

# BUSINESS COMMITTEE

Minister

RESOURCES  
CONVENOR

STRATEGY &  
ENGAGEMENT  
CONVENOR

MISSION  
CONVENOR

NURTURE  
CONVENOR

Clerk or  
minute secretary

*Responsible to and  
reporting directly to  
Business Committee*

Health & Safety  
Co-ordinator

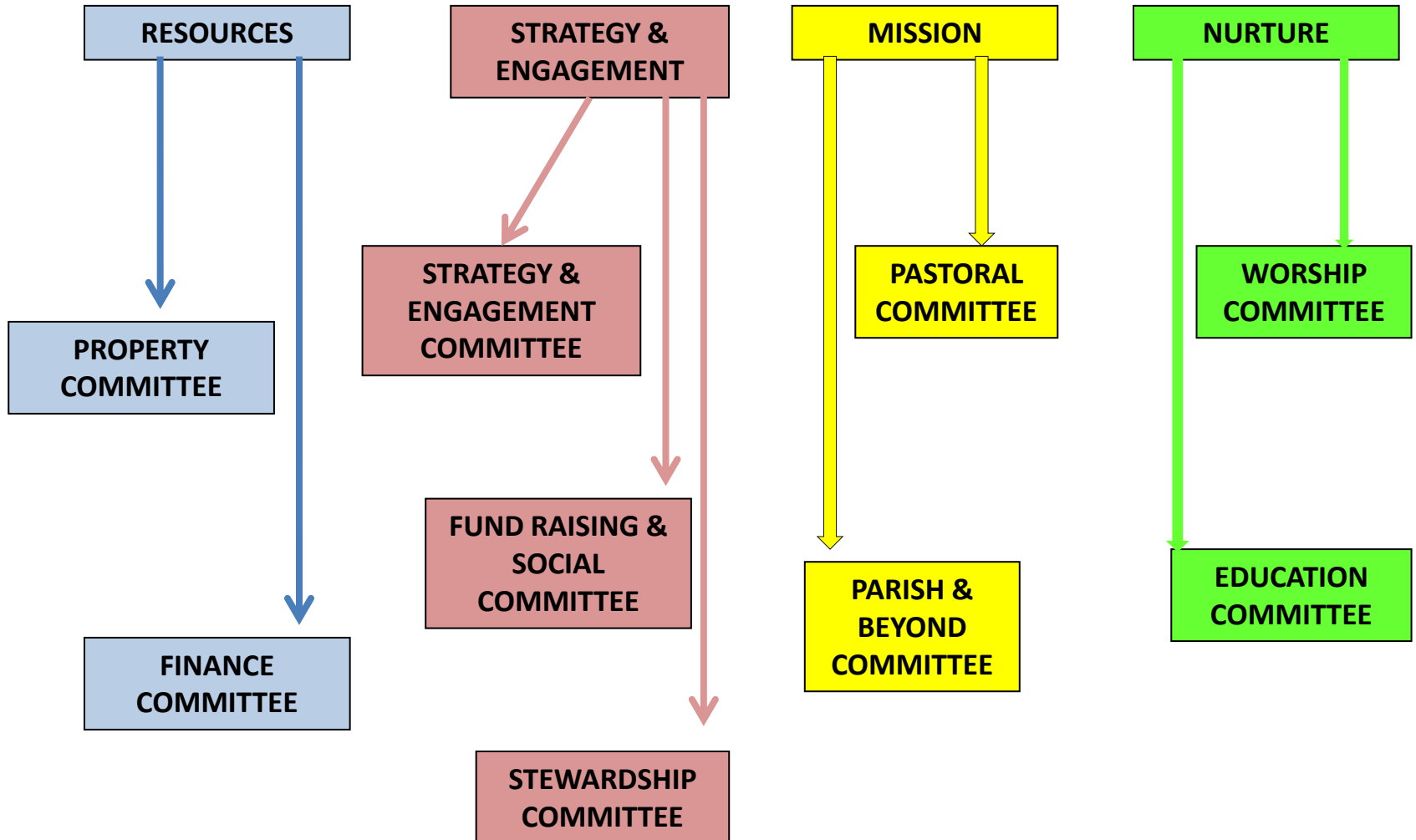
Protection of  
Vulnerable Groups  
Co-ordinator

