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ROUGH GUIDE TO

# PRESBYTERY

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**FURTHER MINISTRIES TEAM** PRESBYTERY OF ANNANDALE AND ESKDALE

# INTRODUCTION

Welcome to this Rough Guide to Presbytery.

The aim of this Guide is to outline the key areas of practice and procedure of our Presbytery. A full account of this work can be found at [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk) where a copy of 'An Introduction to Practice and Procedure in the Church of Scotland' by Gordon McGillivray, updated in 2009 can be downloaded.

The Standing Orders of the Presbytery of Annandale and Eskdale, at the back of this Rough Guide set out the practice adopted in this Presbytery.

If you're baffled by any of the jargon, have a look in our Jargon Buster.

I am grateful to the Presbytery Clerk, Rev. C. Bryan Haston, for his support in producing this Rough Guide. For more information about the Presbytery visit: [www.presbyteryofannandaleandeskdale.com](http://www.presbyteryofannandaleandeskdale.com) For information about the Further Ministries Team, or to contact members of the team, please visit [www.furtherministriesteam.com](http://www.furtherministriesteam.com)

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# SECTION 1

## THE BIGGER PICTURE

### The Church of Scotland - a bit of history

The Church of Scotland web-site at [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk) contains the following

#### History

The modern Church of Scotland is reformed and Presbyterian. The history of how it grew into its present shape starts more than 1,500 years ago.



#### The early years

About 400AD, St Ninian began the first large-scale Christian mission to Scotland from Whithorn in the far south-west, converting many Pictish people to the new faith, long before Scotland was a single country. The great heroic figure of the early story is St Columba, the Irish prince-in-exile, who crossed to the island of Iona off the west coast of Scotland later in the fifth century. He established a community of monks who spread the Gospel far and wide through Scotland and the north of England.

#### The Middle Ages

In the centuries that followed, as Scotland began to find its identity as a nation, and hundreds of years of tension with her English neighbours to the South began, the Church adopted the Roman, not Celtic, practices of work and worship. Sainly figures like Queen Margaret encouraged and supported its work and influence, and the papacy allowed Scotland to be independent of England for church purposes.

#### Reformation

The Reformation in Scotland came to its head in the 1560's, and was modelled on John Calvin's Geneva. His pupil John Knox is famous for head-to-head debates with Mary, Queen of Scots, the Roman Catholic Queen who returned from France and tried to remain loyal to the Roman system. By the end of the 16th century, the Protestant Church of Scotland had developed into a Presbyterian Church, with a system of courts (today the General Assembly, Presbytery and Kirk Session), and a strong tradition of preaching and scriptural emphasis.

#### Covenanters

Anyone reading Scottish history comes to realise what a key player the Church of Scotland has been since it was reformed in the 16th century. It was not all plain sailing from then on, however, especially after the crowns of Scotland and England were united in 1603. Attempts by Charles I and Charles II to control the Kirk (to use the Scots term) met with protest, including the signing of the National Covenant at Greyfriars Church in Edinburgh in 1638.

Many years of struggle continued amongst factions with different views. Known as the Covenanters they continued to proclaim their faith, even resorting to holding open-air services.

## **National Church**

The succession of William and Mary to the throne in 1688 changed the situation, and the Revolution Settlement of 1690 finally established the reformed, Presbyterian Church as the National Church of Scotland. The monarch even today has a special relationship with the Church of Scotland and renews that every year by sending a representative to attend the General Assembly.

## **Disruption and reunion**

Controversy and division were common in the Church between 1750 and 1850, when there was considerable concern about the Church's relations with the State, particularly over intervention in the appointment of ministers. The largest division was the Disruption of 1843, a major split which saw about one third of the Kirk break away to form what came to be the Free Kirk.

The next 90 years were spent removing the causes of division, and reuniting several churches, all of them Presbyterian, so that today the Church of Scotland is the largest Protestant church in the country, with a number of very small churches alongside it, representing those who chose not to find their way into the union process.

## **Women in the church**

Women were only made eligible for ministerial ordination in 1968, one year after a group of six women made a ground-breaking appeal to the General Assembly for them to be allowed to be fully ordained ministers of word and sacraments. This was only two years after women were permitted to be ordained to the office of the eldership. The first woman elder in the Church of Scotland was ordained on 19<sup>th</sup> June 1966.

