

## CRITERIA

### **Mission & Outward Looking Focus**

**1 STAKEHOLDERS:** state church organisations or groups, and external parties using the building resources as well as well as how use of the building promotes outward looking focus.

Action: Congregations are asked to complete & deliver the **Facilities Usage Table** provided. *This is submitted as a separate document.*

#### **1.1 INTRODUCTION**

The church buildings comprising sanctuary and halls are used virtually every day by church organisations and church-related organisations, family groups, charities and businesses.

#### **1.2 CHURCH SANCTUARY**

The chancel is unusually wide and the furniture (communion table, lectern, font and even pulpit) can be moved to leave an extensive open space on a slightly raised level. This provides an environment for different forms of worship and the space is well-suited for performances by choirs, orchestras, theatre groups, etc..



The sanctuary is the preferred location for the local primary school to hold end-of-term services, for Clarkston Churches Together to hold events such as film screenings, and plays and for the congregation to use as a venue for fund-raising concerts by choirs, orchestras, bands, etc..

The sanctuary is accessible by wheelchair and has a DDA compliant toilet suitable for use by disabled people. An induction loop system is provided for people with hearing impairment.

#### **1.3 CHURCH SANCTUARY UTILISATION**

##### **1.3.1 Congregation**

The church is used on Sundays for congregational worship.

It is used on Wednesday mornings for “Open Door” which allows people to sit in the sanctuary and spend some quiet meditative time.

The church is used by the congregation during Holy Week for a series of evening services and on Good Friday for one of the services arranged by Clarkston Churches Together.

On Christmas Eve the sanctuary is used for a “Pyjama Service” (for youngsters, parents and young at heart), later for the annual Watchnight Service and the next day for the Christmas Morning Service.

The church is used for meetings such as the Annual Stated Meeting and for meetings of the Congregational Board.

The church is used for weddings and funeral services on an infrequent and irregular basis – possibly between three and five times a year.

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Each year in May the church sanctuary is used for the Spring Fair when all areas of the church building are “freely open to the public”.

The sanctuary is generally used once or twice a year as a concert venue for congregational fund-raising activities.

### **1.3.2 Church organisations**

#### **The Guild**

For the last two years, during Guild Week there has been an Evening Service of Praise. This year the South-East Presbyterian Council Echo Meeting is being held in the sanctuary on 6<sup>th</sup> June. The sanctuary is used for the World Day of Prayer (occurs on a rotational basis).

#### **Boys Brigade**

On Friday evenings the BB use the vestibule as a changing area and occasional “space” for other activities.

#### **Guides**

The sanctuary has a projector and screen and is used by the Guides to watch films (once or twice a year and occasionally to show slides of guide Camps and other activities to parents and friends of the Guides.

#### **Clarkston Churches Together**

The church is used by Clarkston Churches Together for film shows and productions by the Riding Lights Theatre Company. Until quite recently it was used twice a year but in the last two years CCT have arranged almost no events of this type.

### **1.3.3 Netherlee Primary School**

Three times a year Netherlee Primary School use the church (and halls) for their Christmas, Easter and end of summer term services. With some 650 pupils, 40 teachers and over 100 parents the church is packed full. With rehearsals of orchestra, choirs, etc. the church and halls are occupied for a day and a half.

East Renfrewshire Schools Orchestra has used the church three times in the last five years for their annual concert.

### **1.3.4 Community Groups**

The sanctuary has been used by community groups for public meetings associated with concerns in the local community, e.g. building of flats on the site of the former synagogue, Neighbourhood Watch, election of local councillors, etc.. Frequency of use is of the order of once every two years.

#### **Pipe Band**

The sanctuary is regularly occupied on Monday and Wednesday evenings by the Pipe Band. The Pipe Band includes the BB Pipe Band but draws members from miles away who have no formal link with Stamperland church.

