 45, midweek 40)
<b>2013 situation:</b>	Currently there are 5 charges in this area: Carnwath, Carstairs & Carstairs Junction, Forth: St Paul's, Lanark: Greyfriars and Lanark: St. Nicholas. At present each charge has one full time minister of Word and Sacrament although Carnwath is currently vacant.		
<b>2016 situation:</b>	A basis of linking was effected between Carnwath and Carstairs and came into effect on 4 <sup>th</sup> December 2013. A new minister has been called. Changes to boundaries between Forth: St. Paul's, Carnwath and Carstairs have been effected. With Forth: St. Paul's calling a new minister in August 2016, the area currently has one vacancy within the four charges, Lanark: St. Nicholas		
<b>2018 Situation</b>	All charges within the area now have a full time minister in post.		

### Carnwath

This congregation has endured a difficult period in their history. Presently, at the end of a period of interim ministry they state that they feel in better health for the future. The buildings within the parish need a great deal of attention. For many years the people of Carnwath have struggled with financial and building related issues and the Review Group feels that this has contributed to the difficulties of being a missionary congregation.

None of the buildings within the village of Carnwath (manse, church and hall) is in a suitable state of repair (either decoration or structurally) and two mission stations in Auchengray and Tarbrax continue to call on resources. At present the church in Auchengray is used monthly for worship and is cost neutral to the congregation as rent is paid by the local authority for education use. However it is unlikely that this will

continue once the school has been modernized in the next 5 years. The church at Tarbrax is now closed. In Auchengray there is no other community space whilst in Tarbrax there is a village hall.

Although the Kirk Session of Forth St Paul's still have some reservations as to how in practice they might take on the challenge of an enlarged parish, the Review Group recommends a redrawing of parish bounds to move responsibility for the Auchengray and Tarbrax areas to Forth: St. Paul's. This would ensure a fairer balance of parish responsibilities between Forth and Carnwath/Carstairs/Carstairs Junction. The total parish population of Forth would increase to around 3,700 while the total parish population of Carnwath/Carstairs/Carstairs Junction would reduce to less than 5000. In addition it would also make the parish boundaries more closely in line with existing Local Authority electoral wards.

Should the Plan to appoint a part-time Rural Church Facilitator be approved the Review Group would also recommend that Forth St Paul's be encouraged to seek the assistance of the person appointed to that post to explore together ways of developing work in the Auchengray and Tarbrax areas.

The Presbytery further recommends that Carnwath link with The United Parish of Carstairs and Carstairs Junction.

The Presbytery further recommends the immediate disposal of all buildings in Carnwath. For the avoidance of doubt the proceeds from the sale of the buildings at Auchengray and Tarbrax will be credited to the congregation of Carnwath.

It is hoped that by removing the burden of buildings from the worshipping community at Carnwath a new model of church may be explored to best meet the needs of the local community and parish. Already the congregation of Carnwath has shown commendable initiative in pursuing the option of worshipping in alternative premises to the existing church buildings.

## **Future Plans**

The Presbytery suggests the following allocation of resources to the Lanark area.

Carnwath linked with The United Parish of Carstairs and Carstairs Junction (FT)

Forth: St Paul's (FT)

Lanark: Greyfriars (FT)

Lanark: St. Nicholas (FT)

The Presbytery is aware of the present efforts of the Kirk Sessions and ministers within the town to overcome generations of differences and work together where possible to be a united witness in Lanark.

The Presbytery recommend that a Parish Grouping be formed between the congregations of Lanark: Greyfriars and Lanark: St. Nicholas. This should be worked upon locally, with input from the Presbytery if required.

**The establishment of this staffing allocation will mean that the Lanark area will meet around 112% of staffing costs.**

## **2016 amendments:**

### **Carnwath:**

The parish boundaries in Carnwath have been updated in line with the 2013 report. The buildings in Tarbrax and Auchengray, along with the church hall, are no longer the responsibility of the congregation due to sale or disposal. The manse and church sites continue to be discussed although both will be marketed for sale in the near future.

There are challenges being experienced by Carnwath congregation due to the lack of physical, permanent space in which to worship and establish a base for mission within the community. The congregation, Presbytery and the General Trustees are discussing ways forward at present.

### **Future Plans:**

A linking between Carnwath and Carstairs Parish Churches has taken place and together the charge has called a new minister.

Forth: St. Paul's is nearing the end of a long period of vacancy with a planned induction in autumn 2016.

Lanark: St. Nicholas Church is currently in vacancy and the two Lanark churches continue to grow in worship, mission and fellowship together. It would be envisaged that the congregations continue to foster these good relationships and move towards a possible Parish Grouping. The churches in Lanark have strong ecumenical links and there is a possibility of a larger formal ecumenical parish grouping taking shape.

### **Beyond 2016:**

**No further changes, other than points noted above about co-operation, are envisaged in the**

**lifetime of this plan for this area, and Presbytery continues to work towards fulfilling all the recommendations when circumstances allow.**