## **Our faith**

Central to the Church of Scotland is our love and worship of God through following the teachings and examples of Jesus Christ. We express our love for God by our love and practical care for each other and for those we live with and encounter in our daily lives. Church of Scotland parish churches play a crucial part across a range of communities, from remote villages to deprived urban areas where shops, banks, schools and other institutions have disappeared.

Pastoral care of parishioners is an essential part of Christ's calling to the Church, particularly in times of need. As part of their caring task, local churches also aim to resource and run projects relating to groups such as asylum seekers and unemployed people.

## **The Church of Scotland today**

The process of reunion gave the Church of Scotland an opportunity to resolve once and for all how it wanted to govern itself and how it wanted to relate to the state. Little remains of the Church's previous establishment, but it retains a strong sense of a national responsibility bring Christ's Gospel to the whole of Scotland. It is free, therefore, from civil interference in spiritual matters. In a millennium and a half, the Church has been at different times a tiny, radical outside force, a

revolutionary movement, a strand of government and a partner in civil society. It has been supportive and critical, protective and destructive.

Today the Church of Scotland lives in the creative tension of serving a nation, offering the ordinances of to religion and also providing a prophetic Gospel voice through parish ministry and national engagement of many kinds.

## How We Worship

Worship within the Church of Scotland is for everybody, regardless of age, nationality, status or ability. Patterns of worship vary from church to church and this generally means that people can find a place of worship where they feel comfortable.

The parish minister is responsible for leading worship although increasingly, church members including deacons, elders and readers are involved in both planning and helping to lead worship. Regular services of worship are at the heart of the life of the Church, but congregational life often includes prayer groups, Sunday schools for children, youth groups, the Guild, social activities and support groups for people facing problems.

Music is an essential part of the Church's worship and can take a wide variety of different forms. Increasingly, multimedia, such as the use of video, is used during church services to help spread the word of God in the 21st century. Preaching is central to the Church of Scotland's way of worshipping God. The preacher, usually the minister, will share a message drawn out of a passage from the Bible. Preaching aims to help people interpret and apply the Bible's teaching to modern life today.

## Holy Communion

Holy Communion, also called the Lord's Supper, is open to all those who love the Lord Jesus Christ and have made public profession of faith.

## The General Assembly and Courts of the Kirk

The General Assembly has the authority to make laws determining how the Church of Scotland operates. It is also the highest court of the Church in which cases can be heard in matters of litigation. The other courts in the Church are the Kirk Session and the Presbytery.

The Assembly comprises around 850 commissioners who are ministers, elders and members of the diaconate. It meets at the same time in May each year for a week, usually in the Assembly Hall on the Mound in central Edinburgh.

The first General Assembly was held in December 1560, which was the year of the Scottish Reformation and which marks the beginning of the Church of Scotland as we now know it.

### GENERAL ASSEMBLY

governs work of church at national level;  
meets annually;  
Moderator appointed annually;  
hears petitions/overtures from Presbytery;  
hears reports from Committees;  
sends down 'remits' to Presbyteries;  
850 commissioners

### PRESBYTERY

governs work of church at regional level;  
covers the whole of Scotland 49 (including England, Europe, Jerusalem), each one has its 'bounds', or geographical area;  
average 7 - 11 meetings annually;  
supports charges in vacancy, resourcing, equipping...;  
made up of ordained ministers/elders, along with observers;  
sends commissioners to GA

### KIRK SESSION

the leadership team of the local congregation;  
governs work of church at local level;  
includes elders and ministers in charges; takes care of all in charge/community;  
concerned with worship, pastoral care, mission;  
appoints Presbytery Elder to attend Presbytery along with minister

A Map of the Presbyteries of the Church of Scotland with the Presbytery of Annandale and Eskdale in insert



The Church of Scotland  
Panel on Review and Reform



# SECTION 2

## WHO AND WHAT IS PRESBYTERY

### Presbytery exists to:

- proclaim the Gospel of Jesus Christ through worship, witness, nurture, and service;
- encourage, strengthen and support the people of God;
- supervise the work of the Church within its bounds including appropriate oversight of congregations and ministries

Panel on Review and Reform, 2011

### Who are members of Presbytery

- Ministers: in a charge within the bounds of Presbytery, also includes those who hold an appointment at a faculty of Divinity in the Presbytery, or under a committee/court of the Church, chaplains, retired, Associate and Community Ministers, Auxiliary Ministers during an appointment.
- Elders: appointed by each Kirk Session, whether a linked charge or not.
- Additional Elders: appointed by Presbytery in respect of each ministerial member who is not a Parish Minister, sometimes called 'Presbytery Appointed Elders'
- Corresponding Members: with the right to speak but not to vote.
- Associates: at a meeting 'in hunc effectum', e.g. for an ordination or an induction, it is customary to agree to associate with the Presbytery, for that meeting, members of other Presbyteries who may be present.