#### **Sounds International**

Sounds International, a large multi-faith, multi-national choir, generally use the Large hall every Tuesday evening for a practice session. Two or three times a year, when The Guild has an open evening or fund-raising activity, Sounds International use the sanctuary for choir practice.

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## 1.4 CHURCH HALLS

### 1.4.1 Introduction

The hall accommodation is spread over four halls. These are known as the Large Hall, the Small Hall, Lower Hall and Session Room.



**The Large Hall** (*see left*) is approximately 19m long and 10.5m wide.

The large hall can seat approximately 200 people.

There is a stage at one end.

**The Small Hall** (*see right*) is approximately 11m long and 6m wide.

Both the Large and Small Halls are wheelchair accessible.



**The Lower Hall** (*see left*) is approximately 9m long and 6m wide. It is wheelchair accessible.

**The Session Room** (*see right*) is approximately 9m long by 6m wide.

The Session Room is close to the church kitchen but is not wheelchair accessible.



### 1.4.2 Hall Use

The suite of halls is extensively used, virtually every day of the week. The various church organisations have priority use. The uniformed organisations connected with the church include Guides (Rainbows, Brownies and Guides), Scouts (Beavers, Cubs, Scouts, Ranger Scouts) and Boys Brigade (Sparks, Junior Section, Company Section). Other church organisations include Sunday School, The Guild, the Choir, Congregational Board and Kirk Session.

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**Sunday**

BB Bible Class meets on a Sunday morning in the Session Room at 9.45.

Stepping Stones (The Sunday School) and crèche use all of the available hall accommodation from 10.45 until 12.30.

A dance class uses the large hall from 12.45 until about 3.30pm every second Sunday

**Weekday Mornings and Afternoons**

On Monday morning and afternoon the Large and Small Halls are used by Baby Sensory, a commercial organisation who provide activities for babies aged 0 to about 18 months.

On Tuesdays the church Choir meets in the Session Room from 10.30 till 11.45. A keep-fit class meets for one hour in the Large Hall.

On Wednesdays the Heart for Art Group meets from 2.00 pm till 4.00pm in the Small Hall. The Heart for Art is a project providing art therapy for sufferers of dementia and supports residents from CrossReach establishments including Williamwood House and Eastwoodhill.

On Thursday a keep-fit group meet in the morning in the large hall.

**Weekday Evenings**

Monday to Friday evening all hall accommodation is generally in use.

Monday has Brownies, Guides, Pipe Band and either Congregational Board or Kirk Session meetings.

Tuesday has Rainbows, Guild and Sounds International Choir.

Wednesday has Pipe Band and Junior BB.

Thursday has Scouts – Beavers, Cubs, Scouts and Ranger Scouts

Friday has Boys' Brigade – Sparks, junior and Company Sections.

**Saturday morning**

An organisation specialising in providing art and craft classes for youth meets in the Large Hall on a Saturday morning.

**Occasional Events – Church related**

During the year there are a number of fund raising or social events organised by congregational representatives which make use of the hall accommodation. These range from fund-raising coffee afternoons to after church lunches, from Saturday evening quizzes to fun events such as Beetle Drive aimed, in particular, at young families. The Pipe Band generally hold a band concert spread over two evenings each year.

Two regular events which use all of the available accommodation within and outside the church and halls are the Spring Fair and the Christmas Fair.

In recent years one of our elders has instigated and organised an annual fund-raising coffee afternoon with the proceeds going to the Prince and Princess of Wales Hospice. The event is now raising over £1,000 annually.

Two years ago a member of the Congregational Board organised a coffee afternoon for Global Vision International.

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**Occasional Events – non-Church related**

During the year there are around 15 to 20 family parties held in the hall accommodation. These are usually birthday parties for children living in the parish and surrounding area and most commonly held on a Saturday or Sunday afternoon.

**1.5 OUTWARD LOOKING FOCUS**

With the possible exception of Congregational Board and Kirk Session meetings all events held in the church and the church halls are open to attendance by any appropriate individual. Information on organisations and events in the church is widely publicised by leaflet drops to every home in the parish, notices in the church and local shops, church web site, Facebook, newspaper advertisements, etc..