Food Hygiene  
Co-ordinator

## ***Responsibilities of the Business Committee***

- Instructing and receiving reports from committees
- Planning and setting agenda of Session Meetings
- Ensuring agreed actions are executed
- Preparation of Annual Report for OSCR
- Ensuring the proper functioning of the church and its worship
- Maintenance of Records (Annual Inspection of Records)
- Membership records
- Financial records
- Fabric including Manse Schedule
- PVG, Health & Safety, Food safety

## COMMITTEES AND SUB-COMMITTEES



## RESOURCES COMMITTEE

### Membership

#### RESOURCE CONVENOR

Reporting of FINANCIAL AND PROPERTY issues to Business Committee and Trustees.

Efficient running of Resources Committee

**LEADER  
FINANCE COMMITTEE**

**LEADER  
PROPERTY COMMITTEE**

### Responsibilities

[PROPERTY](#) (See next slide)

[FINANCE](#) (See next slide)

**Membership:** Resources Convenor (Convenor), Leaders of Finance Committee and Property Committee. Minister (ex officio), + others

## PROPERTY COMMITTEE

### PROPERTY COMMITTEE LEADER

Reporting of fabric condition and maintenance requirements to Resources Committee.  
Maintenance of Fabric records.  
Preparation of fabric maintenance programme including budget costs.  
Efficient running of Property Committee.

### Members of Property Committee (areas of responsibility to be decided by committee themselves)

- Church, Manse, Hall
- Electrical circuits including lighting
- Heating
- Maintenance of electrical equipment (e.g. Kitchen appliances, pianos, computers, projector, PA systems, printers, CCTV, fire alarm, etc..)
- Grounds

### Responsibilities

- Responsible for the upkeep, maintenance and improvement of all buildings, fixtures and fittings and for ensuring a safe and healthy environment within the buildings and within the grounds in full compliance with legislation as required, e.g. Health and Safety, Disability, etc.
- Responsible for ensuring the building is opened and closed, heated and lit, appropriately manned (e.g. Door keeper duties) each day of use including regular events and occasional events such as funerals, school services, etc..
- Maintenance of First Aid supplies and First Aid training.
- Arranging and providing oversight of all maintenance and development work. Advising Treasurer when work is complete to the Committee's satisfaction and that invoices may be paid.
- Cleaning of Church and church halls
- Maintaining the Property Register, Manse Schedule, Health & Safety procedures.
- Ensuring compliance with fire safety requirements including fire extinguishers, fire alarm, evacuation drill, etc..
- Development of a programme of maintenance and renewal of church fabric including a timeline for actions and budget estimations;
- Ensuring that insurance cover is adequate for all buildings;
- Control and Scheduling of heating within church and halls to ensure comfort at minimum cost and environmental impact.
- Control of keys for entry to buildings and areas of buildings
- Arranging letting of buildings, maintenance of any rental agreements and to liaise with property users, ensuring this is reported to the Trustees;
- Developing the fabric in order to meet the needs of outside organisations;
- Overseeing special building and fabric projects as requested by the Trustees;

**Membership:** Resources Convenor, Leader Property Committee, Minister (ex officio), + "convenors for each(?) aspect."

# FINANCE COMMITTEE

## FINANCE COMMITTEE LEADER

Reporting of income and expenditure to Resources Committee  
Preparation of Annual Accounts in OSCR format  
Audit of Annual Accounts  
Efficient running of Finance Committee

## TREASURER

Maintaining records of income and expenditure.  
Efficient payment of invoices.  
Preparation of Annual Accounts.

## Gift Aid Convenor

Recording and reclaiming tax.  
Publicising Gift Aid.