### Who officiates?

- Moderator: a member of Presbytery, appointed for one year, to ensure that meetings of Presbytery run smoothly, to rule on points of order and to declare results of votes. Signs minutes of each Presbytery meeting
- Clerk: generally a minister appointed by Presbytery, keeps the Presbytery records, takes minutes of Presbytery and circulates before next meeting.
- Treasurer: appointed by Presbytery

### How meetings work

There are typically three types of Presbytery Meetings:

#### ordinary meetings

at the end of which a meeting is adjourned, to sit at the next date stipulated

#### meetings for a particular purpose

...or 'in hunc effectum', e.g. for an induction or ordination

#### meetings for urgent business

...or 'pro re nata', called by the Moderator or if requested to by three or more members of Presbytery

The typical Agenda of an Ordinary Presbytery meeting includes:

- devotions usually conducted by the Moderator, who can invite someone to assist.
- register, or sederunt is passed around for members to sign; apologies noted.
- minutes of the last ordinary and/or other meeting of Presbytery are submitted, amended and then approved.
- 'Order of Business' for that meeting is then usually approved, guided by the Convener of the Business Committee. It is at this point that matters to be raised that are not on the agenda are brought forward, or the order changed.
- Committee reports are taken, along with items relating to vacancies, and any correspondence.
- from time to time Presbytery or one of its Committees may invite a guest to speak on a theme relating to their work.
- date, time and venue for the next meeting is agreed.