## Lesmahagow Area

### Area Introduction

<b>Congregations:</b>	Coalburn, Crossford, Douglas Valley, Kirkfieldbank, Kirkmuirhill, Lesmahagow Abbeygreen and Lesmahagow Old.		
<b>2013 Financial Situation:</b>	Currently three charges pay the full costs of a minister – Kirkmuirhill (161%), Coalburn lw Lesmahagow: Old (114%) and Lesmahagow Abbeygreen (107%). Crossford lw Kirkfieldbank and The Douglas Valley Church pay approximately 65%.		
<b>2013 Population:</b>	Whilst it has proven difficult to get accurate population figures the best data available to the Presbytery with the mid year estimates at 2009 suggest the following Parish populations: Coalburn (1520), Crossford (780), Douglas Valley (3165), Kirkfieldbank (1377), Kirkmuirhill (4607), Lesmahagow Abbeygreen (2878), and Lesmahagow Old (2643). This represents a total population of 16,970 or 28% of the total population of the Presbytery area.		
<b>2013 Congregation:</b>	The size of membership (as at 31/12/2010) and size of worshipping congregation (as noted in the congregational audit forms issued in Nov 2010) are as follows:		
	<b>Congregation</b>	<b>Membership</b>	<b>Worship</b>
	Coalburn	144	35
	Crossford	182	40 (joint evening–20, midweek–15)
	Douglas Valley	368	100
	Kirkfieldbank	89	28 (joint evening–20, midweek–15)
	Kirkmuirhill	314	200 (evening–70, midweek–30)
	Lesmahagow: Old	462	60-180
Lesmahagow: Abbeygreen	227	150 (evening–60, midweek–50)	
<b>2013 situation:</b>	Currently there are 5 charges in this area: Coalburn lw Lesmahagow Old; Crossford lw Kirkfieldbank; Douglas Valley, Kirkmuirhill; and Lesmahagow Abbeygreen. At present each charge has one full time minister of Word and Sacrament although Coalburn lw Lesmahagow: Old is currently vacant.		
<b>2016 Situation:</b>	<p>Following a difficult and challenging time Kirkmuirhill have an Interim Deacon who is working to guide the congregation in new ways of working and understanding their role as a Parish Church within the Church of Scotland. The congregation have given up their right to call during this period, but it is envisaged that this right will be given back to the congregation following successful interim ministry appointments and evaluation.</p> <p>Lesmahagow Old linked with Coalburn and The Douglas Valley Church are both working through long periods of vacancy. The Douglas Valley Church has been re-evaluated within the plan and are seeking a full time minister to a 5 year reviewable charge.</p>		
<b>2018 Situation</b>	Only two charges in this area have a full time minister with the other three continuing lengthy vacancies. A union between Coalburn and Lesmahagow: Old took place in September 2017.		

### Dalserf

The Presbytery Plan implementation committee of the Presbytery of Hamilton entered into discussions with the original Review Group in April 2011 to explore the possibility of transferring the congregation of Dalserf

from Hamilton Presbytery to Lanark Presbytery. The congregation (as at the 31<sup>st</sup> December 2010) had 229 members with a parish population of 2096.

The current Review Group resumed those negotiations in October 2012. At that time the Convener of Hamilton Presbytery's committee was in possession of a written assurance from the Ministries Council that if such a transfer were agreed it would be worth 1 Full-Time Equivalent ministry to Lanark Presbytery and initially this seemed a potentially attractive option. However, the Review Group was later informed by the Ministries Council that "The additional allocation for Lanark will be 0.5FTE making the total 15.7FTE. The previous advice of 1.0 FTE was incorrect."

On that basis the Review Group decided not to pursue the matter any further.

With this decision not to pursue the transfer of Dalsersf Parish from Hamilton Presbytery to Lanark Presbytery and the potential prospect of an additional 3200 homes being constructed in the Douglas Valley, the Review Group recommends no change to the current situation in the Lesmahagow area *at the present time*, but the situation will be kept under review by the Presbytery.

## **Future Plans**

The allocation of resources to the Lesmahagow area would therefore be as follows:

Coalburn lw Lesmahagow: Old (FT)  
Douglas Valley Church (FT)  
Kirkmuirhill (FT)  
Crossford lw Kirkfieldbank (FT)  
Lesmahagow: Abbeygreen (FT)

There are strong and vibrant churches within the Lesmahagow area and the Review Group feels that these have a great deal to offer the communities they serve in a united witness. The Review Group unanimously felt that it was important to foster positive relationships between churches to set the best example of Christian witness and love within their parishes, and recommend that the congregations explore locally ways of working more closely together.

**The establishment of this staffing allocation will mean that the Lesmahagow area will meet around 102% of staffing costs.**

## **2016 amendments:**

### **Kirkmuirhill:**

Kirkmuirhill Parish Church has been through significant change in recent years, following the departure of minister and many members of the congregation to set up a new Free Church of Scotland within the parish. This journey has been stressful for congregation and presbytery alike. The congregation voted to give up their right to call a minister in favour of a period of Interim Ministry, currently being supplied by the Interim Deacon. It is the earnest hope and prayer of the Presbytery that the right to call will be given back to the congregation following a successful period and evaluation of Interim Ministry.

### **Future Plans:**

Douglas Valley – The Douglas Valley, as an area, has seen significant change over recent years and the village of Douglas has suffered at the hands of disinvestment from local authority, business and services alike. This has had a resulting effect on the congregation, both in terms of available human and financial resources. The congregation have sold the church building at Rigside and are meeting in the village community hall for worship. The congregation moved into a period of vacancy and, after considerable discussion, reflection and debate, the congregation entered into a basis of reviewable charge for 5 years and were given permission to call on that basis. The congregation continue to seek a minister.

### **Lesmahagow Old linked with Coalburn:**

Following the adoption of the Presbyterian Plan, the charge sought to fill their already lengthy vacancy. Unfortunately the congregations are still seeking that minister. The Presbytery have now sisted the vacancy and have entered into a period of Local Church Review with a view to understanding the present needs of the charge, offering support to the congregation, kirk Session and nominating committee, and establishing whether the current deployment of ministries offered to the charge is the way ahead in 2016. This report will be heard by Presbytery at the end of 2016 and decisions will then be taken.

### **Beyond 2016:**

**The Presbytery will be taking further decisions on this area of the plan towards the end of 2016 when the outcome of the Local Church Review of Coalburn linked with Lesmahagow: Old is**

presented.

### **2018 amendments:**

**A union took place between Coalburn and Lesmahagow: Old in September 2017. Presbytery continues to have concerns over this area of Presbytery due to the reality of current lengthy vacancies. Some of these communities are the most deprived communities with the Presbytery area. Presbytery continues to pray that God will guide the right ministers into these charges to help further his mission within the area.**

### **Additional New Presbytery Post—RURAL CHURCH FACILITATOR**

The Review Group recommend the appointment of a **Rural Church Facilitator** who will work one day per week. (i.e. 0.2FTE ministry) to establish new forms of church presence and congregational life in small, scattered rural communities, perhaps including the establishing of 'house churches.' The immediate focus of this work would be in the new Upper Clyde parish but would extend to other rural areas of the Presbytery in due course. The Facilitator would work in conjunction with the Congregational Development Committee.