## Responsibilities

Maintaining and controlling Stamperland Church's finances.  
Recording and reporting income, expenditure, and maintaining budgets and forecasts.  
Reporting financial information to Business Committee and Trustees  
Oversight of the work of the Treasurer, providing support when needed  
Preparing the accounts for the Annual Report in good time  
Nominating someone to serve as Treasurer should this post fall vacant  
Maintenance of church insurances - buildings, contents, employee, third-party liability, etc.  
Ensuring the efficient counting and banking of all offerings and collections (Duty Teams?)  
(Use of Bank Leather Bags, Night Safe Key)  
Organising Free Will Offering Envelopes and FWO recording  
Organising Gift Aid, Gift Aid recording, promotion of Gift Aid and reclaiming of Tax  
Assisting all groups in developing their budget, monitoring expenditure and income on behalf of the trustees  
Playing a key role in developing the financial stewardship of church members: promoting Christian giving, and explaining Christian spending within Stamperland and the wider church  
Actively promoting awareness of the financial situation of Stamperland, good or bad, through the church magazine, Church Notices, flyers, etc.  
Taking advantage of advice available from national advisers on stewardship when necessary.  
Seeking ways to fund special projects from internal and / or external sources  
Sources funding for major projects.

**Membership:** Finance Committee Leader, Treasurer, Gift Aid Convenor, *Stewardship Committee Leader?* Resources Convenor, Minister (ex officio), + others.

# STRATEGY & ENGAGEMENT COMMITTEE

## Membership

### STRATEGY & ENGAGEMENT CONVENOR

Reporting of STRATEGY and  
COMMUNICATION issues SOCIAL  
& FUNDRAISING issues and  
STEWARDSHIP issues to Business  
Committee and Trustees.

Efficient running of Strategy and  
Engagement Committee

### LEADER SOCIAL AND FUND RAISING COMMITTEE

### LEADER STEWARDSHIP COMMITTEE

## Responsibilities

### STRATEGY & COMMUNICATION

### SOCIAL & FUNDRAISING

### STEWARDSHIP

**Membership:** Resources Convenor (Convenor), Leaders of  
Strategy & Communication Committee, Social & Fundraising  
Committee and Stewardship Committee. Minister (ex officio)

# STRATEGY & COMMUNICATIONS COMMITTEE

## STRATEGY & ENGAGEMENT CONVENOR

Reporting of STRATEGY and  
COMMUNICATION issues to Business  
Committee and Trustees.

Efficient running of Communication  
Committee

### PURPOSE

1. To support other committees in developing and implementing plans that improve communication across a diverse audience, including young and old, people who access church for a variety of reasons on a regular basis and those who don't.
2. Establish and continually monitor the 'who', 'what', 'why', and 'how' of communication and encourage participation from the whole congregation and the wider parish as appropriate.

### SPECIFIC REMIT

1. Manage and develop communication resources which include but are not restricted to  
Website                      Facebook account                      YouTube account  
Church magazine, Order of service, Year Book, and other internal publications  
The audio visual systems in the church
2. Develop strong connections with local organisations and individuals  
Netherlee Primary              Williamwood Secondary  
Local M.P.'s and M.S.P's Other local groups who may make use of the church 'services'.
3. Responsibility for ensuring wide coverage of events and stories through the local and national press, both in print and online. This will also include liaison with the Church of Scotland media relations unit.
4. Lead major projects that look to increase outreach ( this may involve major fundraising bids in conjunction with the Finance Committee).
5. Develop engagement initiatives ( whilst working with other relevant committees) in order to increase the use of the church building throughout the whole week and support development of membership strategy.
6. Working closely with the minister, strengthen our relationship with other churches and organisations including St Andrew's in Rome and Pokola Basic School in Zambia.
7. Take responsibility for ensuring the church meets regulations set by OSCR for example, ensuring the church's Charity number appears on all external publications.
8. Maintain the church noticeboards ensuring the notices are up-to-date, relevant and "appropriate".
9. Advise on communication equipment such as duplicators, printers, copiers, displays.