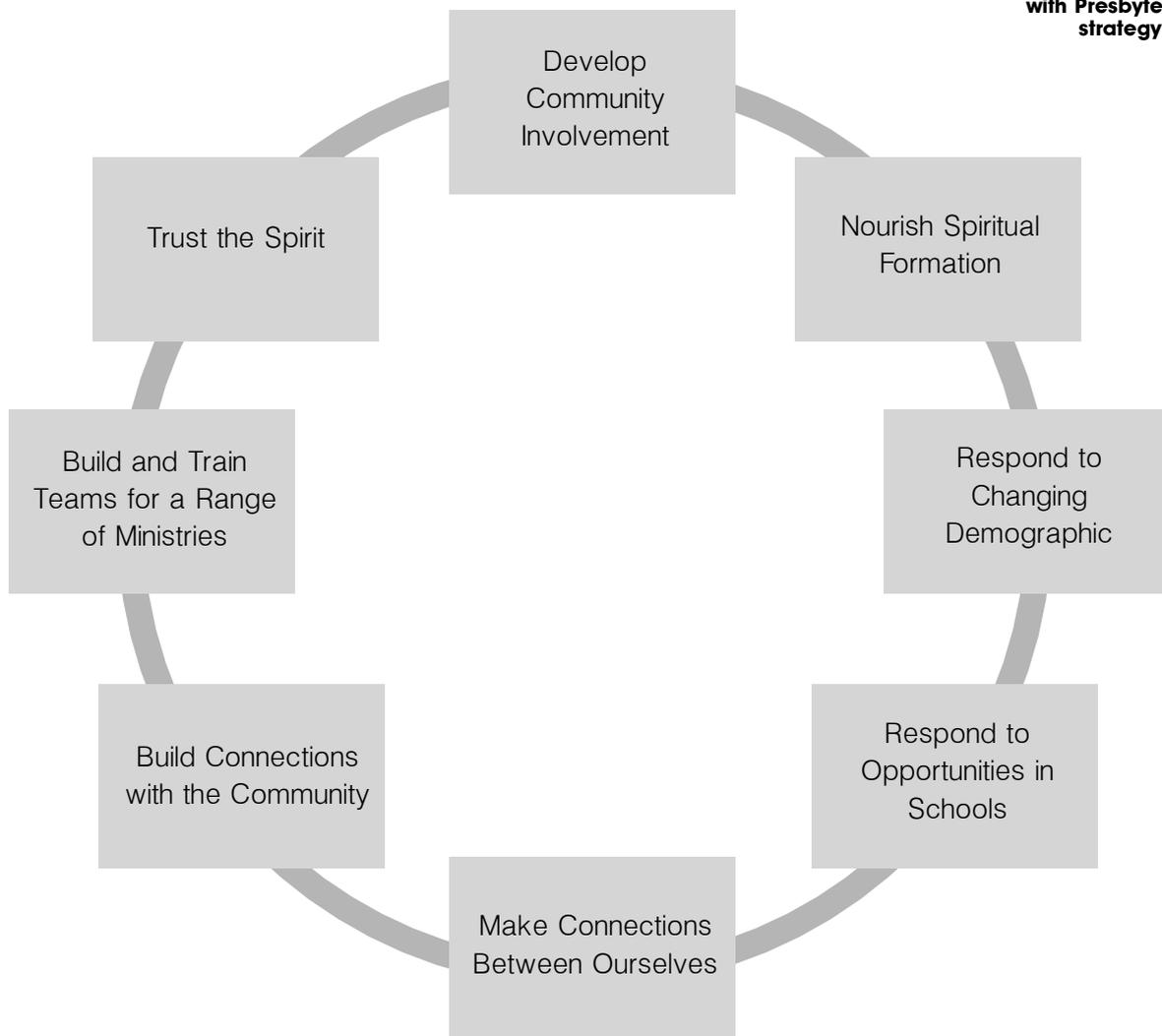
## Strategy and Vision

In October 2011 the Presbytery of Annandale and Eskdale agreed a Presbytery Strategy. This document outlines the seven Strategic Thrusts which give an overview of the direction in which the Presbytery is moving. While these Strategic Thrusts are crucial to the practical work of Presbytery, they are held, in the wider context of God's mission, a mission with which we gladly join in.

The seven Strategic Thrusts are:



**Rev. Peter Neilson working with Presbytery towards the strategy in June 2011.**



For each Strategic Thrust there are a number of very specific goals and tasks, allocated to Presbytery Committees and/or staff. It will be the job of Presbytery to maintain an overview of this strategy, and of the committees and staff to make

sure that the tasks are completed in the agreed time frames. A full copy of this document can be found at [www.furtherministriesteam.com](http://www.furtherministriesteam.com) or [www.presbyteryofannandaleandeskdale.com](http://www.presbyteryofannandaleandeskdale.com)

## Presbytery Committees - what they do

The outworking of the Presbytery vision and strategy is the task of the various Committees of Presbytery, which are:



**Rev. Jack Brown, Moderator of Presbytery 2009/2010**

**Business:** orders and oversees business of Presbytery meetings

**Church and Society:** engages in the national, political and social issues affecting Scotland and the world today

**Further Ministries Strategy Group:** guides the work of the Further Ministries Team

**Ministry, Stewardship and Finance:** promotes and encourages Christian stewardship; supports a variety of ministries for the Church

**Mission and Discipleship:** promotes an overall focus for mission and develops resources for congregations

**Parish Reappraisal:** directs change in ministries and buildings to further mission

**Pastoral Care of Ministries:** offers prayerful and practical support to all in ministry

**Property:** supports congregations with the upkeep of all buildings

**Superintendence:** supports the strategic development of congregations and offers regular reviews

**World Mission and Ecumenical Relations:** works internationally to share the gospel, support theological education and encourage holistic ministry; encourages local, national and international work with other denominations

Committees are given the remits or decisions of the General Assembly which relate to their particular area of work. They report to Presbytery on their work, and bring to Presbytery any deliverances for decision making.

Members of Presbytery are invited annually to suggest on which Committee they would like to serve. Generally members of Presbytery serve on at

least one Committee at a time, but may serve on more than one.

Conveners of Committees are elected in March to take office following the General Assembly. Committees can co-opt additional members, not necessarily from within Presbytery, up to one-fourth of their stated number, with the prior approval of Presbytery.

# SECTION 3

## WHAT DOES A PRESBYTERY ELDER DO?

### Joining in at Meetings

As a Presbytery Elder you will be expected to attend, if possible, all meetings of Presbytery. There are normally 7 ordinary meetings of Presbytery per annum. You will receive a mailing (often called a billet) a few days before each meeting with key papers. It's useful to read through these papers in advance to get the most out of the meeting. Each Presbytery meeting begins with a brief service of worship, usually led by the Moderator of Presbytery. The first Presbytery meeting of the year (in September) begins with a longer service, usually including communion, in the home church of the Moderator for that year. Presbytery meetings close with a prayer and a blessing.