Parents bringing children to and collecting children from organisations are encouraged to come in to the vestibule. Notice boards in the church and hall vestibules display a wide range of information; copies of the church magazine are on display with 'passers-by' encouraged to take a copy home.

Entry and exit through the hall entrance is monitored by CCTV.

The ambience which is projected in the vestibules is one of warmth, brightness, welcome and safety.

## **2. Planned or anticipated changes to the stakeholders by way of increase or decrease.**

**Action:** Give notice of any changes expected to (1) above.

### **2.1 PLANNED CHANGES TO STAKEHOLDERS**

No immediate, major changes to stakeholders are envisaged.

The youth organisations are relatively strong. At the end of 2013 there were 70 girls in the Guide organisations, 49 boys in the Scout organisations and 66 boys in the BB sections – 185 young people in total. Whilst there are perennial concerns about the number of adult leaders there is no suggestion or indication that any of the uniformed sections will not be around for many years to come.

There is a steady flow of requests from non-church groups and organisations seeking hall accommodation. Unfortunately, most requests are for accommodation on weekday evenings when the premises are fully occupied. The loss of any one organisation currently renting accommodation would, most likely, be quickly offset by request from another for the vacant slot.

### 3 PLANNED FUTURE MISSION AND OUTREACH

Action: Congregations are asked to state any church/community/parish plans under consideration or in course of planning.

#### 3.1 FUTURE BUILDING DEVELOPMENTS WITHIN THE PARISH

##### New flats

A block of flats is under construction close to the church on the site formerly occupied by a synagogue. On completion of the building, which is scheduled for spring 2014, there will be about 40 serviced flats available for people of retired age. Bearing in mind the closeness of the church to the flats, it would seem quite likely that a number of the new residents might decide to come to Stamperland Church rather than travel to the church with which they are currently connected. It is planned that every flat in the new building will be visited by someone from the church and a "Welcome Pack" delivered to each new resident. Some "social events" may be held which would focus on themes likely to be of interest and appeal to the new residents.

There is practically no further opportunity for any new buildings within the parish of Stamperland.

#### 3.2 FUTURE DEVELOPMENTS IN MISSION AND OUTREACH

We currently use our buildings to support a wide variety of activities and stakeholders both directly through the use of the accommodation and through fund-raising activities made possible by use of the accommodation for both functions and for storage of donations which are subsequently distributed to a wide variety of causes. Some of the "direct stakeholders" were described in Section 1 but a fuller picture of "beneficiaries" can be found on the church website which describes some of our activities related to "[Serving at Home](#)" and "[Serving Beyond](#)".

We have plans to build on the dementia project, [Heart for Art](#), which was launched some four years ago in Stamperland and which has now expanded further afield. The developments following on from the successful launch of the Heart for Art project will involve promotion of activities aimed at the more elderly amongst our parishioners. An initial survey has been undertaken to ascertain some of the key needs within this group and professional advice is being taken to ascertain the most appropriate ways in which these needs can be addressed.

We are also actively looking to develop and promote wider access to the IT facilities within the church. The facilities would be used by sections of the youth already engaged with the church (such as those attending Stepping Stones and members of the uniformed organisations) and also by youth not currently engaged by any church connection. It is also planned to encourage older residents within the parish to use IT facilities by providing assistance in using computers to access information, communicate with family members and open up new opportunities

None of these initiatives would have a major impact on the current building. The IT project is likely to require some expenditure to improve security. In the short term, the promotion of activities aimed at the more elderly might be restricted by issues related to accessibility and accessible toilets; were these seen to become significant "stumbling blocks" to the progress of the outreach initiatives, then we might have to think about some radical solutions involving structural modifications and building extensions.