**Membership:** Strategy and Communications Convenor. Minister (ex officio), + others

## SOCIAL AND FUNDRAISING COMMITTEE

### LEADER SOCIAL AND FUND RAISING COMMITTEE

Reporting of **SOCIAL AND  
FUNDRAISING ISSUES** to  
**STRATEGY COMMITTEE**

Efficient running of Social  
and Fundraising Committee

### Responsibilities

**To reach out to people, supporting them, showing care, compassion and love in the parish, the community and the wider world**

#### **SOCIAL**

- Arrange events to promote and encourage interaction and fellowship amongst congregation, parish and beyond including events to cater for a wide age range.
- Events appropriate to particular groups, e.g. Families, youth, elderly, people with particular interests, e.g. Hill Walking, Flower Arranging, Cinema.
- Organise an annual “Family Night” such as Harvest Supper, Christingle Service, banner Night, Passover Supper.
- Developing teams with skills and knowledge to enable the safe and hygienic provision of catering at events.

#### **FUNDRAISING**

- To develop imaginative forms of raising money to meet both the day-to-day needs of our church and also our commitment to the work of the wider church.
- Suggest and promote ideas for retiring offerings.
- Arranging, organising and promoting events to enhance the congregation’s and the local community’s giving to charities. (Beetle drives, coffee mornings, lunches, etc..)
- Work with the Stewardship Committee to encourage people to look prayerfully and realistically at their weekly giving and to promote the use of Gift Aid.

**Membership:** Leader of Social and Fundraising Committee, Mission Convenor, Minister (ex officio), + others



## STEWARDSHIP COMMITTEE

### LEADER STEWARDSHIP COMMITTEE

Reporting of Stewardship issues and activities to the **STRATEGY AND COMMUNICATIONS COMMITTEE**.

Efficient running of Stewardship Committee

### Responsibilities

#### STEWARDSHIP

- To support the Stewardship Promoter
- To work with the minister and the Worship Committee to encourage and promote within the congregation a culture of stewardship which maximises the benefits of the time, talents and money available within the congregation to further God's work in Stamperland.
- To implement a three-year rolling programme of Stewardship and organise a regular Appraisal of Giving.
- To develop a "register of skills" inviting members to volunteer themselves to do work and service on behalf of the church.
- To achieve and retain the status of an Eco-congregation.
- To retain and promote our status as a FairTrade congregation.

**Membership:** Leader of Stewardship Committee, Stewardship Promoter, Nurture Convenor. Minister (ex officio), + others

## Membership

### MISSION CONVENOR

Reporting of **PASTORAL AND PARISH & BEYOND** Committee activities to Business Committee and Trustees.

Efficient running of Mission Committee

**LEADER  
PASTORAL COMMITTEE**

**LEADER  
PARISH & BEYOND COMMITTEE**

## MISSION COMMITTEE

### Responsibilities

To reach out to people, supporting them, showing care, compassion and love in the parish, the community and the wider world

#### PASTORAL

Visiting the sick, elderly and housebound  
Baptisms and follow-up  
Bereavement ministry

Flower Ministry  
Transport

#### PARISH AND BEYOND

Welcome and Duty Teams  
Peace and Justice  
Announcement Extra  
Christian Aid  
Linking with Zambia and St. Andrews, Rome

Welcome literature  
Open Door  
Clarkston Churches Together  
Missionary Partners  
Coffee After Church

#### SOCIAL AND FUNDRAISING

Arranging events to promote and encourage interaction and fellowship amongst congregation, parish and beyond. Events appropriate to particular groups, e.g. Families, youth, elderly, sections with particular interests.  
Developing, arranging, organising and promoting events which will raise funds to support the work of the church.  
Developing teams with skills and knowledge to enable the safe and hygienic provision of catering at events.

**Membership:** Mission Convenor (Convenor), Leaders of Pastoral Committee, Parish & Beyond Committee and Social and Fundraising Committee. Minister (ex officio), + others.