Meetings usually last for no longer than 2 1/4 hours (although meetings can be extended by a maximum

of 30 minutes if 2/3 of those present agree). Meetings normally begin at 7:30pm.

Presbytery is a time for discussing and agreeing business relating to the whole life and work of Presbytery. Therefore it is important that as a member of Presbytery we are familiar with the issues that are going to be raised, and that we feel confident to speak during meetings. If you have comment to make raise your hand and the Moderator will take your query. If you have a point of order to make, again raise your hand. The Moderator may clarify with the Convener of the Business Committee and/or the Presbytery Clerk before taking your point of order. See Standing Order 11 in the appendix for more detail.

### Decision Making

Many decisions are made by consensus, i.e. without voting. The Moderator may, however, at a given point, ask if Presbytery approves a certain matter. It is the convention within the Church of Scotland to stamp our feet in approval! For other decisions, a vote may be taken. A proposal will be made, with someone from the body of the Presbytery seconding, or supporting that motion. You will be asked to vote either for or against the motion, or to abstain (withhold your vote). The votes will be duly counted and a decision reached.

If you are a Corresponding Member of Presbytery you have a right to speak on any matter before Presbytery (see Standing Order 15). You are not allowed to raise any new issues at Presbytery meetings, and you can't propose or second motions, or vote.



**Pre-Presbytery training for new elders.**

## Reporting back to Kirk Session

As a Presbytery Elder you have been appointed on behalf of your Kirk Session. Therefore your Kirk Session will normally expect you to give a report, either written or verbal, after Presbytery meetings. It's important to clarify with your Minister and your Session Clerk what might be expected of you. Remember that your report may be the only time that members of the Kirk Session hear about the wider work of the Presbytery. So do try to make your report lively

and interesting. Make sure you report back any issues of key concern to your Kirk Session, but remember that your Kirk Session will also be interested to hear what is happening in the wider church. A blow-by-blow account of the detail of each discussion may not be the most riveting way to report. But a 30-second report glancing over big issues may be equally frustrating! Its about finding a balance. If in doubt, talk to other Presbytery Elders about the way they report back.



**Small group work at a Presbytery meeting.**

## Training

As a new Presbytery Elder you may find it useful to join in with the pre-Presbytery training sessions offered by the Further Ministries Team. These take place before Presbytery meetings (look out for the information in the billet), and often include soup and a roll. At these sessions there will be an opportunity to hear from experienced Presbytery members, and to ask any questions you may have. This is also an opportunity to share fellowship and to get to know each other better.

## Being a General Assembly Commissioner

The Presbytery appoints Commissioners to the General Assembly each year. Normally our Presbytery sends four Ministers and four Elders. For the detail of how this works look at Standing Order 22. As a Commissioner you will be expected to attend, if possible, all the sessions of the General Assembly, which is normally held over a period of 7 days towards the end of May each year in Edinburgh. A blue book containing all the reports of the various church committees and commissions is issued in advance of this meeting. It might be helpful to work through this book with other commissioners from Presbytery to help highlight what the key debates and issues are.



**Small group work at a Presbytery meeting.**

# SECTION 4

## PRESBYTERY JARGON BUSTER

Ad hoc committee	a committee set up for a specific purpose
Bounds of Presbytery	the bounds (area) of a Presbytery are defined by an Act of the General Assembly
Corresponding Member	a member of Presbytery who can speak but cannot vote or raise new issues for discussion
Devotions	prayers/worship conducted at the beginning of a Presbytery meeting
Deliverance	a proposal taken to Presbytery, or the General Assembly, for a decision
General Assembly	the third court of the Church of Scotland, which meets annually with elected Commissioners from each Presbytery to decide on matters of substance
In hunc effectum	for that purpose alone
Kirk Session	the first 'court' of the Church of Scotland where matters relating to the spiritual and material well-being of the charge are discussed
Linked Charge	where two or more Congregations are Linked together, but maintain their autonomy, normally under one Minister
Locum tenens	a person holding an office temporarily
Minister	the 'teaching Elder' within a Kirk Session
Minute	a permanent record of the meeting of Presbytery
Moderator	the person who chairs, or keeps order, in a court of the Church. The Moderator serves for 12 months, and can be an Elder or a Minister.
Modus operandi	way of working
Presbytery	the second 'court' of the Church of Scotland, where ordained Elders and Ministers are responsible for all spiritual matters within its bounds
Presbytery Appointed Elder	an Elder appointed by Presbytery e.g. to balance for every non-parish Minister on the Roll
Point of Order	a question of procedure, and is not an explanation or refutation of any argument.
Pro re nata	for some unexpected and urgent item of business
Quorum	the minimum number whose attendance will constitute the meeting of a court
Sederunt	the register taken at the beginning of a Presbytery meeting
Session Clerk	someone appointed by the Kirk Session to prepare and keep the minutes and ensure safe custody of all official records
Translation	the movement of a Minister from one Charge to another
United Charge	where two or more Congregations are United into one single Charge

**1** The Presbytery shall meet on the first Tuesday of February, May, September and December and the third Tuesday of March, June and October.

