

## **Draft Standing Orders for St Anne's Parish Church – updated on 28<sup>th</sup> January 2009**

### **1. Dates of Meetings**

The Kirk Session (“The Session”) will meet on the first Monday of January, April, June, September, and December in each year unless otherwise agreed by the Session. All meetings will deal with the ordinary business of the Session but if there are single topic issues to be discussed or matters of strategy to be considered then these can either be included in the business for a scheduled meeting or a special meeting can be called.

### **2. Unitary Constitution**

As from xxxxxxxx the congregation will operate under the Deed of Constitution (Unitary Form). The intention of adopting the Unitary Constitution is to assist the Church to focus on its mission and vision, increase efficiency and make meetings more stimulating and meaningful.

If there is any conflict between these Standing Orders and the Deed of Constitution (Unitary Form), the terms of the Deed of Constitution will take precedence.

### **3. Appointment of Elders**

Elders will be nominated and appointed by the Session.

### **4. Conduct of Business at Session Meetings**

Meetings of the Session will follow an agenda prepared by the Session Clerk or Clerks in consultation with the Minister and the Management Committee Convener as appropriate, although, at the discretion of the Moderator, the order in which items on the agenda are taken may be varied at any meeting. There will be an opportunity at the start of each meeting for elders to request that other items of competent business are added to the agenda but the Moderator will have discretion to refuse to accept the addition of such items.

Requests for the addition of substantial, important or potentially controversial items will not normally be accepted at a meeting and should be made to the Session Clerk or Clerks in writing not less than two weeks before the date of the relevant Session meeting. The Agenda for the meeting will be displayed for two Sundays in advance of the meeting

Decisions on items of business will normally be reached by consensus but at the discretion of the Moderator or by resolution of the Session (following a motion to that effect which is seconded) or if stipulated in these Standing Orders, items of business may be treated as requiring to be dealt with formally in which case the procedures of the Presbytery of Edinburgh relating to the conduct of business will apply except as may be varied in the circumstances at the discretion of the Moderator.

### **5: Committee Structure**

The Session will be organised in a committee structure. The purpose is to allow elders to contribute effectively to the Session's mission and to encourage members of the congregation to be involved directly in its work.

The Session will decide the number of committees and specify their remits and duties. The issue of structure and remits are set out in the Appendix to these Standing Orders. The Session may add other matters to the remits of committees at its own instigation or at the request of a Committee and may also remit any specific item to any Committee at the Session's discretion.

The Session may also set up Working Groups to undertake specific tasks and, if doing so, will specify the remit of the relevant Working Group and where appropriate the time scale for the task

Committees will be responsible to the Session for the discharge of their responsibilities.

## **6. Membership of Committees and Teams**

The Management Committee will comprise the Minister, who will be its Convener, the Session Clerk or Clerks, and the conveners of the other Committees (including the Treasurer(s)).

Other Committees shall include both elders and other members of the congregation (but may include the Treasurer(s) even if the Treasurer(s) is/are not a member(s) of the congregation). The Session will determine the number of members to serve on each committee and will appoint the members of the committees on the recommendation of the Management Committee, conveners or elders. Unless otherwise agreed by the Session, the number of congregational members on any Committee will not exceed the number of elders on it. Unless otherwise agreed by the Session, elders and congregational members will serve on only one committee (excepting the Management Committee) at any time. Active elders are normally expected to serve on a committee and will be given the opportunity to indicate a preference.

The Minister and Session Clerk or Clerks will be treated as “ex officio” members” of all committees . Accordingly they will be notified in advance of committee meetings, will be provided with copies of agendas and other papers to be considered by committees and notes of the meetings when they have taken place. They will be entitled to attend and participate in any such meetings although not to vote or propose motions.

Non-members of the congregation may not be appointed as full members of committees but may be appointed by the Session as “ex officio” members.

## **7. Conveners**

Each committee will have a convener and vice convener. The Treasurer(s) will normally be the convener of the Finance Committee. Any duties which are the responsibility of any convener (in addition to convening the relevant committee/team) may also be specified by the Session and set out in the Appendix. The Session will appoint the conveners of committees on the recommendation of the Management Committee, conveners or elders. The convener of each committee will normally be an elder. The period of office for a convener shall be for a term not exceeding three years. The convener shall be eligible for re-appointment for a further term not exceeding three years. This does not apply to the Fabric Committee convener.

## **8. Vice Conveners**

Vice conveners will be appointed at the first meeting of each Committee. The period of office for a vice convener shall be for a term not exceeding three years. The vice convener shall be eligible for re-appointment for a further term not exceeding three years. A vice convener will be expected to assist the convener as required and stand in for the convener when they are not available. The vice convener of each committee need not be an elder.

## **9. Length of Service of Committee members and other Office Bearers.**

Elders and congregational members on committees will serve in that capacity for a term not exceeding three years but shall be eligible for re-appointment for a term not exceeding three years. The date of appointment will be held to be the date of the Session meeting at which the appointment was made.

The Session Clerk or Clerks, Treasurer(s), Fabric Convener and Roll Keeper will serve for a term not exceeding five years but shall be eligible for re-appointment for a term not exceeding five years.

## **10. Duties/Remit of other Office-bearers**

The duties of such other office-bearers may also be specified by the Session and set out in the Appendix. The Session will appoint such office-bearers on the recommendation of the Management Committee, conveners or elders.

## 11. Frequency of Committee/Team Meetings and Reports

The Management Committee will normally meet prior to each ordinary business meeting of the Session on a date before the agenda for the Session meeting is due to be circulated. Conveners will be responsible for ensuring that other committees meet not less than twice a year.