**2016: The Presbytery, after discussion, agreed that this 0.2 FTE post be removed from the Presbytery Plan and the staffing quota being given to allow the ministry at Upper Clyde to be restored to Full Time Status. The PPTG concurred and this took effect in October 2015.**

### **Total Staff Costs for the Presbytery as a whole**

Based on the 2010 income data, and including the 0.2 Rural Church Facilitator, the Presbytery as a whole would be contributing approximately 104% of total staffing costs and would therefore be a net contributor

### **Continuing Review**

The Plan presented to the Presbytery is a starting point and not a goal and it will have to be reviewed regularly by the Presbytery in the light of changing circumstances. However, the Review Group humbly presents it as our best effort at meeting the demands of the diminished resources of the Church at this present time while ensuring the ongoing life and witness of congregations as a fundamental and strategic agent for the Church's participation in the Mission of God within our area.

In the name of the Review Group  
IAIN D. CUNNINGHAM (Convener)  
Approved by Presbytery on 14<sup>th</sup> March 2013  
Amended by Presbytery 6<sup>th</sup> September 2016  
Amended by Presbytery 4<sup>th</sup> September 2018

# **The Presbytery of Lanark**

## **Table of the Presbytery Plan**

		<b>Presbytery of Lanark Presbytery Plan</b> (as at 1 February 2013) <i>(amended 6 September 2016)</i>			<b>Key</b> <i>UT : Unrestricted tenure;            RT : Reviewable Tenure; PG : Parish Grouping (refers to XX area only);            DL : Deferred linkage; LEP Local Ecumenical Project;            Buildings: a) expected to remain in use beyond lifetime of plan; b) expected to be closed during plan period; c) expected to be disposed of under an adjustment; d) Presbytery unable to make a determination at this time.</i>			
Congregation Name and Roll	Gross Population	Congregational membership	Current Status	Plan for Congregation(s) by end of Plan	Implementation or Interim Steps required (if any or if necessary)	Structure of Staffing required	Other staffing - locally provided	Building designation
<b>Biggar</b>	2614 (2009) 3000 (2011)	2012: 598 2015: 542 2017: 302	Linked with Black Mount, Culter, Libberton & Quothquan	Link with Black Mount  <b>Effected 01/01/2013</b>	Sever four-way linkage, between Biggar, Black Mount, Culter, Libberton & Quothquan	I FT Minister of Word & Sacrament for Biggar lw Black Mount (UT)		a
<b>Black Mount</b>	761 545 (2011)	2012: 68 2015: 64 2017: 69	Linked with Biggar, Culter, Libberton & Quothquan	Link with Biggar  <b>Effected 01/01/2013</b>	Sever four-way linkage, between Biggar, Black Mount, Culter, Libberton & Quothquan	I FT Minister of Word & Sacrament for Biggar lw Black Mount (UT)		a

<b>Cairngryffe</b>	1240 (2009) 1441 (2011)	2012: 171 2015: 155 2017: 143	Linked with Symington	Link with Libberton & Quothquan link with Symington  <b>Effected 01/01/2013</b>		I FT Minister of Word & Sacrament for Cairngryffe, Libberton & Quothquan and Symington (UT)		≈
<b>Carluke: Kirkton</b>	5677 (2009) 4374 (2011)	2012: 813 2015: 751 2017: 717	In Parish Grouping with Carluke: St Andrew's & Carluke: St John's	In Parish Grouping with United Parish of Carluke: St Andrew's & Carluke: St John's, and Law		I FT Minister of Word & Sacrament (UT)	P/T Parish Grouping Administrator For Carluke & Law Parish Grouping	≈
<b>Carluke: St Andrews</b>	3547 (2009) 3574 (2011)	2012: 301 2015: 200 2017: 189	In Parish Grouping with Carluke: Kirkton & Carluke: St John's	United with Carluke: St John's and in Parish Grouping with Carluke: Kirkton and Law	Deferred Union with Carluke: St John's  <b>Agreed 03/12/2013</b>	I FT Minister of Word & Sacrament (UT) and 0.7 FTE for united congregation	P/T Parish Grouping Administrator For Carluke & Law Parish Grouping	d (see note on page 10)

<b>Carluke: St John's</b>	6024 (2009) 6759 (2011)	2012: 762 2015: 617 2017: 566	In Parish Grouping with Carluke: Kirkton & Carluke: St Andrew's	United with Carluke: St Andrew's and in Parish Grouping with Carluke: Kirkton and Law	Deferred Union with Carluke: St Andrews  <b>Agreed 03/12/2013</b>	1 FT Minister of Word & Sacrament (UT) and 0.7 FTE for united congregation	P/T Parish Grouping Administrator For Carluke & Law Parish Grouping	d (see note on page 10)
<b>Carnwath</b>	2636 (2009) 2329 (2011)	2012: 286 2015: 130 2017: 123	Unrestricted Tenure	Link with United Parish of Carstairs and Carstairs Junction  <b>Effected 04/12/2013</b>	Re-draw Parish boundaries of Carnwath to transfer Auchengray & Tarbrax to Forth St Paul's  <b>Completed 2013</b>	1 FT Minister of Word & Sacrament (UT) for linked congregation		c
<b>Carstairs</b>	2999 (2009) 2298 (2011)	2012: 296 2015: 190 2017: 178	Unrestricted Tenure	Link with Carnwath  <b>Effected 04/12/2013</b>	Re-draw Parish boundaries of Carnwath to transfer Auchengray & Tarbrax to Forth St Paul's  <b>Completed 2013</b>	1 FT Minister of Word & Sacrament (UT) for linked congregation		c
<b>Coalburn and Lesmahagow: Old</b>	4163 (2009) 4104 (2011)	2012: 606 2015: 494 2017: 458				1 FT Minister of Word & Sacrament (UT)		c

<b>Crossford</b>	780 (2009) 1053 (2011)	2012: 182 2015: 163 2017: 138	Linked with Kirkfieldbank			I FT Minister of Word & Sacrament (UT) for linked congregation		α
<b>Culter (NOW DISSOVLED)</b>	<del>262 (2009)</del>	2012: 29 2015: 0	Linked with Biggar, Black Mount, Libberton & Quothquan	Dissolve congregation  Effected 31/12/2012	Close and dispose of building Transfer parish responsibility to Biggar Effected 31/12/2012	N/A		β
<b>The Douglas Valley Church</b>	3165 (2009) 2899 (2011)	2012: 368 2015: 304 2017: 280	Reviewable Tenure			I FT Minister of Word & Sacrament (RT)		α
<b>Forth: St Paul's</b>	3056 (2009) 3837 (2011)	2012: 368 2015: 336 2017: 319	Unrestricted Tenure	Parish Boundaries redrawn  Completed 2013	Re-draw Parish boundaries of Carnwath to transfer Auchengray & Tarbrax to Forth St Paul's Completed 2013	I FT Minister of Word & Sacrament (UT)		α