The Sacrament of Holy Communion shall be celebrated at the September meeting within the Moderator's charge at 7.00 p.m.

All other ordinary meetings will take place at the later hour of 7.30 p.m. in a venue to be determined by Presbytery. Other meetings may be held as resolved by the Presbytery or as called by the Moderator.

**2** During the Summer and Christmas recesses an ad hoc Committee of three consisting of the Moderator, Clerk and Business Convener, or their immediate predecessors in office, shall be empowered on behalf of Presbytery to deal with any matters arising and these shall be reported to the next ordinary meeting for homologation.

**3** The Moderator shall hold office normally for twelve months. He or she shall be nominated on a recommendation by the Business Committee at the March meeting and shall take office at the June meeting. In the absence of the Moderator, his or her predecessor shall preside.

**4** The Presbytery shall appoint a Clerk who shall hold the office during pleasure of the Presbytery.

**5** The Presbytery shall appoint a Treasurer who shall hold the office during the pleasure of the Presbytery.

**6** Except as otherwise provided in these Regulations, the conduct of Presbytery shall be governed by the Standing Orders of the General Assembly and the practice and procedure of the Church.

**7** Any business for inclusion on the Agenda shall be notified to the Clerk with delivery of relative papers not later than two weeks before the Presbytery meeting.  
Urgent business arising too late for inclusion on the Agenda in this way shall normally be intimated to the Clerk at least 48 hours before the meeting.

**8** Along with the billet of business of each ordinary meeting there shall normally be circulated a copy of the Draft Minute of the previous ordinary meeting, but with such omissions as the Presbytery may have authorised, which may be held as read.

**9** Apologies for absence shall be intimated to the Clerk prior to the day of the meeting, or entered in the Sederunt Sheet provided.

**10** Immediately after the approval of the Minute the Order of Business shall be agreed. Consent to introduce business additional to that on the Agenda must be obtained on the Order of Business.

**11** All motions shall be handed to the Clerk in writing. Members may not speak more than once on any motion, except on a point of order.

Conveners or movers of Motions have the right of reply, after which there shall be no more discussion.

Note: A point of order is a question of procedure and is not an explanation or refutation of any argument.

**12** Notices of Motion shall be read by the Clerk and printed on the Agenda for the following meeting of Presbytery.

The printing of the terms of a proposed Motion in the Notice calling a meeting may be accepted by the Presbytery as equivalent to formal Notice of Motion given at a previous meeting.

**13** It shall not be competent to move any motion revoking a decision of Presbytery within six months without suspension of the Standing Orders.

**14** The Business Committee shall nominate Presbytery Appointed Elders in March to take office from 1st July to 30th June following.

Elders Commissions, which run from 1st July to 30th June, shall be forwarded to the Clerk within two months of the close of the General Assembly, but preferably by the beginning of June, in order that proposals for Committee membership may be timeously presented.

Members of Committees shall be appointed on nomination by the Business Committee.

**15** Active serving Readers shall be invited each year to be Corresponding Members of Presbytery and shall be entitled to attend all meetings and serve on Standing Committees.  
(As in Standing Order 14 anent Elders' Commissions the Clerk be instructed each year to ascertain their willingness to serve in Presbytery and on the appropriate Standing Committees.)

The Convener, Secretary, Education Representative and the Ecumenical Representative of the Presbyterian Council of the Guild shall be ex officio Corresponding Members of Presbytery, and shall be entitled to attend all meetings and serve on Standing Committees.

(Since Corresponding Members have no right to vote it follows that they have no power to propose or second motions. And since their speaking is to be confined to "any matter before Presbytery" it seems to follow that they have no right to raise any new matter.)