#### **4 FIT FOR PURPOSE: Are existing Buildings considered fit for current purposes and proposed future use or does the congregation see improvements to, or indeed a change of, the church buildings that would assist mission?**

**Action:** The congregation are asked to give a frank view of its buildings and what changes irrespective of budget might improve or expand utilisation of the buildings by any or all of the users listed in (1) above. Behind this congregations should be able to answer the question "What is the congregation able to do in their locality because of their buildings?" If the Criteria are being employed by two or more congregations then each congregation should be prepared to offer to Presbytery an opinion on the other congregation's buildings as well as their own, with congregations co-operating to allow access.

#### **4 POTENTIAL CHANGES TO BUILDINGS**

The sanctuary and halls are on many different levels with interconnecting stairways. It would be great to "wave a magic wand" and have all accommodation at one level with level passageways between all halls, toilets, kitchen, etc.. Realistically, however, this is not an option.

The sanctuary has fixed wooden pews with central heating pipes running under every pew. Consideration has been given to replacing the pews with more flexible forms of seats which could enable the space to be used in significantly different ways. There are, however, two significant problems which would need to be resolved – the heating arrangements would have to be changed and there is a slight rake in the floor with the floor sloping downwards from the rear of the building towards the chancel. Whilst the change to the heating arrangements is not insurmountable removing the slope in the floor would be a significant challenge. No formal study has been undertaken to develop estimates of the possible cost of removing the pews and making the changes required to produce a large, heated, level, open space with flexible seating, storage, new toilet facilities and, potentially, additional kitchen facilities. The availability of additional "hall space" could provide a source of additional rental income as well as providing flexible spaces for various different types of "church meetings".

The toilets associated with the halls are accessed via stairs. The kitchen is also accessed via stairs. Various options for re-locating the kitchen and toilets have been talked about but no formal study has been undertaken to develop estimates of the possible costs of different options or of the likelihood of planning permission being granted for the construction of an extension to the existing halls building.

The windows in the church and church vestibule have all been replaced (with the exception of the stained glass windows) within the last 20 years and are now all uPVC framed. In the long term it may be advisable to replace the windows in the hall accommodation. The existing hall windows have metal frames and are single-glazed and whilst perfectly serviceable and watertight, upgrading to double glazed or triple glazed windows could reduce energy costs in the long-term.

Notwithstanding the above comments the current buildings are proving generally suitable for the activities currently being undertaken.



**5 Location:** Are the buildings well located to serve the parish and in the event of union or linkage would they remain well located to serve an amended parish area?

**Action:** A response is needed from all congregations but will be particularly important where there are two or more congregations considering the Criteria together.

**5.1 LOCATION**



Stamperland Parish Church stands at the corner of Clarkston Road and Stamperland Gardens, the main access point into the community of Stamperland. The church faces directly towards the main shopping area in Stamperland and is a focal point of the community. The map on page 27 shows the location of the church and

also the location of the immediately neighbouring churches. No house in the parish is more than a ten minute walk from the church.

There is no designated parking for the church but there is adequate on-street parking on the roads around the church. On Sunday mornings cars associated with the congregation can park well within 100 metres of the church. On Tuesday evenings when Sounds International meet there are probably around 40 to 50 cars belonging to the choir members and all cars can be parked within about 100 metres of the church.

There are bus stops on Clarkston Road right outside the church.

Clarkston Railway station is six or seven minutes away from the church by foot.

In the event of a Union with Netherlee Parish Church which resulted in closure of the church and halls at Stamperland it is considered that there would be significant difficulties with access to Netherlee Church and with accommodation at Netherlee Church.

Many houses in Stamperland are at least a twenty minute walk from Netherlee Parish Church. Parking in the vicinity of Netherlee Parish Church is extremely difficult at most times of the day and, not infrequently, cars have to park 300 – 400 metres away from the church. There is quite a steep incline from Clarkston Road to Netherlee Church and elderly people would find it difficult to walk up the hill. Some older members of the congregation and of The Guild have stated that they would not be able to go to Netherlee Church because of the distance.