<b>Kirkfieldbank</b>	1377 (2009) 1095 (2011)	2012: 89 2015: 77 2017: 73	Linked with Crossford	Linked with Crossford		I FT Minister of Word & Sacrament (UT) for linked congregation		∞
<b>Kirkmuirhill</b>	4607 (2009) 4806 (2011)	2012: 314 2015: 142 2017: 146	Unrestricted Tenure	<b>Unrestricted charge</b>	<b>Period of Interim Ministry</b>	I FT Minister of Word & Sacrament (UT)		∞
<b>Lanark: Greyfriars</b>	4403 (2009) 4524 (2011)	2012: 610 2015: 541 2017: 517	Unrestricted Tenure	In Parish Grouping with Lanark: St Nicholas		I FT Minister of Word & Sacrament (UT)		∞
<b>Lanark: St Nicholas</b>	4655 (2009) 5458 (2011)	2012: 546 2015: 495 2017: 478	Unrestricted Tenure	In Parish Grouping with Lanark: Greyfriars		I FT Minister of Word & Sacrament (UT)		∞
<b>Law</b>	3549 (2009) 3501 (2011)	2012: 194 2015: 177 2017: 170	<b>Reviewable Tenure</b>	In Parish Grouping with United Parish of Carluke: St Andrew's & Carluke: St John's, and Carluke: Kirkton		I FT Minister of Word & Sacrament <b>(RT)</b>	P/T Parish Grouping Administrator For Carluke & Law Parish Grouping	∞

<b>Lesmahagow: Abbeygreen</b>	2878 (2009) 3086 (2011)	2012: 227 2015: 173 2017: 116	Unrestricted Tenure			I FT Minister of Word & Sacrament (UT)		≈
<b>Libberton &amp; Quothquan</b>	349 (2009) 454 (2011)	2012: 86 2015: 84 2017: 79	Linked with Biggar, Black Mount, Culter	Link with Cairngryffe, Symington  Effectuated 01/01/2013		I FT Minister of Word & Sacrament for Cairngryffe, Libberton & Quothquan and Symington (UT)		≈
<b>Symington</b>	940 (2009) 800 (2011)	2012: 210 2015: 185 2017: 146	Linked with Cairngryffe	Link with Cairngryffe, Libberton & Quothquan  Effectuated 01/01/2013		I FT Minister of Word & Sacrament for Cairngryffe, Libberton & Quothquan and Symington (UT)		≈

<b>Upper Clyde (formerly Glencaple l/w Lowther)</b>	2008 (2009) 2024 (2011)	2015: 201 2017: 176	Unrestricted Tenure			I FT Minister of Word & Sacrament (UT)		2
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**The Presbytery of Lanark  
Data Protection Policy**

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## **Data Protection Policy**

### **I Overview**

- 1.1 The presbytery takes the security and privacy of personal information seriously. As part of our activities we need to gather and use personal information about a variety of people including members, former members, employees, office-holders and generally people who are in contact with us. The Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) regulate the way in which personal information about living individuals is collected, processed, stored or transferred.
- 1.2 This policy explains the provisions that we will adhere to when any personal data belonging to or provided by data subjects, is collected, processed, stored or transferred on behalf of the presbytery. We expect everyone processing personal data on behalf of the presbytery (see paragraph 5 for a definition of “processing”) to comply with this policy in all respects.
- 1.3 The presbytery has a separate Privacy Notice which outlines the way in which we use personal information provided to us. A copy can be obtained from the Presbytery Clerk and is available on our website, [www.lanarkpresbytery.org](http://www.lanarkpresbytery.org).
- 1.4 All personal data must be held in accordance with the presbytery’s Data Retention Policy, which must be read alongside this policy. A copy of the Data Retention Policy can be obtained from the Presbytery Clerk and is available on our website, [www.lanarkpresbytery.org](http://www.lanarkpresbytery.org). Data should only be held for as long as necessary for the purposes for which it is collected.
- 1.5 This policy does not form part of any contract of employment (or contract for services if relevant) and can be amended by the presbytery at any time. It is intended that this policy is fully compliant with the 2018 Act and the GDPR. If any conflict arises between those laws and this policy, the presbytery intends to comply with the 2018 Act and the GDPR.
- 1.6 Any deliberate or negligent breach of this policy by an employee of the presbytery may result in disciplinary action being taken in accordance with our disciplinary procedure. It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see Paragraph 12 below) and such conduct by an employee would amount to gross misconduct which could result in dismissal.

### **2 Data Protection Principles**

- 2.1 Personal data will be processed in accordance with the six ‘**Data Protection Principles**.’ It must:
  - be processed fairly, lawfully and transparently;
  - be collected and processed only for specified, explicit and legitimate purposes;
  - be adequate, relevant and limited to what is necessary for the purposes for which it is processed;

- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to demonstrate compliance.

### 3 Definition of personal data

- 3.1 **“Personal data”** means information which relates to a living person (a “data subject”) who can be identified from that data on its own, or when taken together with other information which is likely to come into the possession of the data controller. It includes any expression of opinion about the person and an indication of the intentions of the data controller or others, in respect of that person. It does not include anonymised data.
- 3.2 This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

### 4 Definition of special categories of personal data

- 4.1 **‘Special categories of personal data’** are types of personal data consisting of information revealing:

*racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic or biometric data; health; sex life and sexual orientation; and any criminal convictions and offences.*

- 4.2 A significant amount of personal data held by the presbytery will be classed as special category personal data, either specifically or by implication, as it could be indicative of a person’s religious beliefs.

### 5 Definition of processing

- 5.1 **‘Processing’** means any operation which is performed on personal data, such as collection, recording, organisation, structuring or storage; adaption or alteration; retrieval, consultation or use; disclosure by transmission, dissemination or otherwise making available; and restriction, destruction or erasure.