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## PASTORAL COMMITTEE

### LEADER

#### PASTORAL COMMITTEE

Reporting of **PASTORAL ISSUES**  
to **MISSION COMMITTEE**

Efficient running of Pastoral  
Committee

### Responsibilities

To reach out to people, supporting them, showing care, compassion and love in the parish, the community and the wider world

### PASTORAL

Maintaining a record of Church membership – Roll Keeper

Visiting the sick, elderly and housebound

Baptisms and follow-up

Bereavement ministry

Flower Ministry

Transport

**Membership:** Leader of Pastoral Committee, ROLL KEEPER, Mission Convenor. Minister (ex officio), + others

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## PARISH AND BEYOND COMMITTEE

### LEADER

#### PARISH & BEYOND COMMITTEE

Reporting of **PARISH & BEYOND ISSUES** to **MISSION COMMITTEE**

Efficient running of **Parish and Beyond committee**.

### Responsibilities

**To reach out to people, supporting them, showing care, compassion and love in the parish, the community and the wider world**

#### PARISH AND BEYOND

Welcome and Duty Teams

Peace and Justice

Announcement in “Extra” newspaper

Christian Aid

Linking with Zambia and St. Andrews, Rome

Welcome literature

Open Door

Clarkston Churches Together

Missionary Partners

Coffee After Church

**Membership:** Leader of Parish & Beyond Committee, Mission Convenor. Minister (ex officio), + others

## NURTURE COMMITTEE

### NURTURE CONVENOR

Reporting of **WORSHIP** and **EDUCATION** activities to Business Committee and Trustees.

Efficient running of Nurture Committee

### LEADER WORSHIP COMMITTEE

### LEADER EDUCATION COMMITTEE

### Responsibilities

To reach out to people, supporting them, showing care, compassion and love in the parish, the community and the wider world

### [WORSHIP](#)

### [EDUCATION](#)

**Membership:** Nurture Convenor (Convenor), Leaders of Worship Committee and Education Committee. Minister (ex officio), + others

# WORSHIP COMMITTEE

## LEADER WORSHIP COMMITTEE

Reporting of Worship issues and activities to the **NURTURE COMMITTEE**.

Efficient running of Worship Committee

## Responsibilities

### WORSHIP

**Remit:** To assist the Minister in the development of the dynamics of worship

#### Responsibilities:

- a) organise and maintain a Reader's Rota and provide training when appropriate
- b) oversee Communion preparations
- c) working with the Education Committee (adult), develop training for worship participation
- d) have oversight of Organist and choir
- e) link with Stepping Stones to encourage the extension of worship in the nurture of youngsters
- f) oversee printed materials for worship with Strategy and Engagement Committee
- g) work with the Pastoral Committee re flowers in worship and the rota
- h) consider other decorative ways to enhance worship *cf* Christmas
- i) support and develop the use of technology within worship
- j) consider alternative ways of worship and different use of the sanctuary space
- k) with the Pastoral committee, have awareness of the Transport system re worship
- l) support the minister when the sanctuary is being used for funerals and weddings
- m) ensure compliance with the law in relation to copyright on worship materials and OSCR
- n) welcome and assist visiting minister and others who may conduct worship
- o) aid the Session Clerk, in an emergency, providing pulpit cover and if need be, to help lead and share devotions

**Membership:** Leader of Worship Committee, Nurture Convenor. Minister (ex officio), + others

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## EDUCATION COMMITTEE

### LEADER EDUCATION COMMITTEE

Reporting of Education issues and activities to the **NURTURE COMMITTEE**.

Efficient running of Education Committee

### Responsibilities

#### EDUCATION

To support the Minister in the preparation of New Communicants.

To oversee the work and training of the Sunday School.

To support the work of the Church Organisations by visitation and monitoring progress.

To assist Minister with planning and providing for adult education.

To promote elder training using the resources available within the Presbytery and Church Offices.

To encourage support of work in areas of Mission, Fairtrade and fundraising activities.