Committee conveners will report to the Session at least twice each year in accordance with the following calendar (unless otherwise agreed by the Session):

	Jan	Apr	Jun	Sept	Dec
<b>Management</b>	x	x	x	x	x
<b>Education</b>		x		x	
<b>Fabric</b>	x		x		x
<b>Fellowship</b>	x		x		x
<b>Finance</b>	x		x		x
<b>Parish Mission</b>		x		x	
<b>World Issues</b>	x		x		x
<b>Worship</b>		x		x	

Conveners may report at other times with the agreement of the Management Committee or if requested to do so by the Session.

All Committee reports should be in writing and be submitted to the Session Clerk or Clerks not later than the date of the Management Committee meeting prior to the relevant Session meeting. Whenever possible, reports should be sent to the Session Clerk or Clerks by email and copied to the Church Office by e-mail.

Copies of the reports and the minutes/notes or report of the Management Committee will be circulated to elders along with the agenda for the relevant Session meeting. The preferred method of circulation will be by e-mail.

The order in which reports are placed on the agenda for Session meetings will be varied from meeting to meeting.

## 12. Operation of Committees

Committees are expected to be proactive in undertaking their remits. On their own initiative, they should examine subjects within their remits that they feel require attention or review. The results of their deliberations should be reported to the Session with recommendations for action. Except to the extent that any committee's remit includes delegated powers, recommendations or decisions of committees should not be implemented until approved by the Session.

The Quorum for all committees is three.

Each Committee will be expected to meet on a minimum of two occasions per year.

Decisions of committees will normally be reached by consensus but, should a vote be taken, a simple majority of those members of the committee present (i.e. excluding "ex officio members") will be necessary to carry a motion. In the case of a tied vote the Convener will have a second and casting vote.

Brief minutes or notes of committee meetings should be prepared and retained as a record of those present, subjects discussed and decisions taken.

Committees are not expected to undertake all the work involved in developing and implementing any of their proposals which are approved by the Session. Other committees, working groups or individuals should be involved when it would be advantageous to seek assistance or particular knowledge or expertise. Committees should bring the need for additional resources or concerns about any problem to the attention of the Session as soon as possible for information and, if appropriate, direction.

**13. Review of Committee Structure**

The Session will evaluate the effectiveness of the committee structure set out in these Standing Orders not less than once every three years.

**14. Other Reports**

All other reports and submissions to the Session, even if presented to the Session orally, should be given to the Session Clerk or Clerks in writing not later than the end of the relevant meeting. Whenever possible, reports should be sent to the Session Clerk or Clerks by email and copied to the Church Office by e-mail..

**15: Communication/Stated Annual Meeting**

A report or reports on the life and work of the congregation, including the Accounts will be presented to the congregation at the Stated Annual Meeting. The minutes of the Stated Annual Meeting will be published in the Church Magazine. Reports of points of interest arising from Session meetings will also be published in the Church Magazine.

**16. Amendment of Standing Orders**

Any proposal to amend these Standing Orders will either (1) be proposed by the Management Committee or (2) be submitted to the Session Clerk or Clerks in writing not less than three weeks before the date of the relevant Session meeting. Any such proposal will be dealt with formally at the relevant Session meeting (see Standing Order 4).

**17. Suspension of Standing Orders**

At a meeting of the Session, it shall be competent, in relation to a particular matter, to suspend these Standing Orders or any of them on a motion to that effect supported by at least two-thirds of the elders present and voting.

**Appendix to Standing Orders  
St Anne's Parish Church – Committee, Team and other Remits**

**1. Management Committee**

- Co-ordination of the business of the Kirk Session and its committees
- Preparation of business for Session meetings
- Preparation for Stated Annual Meeting (and other congregational meetings)
- Monitoring of work of committees and ensuring regular reporting of committees to Session
- Acting as “nomination committee” for the Session

**2 Education Committee**

- Sunday School
- Training for adults
- Disclosure Training
- Adult Christian education
- Promotion of Corstorphine Churches Together education events

**3 Fabric Committee**

- Maintenance and repair of all Church property:
  - All Church buildings including Church, Church Halls, and Manse
  - Grounds of Church/Halls
  - Furniture, furnishings, silver, brass, organ, and all other items or property of any kind owned by or in the care of the congregation
  - Heating, and other systems within the buildings
- Health and Safety
- Maintenance of Property Register
- Undertaking annual inspection of properties
- Ensuring (in conjunction with the Treasurer) that all Church property and other items as above are fully insured
- Ensuring that any other duties of the Kirk Session under the (new) Constitution or the laws/regulations of the Church of Scotland relating to property/fabric are observed including the relevant Disability Discrimination legislation
- Convener, in consultation with the Committee is authorised to incur expenditure up to and including £1000 per item without the prior approval of the Kirk Session. Expenditure over £1000 per item requires prior approval of Kirk Session on recommendation from the Committee.

**4 Fellowship Committee**

- Pastoral care teams
- Roll Up-dating
- Oversight of Social Committee, Guild, Walking Group, Flower Committee, Sunday Teas and Fair Committee

**5. Finance Committee**

- Monitoring the finances of the Church and making recommendations to the Kirk Session
- The Committee has delegated power to negotiate and agree normal/routine contracts
- Accounts
- Freewill offering
- Gift Aid
- Stewardship
- Hall Letting and Charges
- Insurances
- Wedding Charges

**6. Parish Mission**

- Magazine
- Congregational Leaflets
- Christmas and Easter cards
- Struan Lodge
- Uniformed organisations
- Outreach Fund
- Website
- Corstorphine Churches Together

**7. World Issues.**

- Christian Aid
- Fair trade
- World Mission (Twinning and projects)
- Eco-church

**8. Worship Committee.**

- Welcome Teams
- Readers
- Communion Duties