### 6 How personal data should be processed

- 6.1 Everyone who processes data on behalf of the presbytery has responsibility for ensuring that the data they collect and store is handled appropriately, in line with this policy, our Data Retention policy and our Privacy Notice.
- 6.2 Personal data should only be accessed by those who need it for the work they do for or on behalf of the presbytery. Data should be used only for the specified lawful purpose for which it was obtained.

- 6.3 The legal bases for processing personal data (other than special category data, which is referred to in Paragraph 8 below) are that the processing is necessary for the purposes of the presbytery's legitimate interests; or that (so far as relating to any staff whom we employ) it is necessary to exercise the rights and obligations of the presbytery under employment law.
- 6.4 Personal data held in all ordered manual files and databases should be kept up to date. It should be shredded or disposed of securely when it is no longer needed. Unnecessary copies of personal data should not be made.

## 7. Privacy Notice

- 7.1 If someone would not reasonably expect the way in which we use their personal data, we will issue information about this using a Privacy Notice which will be given to them at the point when the data is provided.
- 7.2 If our use of personal data is what someone would reasonably expect, we will provide information about this using a Privacy Notice which will be available on the presbytery's website, <https://www.lanarkpresbytery.org/work/policies>.

## 8. When is consent needed for the processing of personal data?

- 8.1 A significant amount of personal data held by the presbytery will be classed as special category personal data, as it could be indicative of someone's religious beliefs.
- 8.2 Processing of such special category data is prohibited under the GDPR unless one of the listed exemptions applies. Two of these exemptions are especially relevant (although others may also apply):
- the individual has given **explicit consent** to the processing of the personal data for one or more specified purposes; OR
  - processing is carried out in the course of its [the Presbytery's] legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data is not disclosed outside that body without the consent of the data subjects.
- 8.3 Most of the processing carried out by the presbytery will fall within the latter exemption, and will be carried out by the presbytery with appropriate safeguards to keep information safe and secure. This information will not be disclosed outside the Church without consent. Such processing will not require the explicit consent of the data subject.
- 8.4 Where personal data is to be shared with a third party, the presbytery will only do so with the explicit consent of the data subject. For example, personal data will only be included in a directory for circulation or included on a website where consent has been obtained.

- 8.5 If consent is required to process the information this should be recorded using the style consent form. If consent is given orally rather than in writing, this fact should be recorded in writing.

## **9. Keeping personal data secure**

- 9.1 Personal data should not be shared with those who are not authorised to receive it. Care should be taken when dealing with any request for personal information over the telephone or otherwise. Identity checks should be carried out if giving out information to ensure that the person requesting the information is either the individual concerned or someone properly authorised to act on their behalf.
- 9.2 Hard copy personal information should be stored securely (in lockable storage, where appropriate) and not visible when not in use. Filing cabinets and drawers and/or office doors should be locked when not in use. Keys should not be left in the lock of the filing cabinets/lockable storage.
- 9.3 Passwords should be kept secure, should be strong, changed regularly and not written down or shared with others.
- 9.4 Emails containing personal information should not be sent to or received at a work email address (other than an @churchofscotland.org address) as this might be accessed by third parties.
- 9.5 The 'bcc' rather than the 'cc' or 'to' fields should be used when emailing a large number of people, unless everyone has agreed for their details to be shared amongst the group.
- 9.6 If personal devices have an @churchofscotland.org account linked to them these should not be accessed on a shared device for which someone else has the pin code.
- 9.7 Personal data should be encrypted or password-protected before being transferred electronically.
- 9.8 Personal data should never be transferred outside the European Economic Area except in compliance with the law.

## **10. Sharing personal data**

- 10.1 We will only share someone's personal data where we have a legal basis to do so, including for our legitimate interests within the Church of Scotland (either within the Congregations of the Presbytery or to enable central databases held within the Church Office at 121 George Street, Edinburgh to be maintained and kept up to date). This may require information relating to criminal proceedings or offences or allegations of offences to be processed for the protection of children or adults who may be at risk and to be shared with the Church's Safeguarding Service or with statutory agencies.
- 10.2 We will not send any personal data outside the European Economic Area. If this changes all individuals affected will be notified and the protections put in place to secure your personal data, in line with the requirements of the GDPR, will be explained.

## **11. How to deal with data security breaches**

- 11.1 Should a data security breach occur, the individual will notify the Presbytery Clerk **immediately**. If the breach is likely to result in a risk to the rights and freedoms of individuals then the Information Commissioner's Office must be notified within 72 hours.
- 9.2 Breaches will be handled by the Presbytery Clerk in accordance with the Presbytery's data security breach management procedure.

## **12. Subject access requests**

- 12.1 Data subjects can make a subject access request to find out what information is held about them. This request must be made in writing. Any such request received by the Presbytery should be forwarded immediately to the Presbytery Clerk who will coordinate a response within the necessary time limit (30 days).
- 12.2 It is a criminal offence to conceal or destroy personal data which is part of a subject access request.

## **13. Data subject rights**

- 13.1 Data subjects have certain other rights under the GDPR. This includes the right to know what personal data the presbytery processes, how it does so and what is the legal basis for doing so.
- 13.2 Data subjects also have the right to request that the presbytery corrects any inaccuracies in their personal data, and erase their personal data where we are not entitled by law to process it or it is no longer necessary to process it for the purpose for which it was collected. Data should be erased when an individual revokes their consent (and consent is the basis for processing); when the purpose for which the data was collected is complete; or when compelled by law.
- 13.3 All requests to have personal data corrected or erased should be passed to the Presbytery Clerk who will be responsible for responding to them.

## **14. Contracts**

- 14.1 If any processing of personal data is to be outsourced from the presbytery, we will ensure that the mandatory processing provisions imposed by the GDPR will be included in the agreement or contract.

## **15. Policy review**

The Presbytery will be responsible for reviewing this policy from time to time and updating members in relation to its data protection responsibilities and any risks in relation to the processing of data.