To support the PVG Co-ordinator

**Membership:** Leader of Education Committee, Nurture Convenor. Minister (ex officio), + others

## HEALTH AND SAFETY CO-ORDINATOR

Has directly access to  
the Kirk Session

Has direct access to  
Business Committee.

Has direct access to  
Resources Committee

### **Responsibilities**

Responsible to the Kirk Session for highlighting aspects which will contribute to ensuring a safe and healthy environment within the church buildings and within the church grounds.

Responsible to the Kirk Session for highlighting practices, issues or situations which are unsafe or may be unsafe and could mitigate against the safety of people using or working in the church buildings or church grounds.

Responsible for highlighting legislative requirements particularly relating to Health and Safety, Disability, etc. with which the church is obliged to comply.

???? Who looks after First Aid, Defibrillator ????



## SAFEGUARDING CO-ORDINATOR (PROTECTION OF VULNERABLE GROUPS, PVG)

Has direct access to the minister.

Has direct access to the Kirk Session.

Has direct access to Business Committee.

### Responsibilities

Responsible to the Kirk Session for maintaining an accurate record of personnel working with children and protected adults as in the Protection of Vulnerable Groups (Scotland) Act 2007 and for ensuring the record is available for checking at annual Presbytery inspections.

Responsible to the Kirk Session for ensuring Safeguarding procedures are being adhered to by all organisations for which the Kirk Session has responsibility.

Responsible for bringing to the **immediate attention** of the minister any issues relating to PVG and of any incidents of potential harm or abuse.

**NOTE** *It is a requirement that the Kirk Session ensure that the Congregation's Safeguarding Co-ordinator is appropriately trained to allow him/her to be accredited as an authorised signatory for PVG Scheme record checks.*

## FOOD HYGIENE CO-ORDINATOR

### FOOD HYGIENE COORDINATOR

Has direct access to the Kirk Session.

Has direct access to Business Committee.

Has direct access to Social & Fundraising Committee.

### Responsibilities

Responsible to the Kirk Session for highlighting practices related to the storage, preparation and serving of food and drink at church events (including both events within the church building and outwith the church premises) which could be injurious to an individual's health and to advise on the adoption of appropriate measures to minimise potential health-related risks.

Responsible for highlighting legislative requirements particularly relating to food storage, preparation and serving with which the church is obliged or encouraged to comply.

## TREASURER

The Kirk Session appoints its own Treasurer who need not be a member of the Session, but if not, he or she does not become a member because of their office.

**The Treasurer's duties include the following:**

1. The keeping of financial records for all Congregational income and expenditure.
2. The collection and safe custody of all monies due to the Congregation.
3. The prompt payment of all accounts, allocations to Central Funds, etc. due by the Congregation and the retention of vouchers for such payments.
4. The preparation of an Annual Statement of Accounts in compliance with current regulations anent congregational finance as approved by the General Assembly from time to time.
5. Submitting the Annual Statement of Accounts for approval by the Kirk Session.
6. Submitting the Annual Statement of Accounts for independent examination or audit, including the production of records, vouchers, certificates, etc. required by the independent examiners or auditors.
7. The preparation of an annual Budget of Congregational Income and Expenditure and submission thereof for approval by the Kirk Session.
8. The completion of the annual Schedule of Financial Statistics and transmission thereof to the General Treasurer.
9. Submission of Annual Report and Statement of Accounts to OSCR.

## SESSION CLERK

The Session Clerk is responsible for:

1. The orderly keeping of the records of the Kirk Session, including keeping the minutes in proper form.
2. Issuing extract minutes.
3. Dealing with all correspondence.

*[“A Clerk who signs any document and designates himself or herself as Session Clerk is presumed to be acting with the full authority of the court” (Weatherhead). It follows that the Clerk’s signature on a contract legally binds the Kirk Session, and so it is strongly urged that all contracts, except the most routine or conforming to agreed financial guidelines, should be approved by the Kirk Session before being made. It should be noted that, a contract having been signed, the members of the Session may become personally liable in the event of funds proving insufficient.]*

The Session Clerk should oversee the organisation and serving of communion.