**16** The Standing Committees of the Presbytery shall be the following:

Business;  
Church and Society;  
Further Ministries Strategy Group;  
Ministry, Stewardship and Finance;  
Mission and Discipleship;  
Parish Reappraisal; Pastoral Care of  
Ministries; Property;  
Superintendence and  
World Mission and Ecumenical Relations.

The Moderator, Clerk and Business Convener shall be ex officio members of all Standing Committees.

**17** Conveners shall be nominated by the Business Committee and elected in March to take office following the General Assembly in May.

Conveners shall give a copy of their report to the Clerk not later than the end of the Presbytery meeting.

**18** The Business Committee shall consist of the Conveners of the Standing Committees, Moderator, Clerk, Treasurer, Publicity Secretary, the immediate past Moderator and five others appointed annually by Presbytery.

**19** Where possible four persons should serve both on the Property and Parish Reappraisal Committee.

(Item 3]ii] of Minute of Meeting of 7/11/89: Necessary Buildings - "Steps to be Taken".)

Members of Presbytery who are members of Committees appointed by the General Assembly shall have the right to be ex officio members of the corresponding Presbytery Committees.

**20** All Standing Committees shall have the power to co-opt members (not necessarily from within the Presbytery) up to one-fourth of their stated number.

Co-opted members shall hold office for not more than one year and shall not be entitled to vote. Co-opted members may at any time be again co-opted. All proposed co-options under this section shall, require the prior approval of Presbytery. (Item 4]I] of Minute of Meeting of 6/12/88.)

**21** Meetings of Committees shall be held as and when required and a factual report on diligence submitted to Presbytery prior to the summer recess.

**22** The Presbytery shall resolve at the ordinary meeting in February to elect its Commissioners at the ordinary meeting in March. While the Presbytery reserves the right of free election of Commissioners to the General Assembly, it shall be the practice of the Presbytery to elect the Clerk. Other Commissioners to be nominated shall normally be chosen by rotation.

No minister or elder who fails to attend four ordinary meetings of the Presbytery in the year preceding his or her possible election shall be eligible for election unless good reason is known for failure to give such attendance.

In electing its Commissioners Presbytery shall give proper representation to those ministers not in charges and to those retired ministers who have maintained an active interest in the affairs of Presbytery and have expressed a willingness to be elected as a Commissioner.

**23** At all Ordinations, Inductions and Introductions the Moderator, or a predecessor in office, shall preside and give the charges to the minister and the congregation; and the ministers to conduct devotions and preach the sermon shall be appointed by rotation.

**24** The Moderator shall normally conduct public worship and preach in two charges during his or her term of office, taking the greetings of Presbytery. The Minister of each such charge may be present, and the Presbytery, if required, shall meet the pulpit supply fee payable in the Moderator's own charge.

The congregations to be thus visited in any particular year shall be nominated by the Business Committee after consultation with the Moderator.

**25** The Annual Examination of Congregational Records shall normally take place before the end of March at a time and place agreed by Presbytery.

The Business Committee shall make all the necessary arrangements regarding the Examination of Records and the Statements of Finance.

**26** Prior approval of Presbytery is required before any Kirk Session or Financial Court enters into any agreement or contract involving either pastoral or ministerial assistance or the services of a 'professional fund raiser' with any individual or agency outwith the control, direct or indirect, of the General Assembly of the Church of Scotland.

**27** The Accounts of Presbytery and Standing Committees, which have funds, shall be audited annually and submitted to Presbytery for their adoption.

**28** Standing Committees should ensure that requests to Presbytery for annual expenditure to be included in the Budget should be in the hands of the Treasurer by the October meeting unless there are exceptional circumstances.

**29** A levy to meet the expenses of Presbytery shall be made on each congregation at a rate per congregation as shall be determined by Presbytery at their December meeting in each year; notices to be sent out thereafter by the Treasurer and payment to be made to the Treasurer not later than the end of January.

**30** Any member of Presbytery carrying out a specifically designated task on behalf of Presbytery is entitled to claim travelling expenses at the lowest rate for ministers on pastoral duty. (Item 3]b]l) of Minute of Meeting of 7/11/89: "The Treasurer explained that specifically designated meant undertaking some task which was not within the normal duties of a member of Presbytery, e.g. presenting Presbytery's view to a particular body, etc.") Reimbursement shall not be made for attendance at Presbytery or Committee meetings.

**31** The Standing Orders may be suspended on a vote of two-thirds of members present in favour.

**32** Any amendment of the Standing Orders shall be by resolution of the Presbytery after one month's notice of motion and shall require the support of not less than two-thirds of those voting.