## WHAT TO KEEP

### The Presbytery of Lanark (the “Presbytery”) DATA RETENTION POLICY

#### 1. Introduction

- 1.1. The Presbyteries of the Church of Scotland gather personal information from individuals and external organisations as well as generating a wide range of personal data, all of which is recorded in documents and records, both in hard copy and electronic form.
- 1.2. Examples of the types of information accumulated and generated are set out in Appendix I of this policy and include but are not limited to minutes of and reports to Presbytery meetings; membership rolls; baptismal information; employment records; newsletters and other communications such as letters and emails.
- 1.3. In certain circumstances it will be necessary to retain documents to meet legal requirements and for operational needs. Document retention is also required to evidence agreements or events and to preserve information.
- 1.4. It is however not practical or appropriate for Presbytery to retain all records. Additionally, data protection principles require information to be as up to date and accurate as possible. Therefore, it is important that presbyteries have in place systems for the timely and secure disposal of documents that are no longer required.
- 1.5. This Data Retention Policy was adopted by the Presbytery on 4<sup>th</sup> September 2018 and will be implemented on a day to day basis.

#### 2. Roles and Responsibilities

- 2.1. Presbytery office bearers and those involved with safeguarding will adopt the retention and disposal guidance at Appendix I of this policy and strive to keep records up to date.
- 2.2. Advice will be obtained from the Law Department or Safeguarding Department of the Church Office at 121 George Street if there is uncertainty about retention periods.

#### 3. Retention and Disposal Policy

- 3.1. Decisions relating to the retention and disposal of data should be guided by:-
  - 3.1.1. Appendix 1 – Document Retention Schedule – Guidance on the recommended and statutory minimum retention periods for specific types of documents and records.
  - 3.1.2. Appendix 2 – Quick Guide to document retention.
- 3.2. In circumstances where the retention period for a specific document or category of documents has expired, a review should be carried out prior to disposal and consideration should be given to the method of disposal.

#### 4. Disposal

- 4.1. Documents containing confidential or personal information should be disposed of either by shredding or by using confidential waste bins or sacks. Such documentation is likely to include financial details, contact lists with names and addresses and pastoral information.
- 4.2. Documents other than those containing confidential or personal information may be disposed of by recycling or binning.
- 4.3. Electronic communications including email, Facebook pages, twitter accounts etc and all information stored digitally should also be reviewed and if no longer required, closed and/or deleted so as to be put beyond use. This should not be done simply by archiving, which is not the same as deletion. It will often be sufficient simply to delete the information, with no intention of ever using or accessing it again, despite the fact that it may still exist in the electronic ether. Information will be deemed to be put beyond use if the Presbytery is not able, or will not attempt, to use it to inform any decision in respect of any individual or in a manner that affects the individual in any way and does not give any other organisation access to it.
- 4.4. Deletion can also be effected by using one of the following methods of disposal:-
  - Using secure deletion software which can overwrite data;
  - Using the function of “restore to factory settings” (where information is not stored in a removeable format);
  - Sending the device to a specialist who will securely delete the data.

## Appendix I Illustrative Data Retention Schedule

This Schedule is provided as a guide to common types of documents but is not exhaustive.

**NOTE:** There may be an historic interest in the Presbytery's records. Presbytery minutes and reports are archived after 50 years. If you think that archiving other records is preferable to destruction, you should be in touch with the Department of the General Assembly, which will organise archiving where appropriate.

**Avoid retaining information if there is no reason for doing so. Consult with the Law Department if you are unsure.**

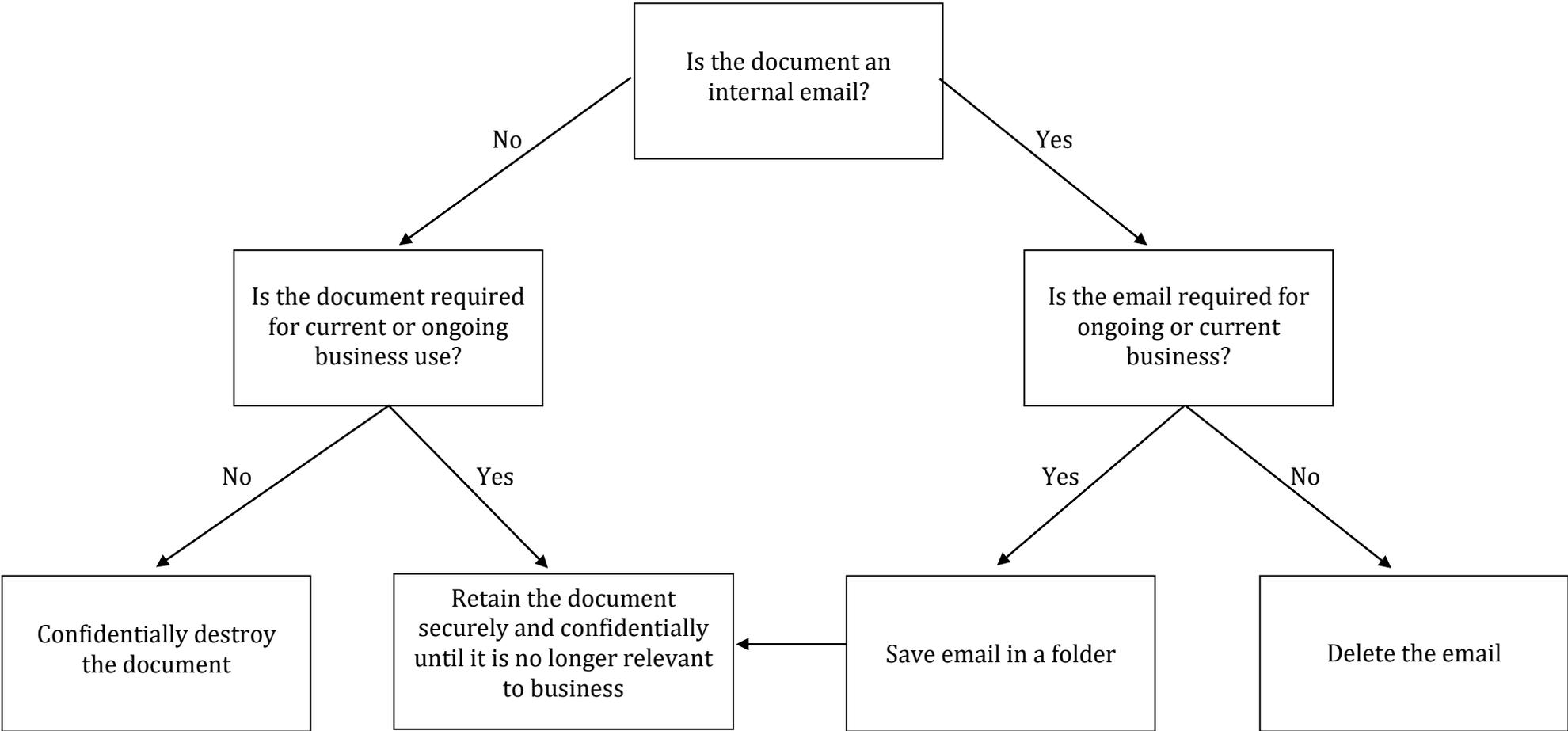
RECORD	RETENTION PERIOD
Minutes of meetings	6 years 50 years - permanent. After 50 years pass the minutes to the principal clerk's office, who then liaise with the National Records of Scotland for archiving.
Kirk Session meetings	
Pre-employment enquiries/applications/notes/letters/references	6 months after completion of recruitment (unless data to be retained for a future similar opportunity, in which case 1 year)
Safeguarding - Service confirmation of advice, emails, letters	100 years
Safeguarding - Confidentiality Agreements	100 years
Safeguarding - Covenants of Responsibility (managing those who pose a risk)	100 years
Safeguarding - Risk Assessments	100 years
Safeguarding - Complaints concerning people	100 years
Safeguarding - Audit for Congregations and Presbyteries	100 years
Congregational Roll	100 years
Certificates of Transference/Lines	100 years
Employee/appointments records including: contracts, time records etc	Duration of employment + 7 years
Volunteer records	Duration of placement + 7 years
Databases for mailing lists/distribution	Reviewed annually, delete out of date information
Miscellaneous contact information	Delete once there is no longer a requirement to hold such information
Arranged accommodation/placements (e.g. overseas visitors)	3 years following end of event/placement
Documents relating to litigation or potential litigation	Until matter is concluded plus 7 years
Hazardous material exposures	30 years
Injury and Illness Incident Reports (RIDDOR)	5 years
Pension plans and retirement records	Permanent
Salary schedules; ranges for each job description	2 years
Payroll Records	Minimum, 7 years. No maximum
Contracts	7 years following expiration
Construction documents	Permanent
Fixed Asset Records	Permanent
Application for charitable and/or tax-exempt status	Permanent
Sales and purchase records	5 years
Resolutions	Permanent

Audit and review workpapers	5 years from the end of the period in which the audit or review was concluded
OSCR filings	5 years from date of filing
Records of financial donations	7 years
Accounts Payable and Receivables ledgers and schedules	7 years
Annual audit reports and financial statements	Permanent
Annual plans and budgets	2 years
Bank statements, cancelled cheques, deposit slips	Minimum of 7 years
Business expense records	7 years
Cash/cheque receipts	7 years
Electronic fund transfer documents	7 years
Employee expense reports	7 years
General ledgers	Permanent
Journal entries	7 years
Invoices	7 years
Petty cash vouchers	7 years
Tax records	Minimum 7 years
Filings of fees paid to professionals	7 years
Environmental studies	Permanent
Insurance claims/ applications	Permanent
Insurance disbursements and denials	Permanent
Insurance contracts and policies (Directors and Officers, General Liability, Property, Workers' Compensation)	Permanent
Leases	7 years after expiration
Property/buildings documentation (including loan and mortgage contracts, title deeds)	Permanent
Warranties	Duration of warranty + 7 years
Records relating to potential, or actual, legal proceedings	Conclusion of any tribunal or litigation proceedings + 7 years

**Appendix 2**

**General guidance for documents NOT included in the retention schedule.**

On-going business use is subjective, but generally refers to documents still required for on-going projects, or documents that may still need to be referred to for on-going activities.



## **Privacy Policy**

### **The Presbytery of Lanark (the “Presbytery”)**

#### **Purpose of this Notice**

This Privacy Notice outlines the way in which the Presbytery will use personal information provided to us. Personal information includes any information that identifies you personally, such as your name, address, email address or telephone number.

The Presbytery recognises the importance of your privacy and personal information and we have therefore outlined below how we collect, use, disclose and protect this information. The Presbytery is the data controller, because we decide how your data is processed and for what purpose. Contact details for us are provided below.

#### **How we use information**

We use the information you give to us:

- to administer membership records;
- for pastoral care purposes;
- for the general oversight of Church of Scotland congregations within the Presbytery;
- in relation to participation in Presbytery activities including the training and supervision of ministers, candidates for the ministry and probationers;
- to provide you with information about news, events, and activities within the Presbytery or the wider Church of Scotland;
- to fulfill contractual or other legal obligations;
- to manage our employees;
- to further our charitable aims, for example through fundraising activities;
- to maintain our accounts and records (including the processing of Gift Aid applications);
- if CCTV is in place we have this for the prevention and detection of crime.

#### **Disclosure of information**

The Presbytery will only share your personal information where this is necessary for the purposes set out above. Information will not be shared with any third party outwith the Church of Scotland without your consent unless we are obliged or permitted to do so by law.

#### **Basis for processing personal information**

The Presbytery processes your information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that our processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without your consent. We also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by your interests or fundamental rights and freedoms; and where you have given consent to the processing of your information for a particular purpose.

#### **Storage and security of personal information**

The Presbytery will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep your personal information for as long as you are a member or adherent of a congregation within the Presbytery; or have regular contact with us or so long as we are obliged to keep it by law; or may need it in order to respond to any questions or complaints; or to show that we treated you fairly. We may also keep it for statistical purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous. Further information about our data retention policy is available via our website, at [www.lanarkpresbytery.org/work/policies](http://www.lanarkpresbytery.org/work/policies)

### **Getting a copy of your personal information**

You can request details of the personal information which the Presbytery holds about you by using the contact details given below.

### **Inaccuracies and Objections**

If you believe that any information the Presbytery holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

### **Contact us**

You can contact us by getting in touch with the Presbytery Clerk, Rev Bryan Kerr at [lanark@churchofscotland.org.uk](mailto:lanark@churchofscotland.org.uk) or telephone 01555 663363.