Approved by Presbytery 15/6/93.

Amended 5/9/95 [SO 18]; 18/6/96 [SO 16];  
2/9/97 and 5/5/98 [SO 15]; 1/5/01 [SO 16 and 19];  
28/8/01 [SO 16]; 19/3/02 [SO 18]; 3/12/02 [SO 28  
and 29]; 6/11/07 [SO 16] and 18/3/08 [SO 16].



Annandale & Eskdale

# Further Ministries Team

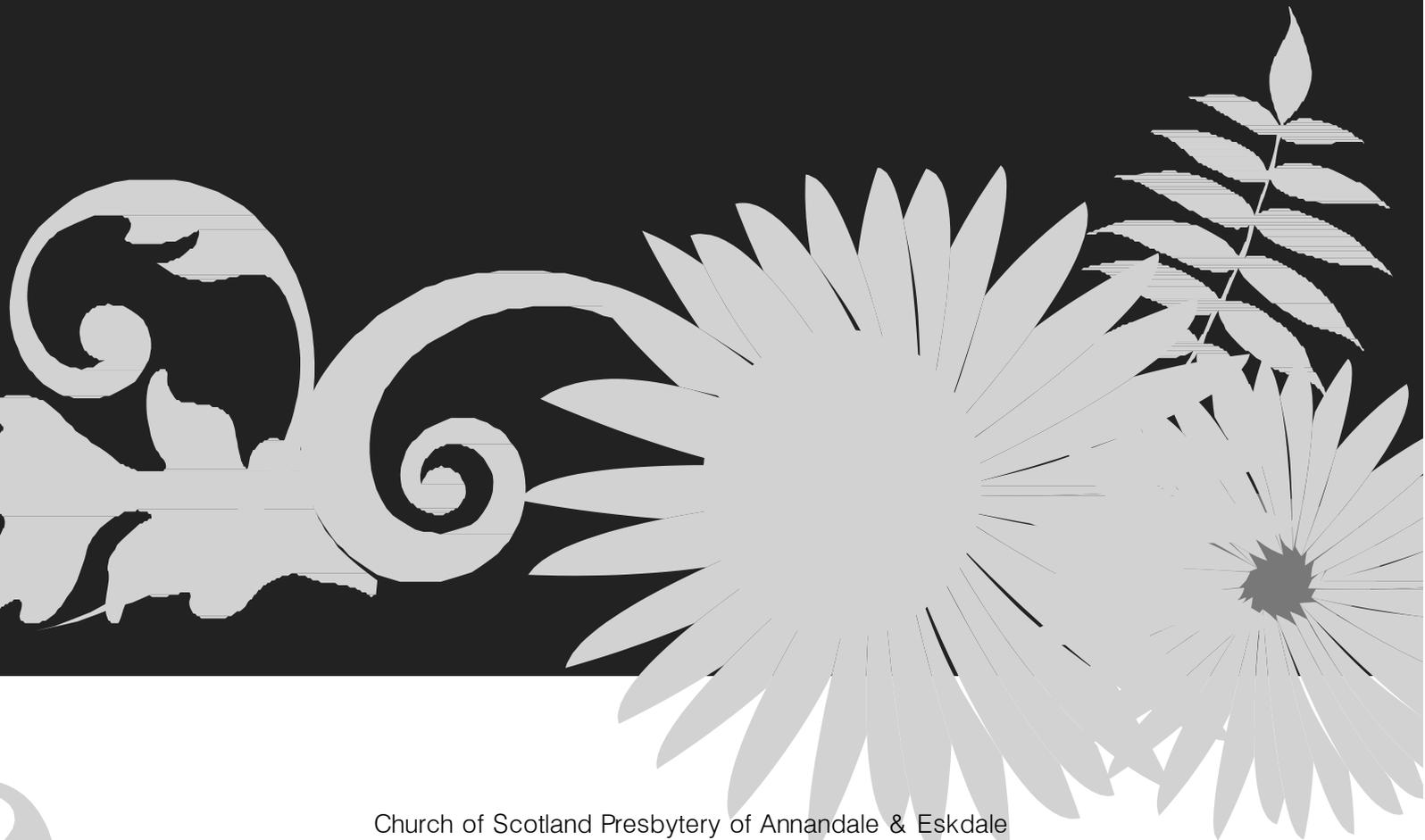
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Church of Scotland Presbytery of Annandale & Eskdale  
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