### **How to complain**

You have the right to complain to the Information Commissioner's Office about anything relating to the processing of your personal information by the Presbytery. You can contact the ICO via its website at [www.ico.org.uk](http://www.ico.org.uk) or at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

**The Church of Scotland  
PRESBYTERY OF LANARK  
Scheme for the Selection, Training and Authorisation  
of Funeral Celebrants (Church of Scotland)**

The Presbytery of Lanark agree to the provision of a Scheme for the Selection, Training and Authorisation of Funeral Celebrants (Church of Scotland).

The Scheme is intended to make provision for the Authorisation of Funeral Celebrants (Church of Scotland) who shall provide general and bereavement pastoral support and conduct funerals within the context of the congregation, (or linked charge, parish grouping or 'hub'), of which they are a member (or in limited instances a nearby congregation) always under the supervision of a minister.

1. With respect to Selection, the Presbytery shall, in the first instance, intimate the Scheme to all Kirk Sessions within its bounds and invite them to put forward names from within their congregation such persons as they believe to be eligible for selection, training and authorisation as a Funeral Celebrant (Church of Scotland) within their own congregation.
2. Members of congregations within the bounds of Presbytery can apply to the Kirk Session to have their name considered as someone eligible for selection, training and authorisation as a Funeral Celebrant (Church of Scotland).
3. The Kirk Session shall present the names of those individuals they believe should progress to training and authorisation as Funeral Celebrant (Church of Scotland)s to the minister of the charge.
4. The minister of the charge shall meet with any individuals whose names have been put forward by the Kirk Session and recommend suitability for nomination to the Kirk Session.
5. Upon the recommendation of the minister in terms of 4., a Kirk Session shall decide as to whether to nominate any individuals and shall, in all cases, intimate such nomination, in terms of 1., to the Presbytery Clerk by way of Extract Minute. In addition, the Kirk Session shall submit a letter of support with respect to each person nominated setting out the reasons for their nomination, along with an assurance that the minister of the charge has met with the individual and provided a positive recommendation for nomination.
6. The Presbytery shall submit the names of all persons nominated, in terms of 1. to 5. above, to the Presbytery for approval for Selection and Training.
7. For the avoidance of doubt, approval for Selection and Training should not be taken to imply subsequent Authorisation, with Authorisation dependent upon the satisfactory completion of Training and approval of Authorisation by Presbytery.
8. The Presbytery shall appoint a team of Supervisors who shall be responsible for the delivery of Training, the supervision of practical placements, in terms of 10., and; making recommendation to the Presbytery as whether a person should receive Authorisation in terms of this Scheme. The Presbytery may cooperate with neighbouring presbyteries offering the same training scheme to appoint Supervisors from other Presbyteries.
9. Each person approved for Selection and Training shall be appointed a Supervisor who shall be responsible (with others) for the delivery of Training. Supervisor shall be responsible for making recommendation to Presbytery as whether a person should receive Authorisation in terms of this Scheme.
10. Persons selected for Training shall be required (i) to complete a training course authorised by Presbytery; (ii) to work in a supervised practical placement with the minister of the congregation in which they are a member (or another minister appointed following consultation between the Supervisor and the minister of the congregation of which the individual is a member) for a period of six months to allow the development of skills and experience in conducting funerals and providing pastoral care; and (iii) to attend a review with the Supervisor and minister of the congregation of which they are a member to discuss the training, placement and skills developed in leading funerals and providing pastoral care.
11. At the point of nomination by the Kirk Session, the congregational Safeguarding Co-ordinator will ensure the applicant has Church of Scotland PVG Scheme Membership to do regulated work with protected adults and as the role of Funeral Celebrant (Church of Scotland) will include providing pastoral care/support/counselling to those under the age of 18 years old PVG Scheme Membership to do regulated work with children will also be required. For the avoidance of doubt no person shall proceed to a practical placement until approval is obtained from the Safeguarding Service.
12. No person shall be recommended for Authorisation who has not attended all training sessions; has not satisfactorily completed a period of supervised placement for a period of at least six months; and attended a review of their training, placement and skills development in leading funerals and providing pastoral care.

13. Should the Supervisor and minister of the charge feel a further period of supervised placement is necessary prior to Authorisation following the review this will be reported to the appropriate committee of Presbytery at the first available opportunity and arrangements made for a further period of supervised placement.
14. The Presbytery shall receive the name(s) of persons recommended for approval of Authorisation on the recommendation of their appointed Supervisor and minister of the congregation of which they are a member and, if so approved, shall maintain a Register of persons having received Authorisation as Funeral Celebrant (Church of Scotland)s.
15. In the event of Authorisation having been refused by Presbytery, a person shall have the right of Appeal in terms of Act I (2014).
16. Authorisation shall normally be for a period of three years in the first instance. The renewal of Authorisation shall be dependent on the submission of a request by the Kirk Session to the Presbytery Clerk by way of Extract Minute setting out the basis on which renewal of Authorisation is sought and the subsequent approval of renewal of Authorisation by Presbytery. The Presbytery shall, at its discretion, require any person whose Authorisation is to be renewed to attend further Training.
17. All Funeral Celebrant (Church of Scotland)s will work under the authority of the minister of the congregation of which they are a member. The minister of the charge will authorise and give consent for a Funeral Celebrant (Church of Scotland)s to conduct a funeral within the congregation or charge in which they are a member, or in a nearby parish at the request of the minister of the other charge. A minister may grant authorisation and consent to a Funeral Celebrant (Church of Scotland) to lead funerals and provide pastoral care during a period of absence, but shall ensure that another minister be appointed as a support to the Funeral Celebrant (Church of Scotland) for that period.
18. No Funeral Celebrant (Church of Scotland) will have the authority to conduct a funeral without receiving the authorisation and consent of the minister of the charge.
19. For the avoidance of doubt, it is recommended that a Funeral Celebrant (Church of Scotland) accept a gift of thanks from the family only up to the equivalent of the pulpit supply fee with the balance going to the relevant congregation. Should the gift of thanks from the family be less than the equivalent of the pulpit supply fee, the Funeral Celebrant (Church of Scotland) may claim the difference from the congregation. Travelling expenses should be claimed directly from the congregation at the normal rates.