If all of members of the youth organisations at Stamperland Church were to move to the organisations at Netherlee Church there would be insufficient hall accommodation for the organisations to function properly. It is highly unlikely that all youth would transfer to the new venue; parents who currently escort children from home to church hall and back again would require to use a car rather than walk, as at present. With both the difficulty of parking and the inconvenience of actually driving, it is considered that a very large proportion of youth would simply “drop out”.

**6 Alternative Buildings:** Are the congregation aware of local buildings that could present an alternative to the current buildings for reasons of economy in maintenance or running costs or by way of improved operation within the parish and community area.

Action: Congregations are asked to consider if there is alternative suitable accommodation and report whether that accommodation has been investigated in the past or is likely to be considered in the future.

#### **6.1 ALTERNATIVE BUILDINGS WITHIN THE PARISH**

There are no buildings in the parish which could provide an alternative venue. The only building within the parish with sufficient space to accommodate the congregation on a Sunday morning is the Clarkston Halls. This accommodation would not be available every Sunday and there are no storage facilities whatever within the Clarkston Halls.

The Clarkston Halls would not be available for use by the various church organisations except on a very infrequent and irregular basis.

**7 CONGREGATIONAL DEMOGRAPHICS AND LOCAL AREA:** what proportion of your membership is resident outwith the parish and outwith the wider local area which the buildings seek to serve?

**Action:** Please investigate and confirm the approximate proportion of your membership roll who reside at a significant distance from your church buildings (say, more than five miles outwith the parish boundaries) but who maintain an active commitment to your congregation and how many of these people are actively engaged in mission to the parish.

#### **7.1 MEMBERS RESIDENT AT DISTANCE FROM THE CHURCH**

The Table, below, shows numbers of members resident outwith the parish and the distance of their home away from the church. Approximately 40 per cent of the membership live outwith the parish boundary.

Number of members within the Parish	213	58%
Number of members within 1 Mile	105	29%
Number of members within 2 Miles	5	1%
Number of members within 5 Miles	23	6%
Number of members beyond 5 Miles	19	5%

Of those living within a mile of the parish, a significant number live in Netherlee parish. The boundary between Stamperland parish and Netherlee parish is not at the mid-point between the two church buildings but runs much closer to Stamperland. Consequently, a considerable number of homes within Netherlee parish are much closer to Stamperland Church than to Netherlee Church and Stamperland Church is the preferred church for many of these residents for ease of accessibility.

A significant number of members living within five miles of the church are very active in the life of the church holding positions of office bearers and are regular in their attendance at Sunday morning worship, Guild meetings, Congregational Board and Kirk Session meetings, etc..

Of those who live five miles and beyond from the parish there is only a handful who are regularly involved in the life of the church. Most of the others have a “historic link” or “family link” with the church and, while some may continue to support the church financially it is unlikely that they would continue with any form of support following a union.

## **8 Neighbours: what relations exist with neighbouring congregations including those of other denominations?**

**Action:** The congregation is asked to state if there is recent or long standing co-operation with other local congregations irrespective of denomination and whether they use your building or vice versa.

### **8.1 RELATIONS WITH NEIGHBOURING CHURCHES**

#### **8.1.1 Clarkston Churches Together.**

Stamperland Parish Church is an integral part of [Clarkston Churches Together](#) (CCT). CCT is a vibrant and dynamic organisation enabling churches of all denominations within the Clarkston area to work, worship and enjoy a wide variety of fellowship together. Currently the participating churches are [Busby](#), [Carmunnock](#), [Greenbank](#), [Netherlee](#), [Stamperland](#) and [Williamwood](#) Parish Churches, together with [St Aidan's Scottish Episcopal Church](#), [Clarkston Baptist Church](#), [St Joseph's Roman Catholic Church](#) and [Cartsbridge Evangelical Church](#).

The map on page 27 shows the locations of most of the member churches.

CCT arrange a wide variety of events – examples can be found by clicking [this link](#). Stamperland Parish Church is a preferred venue for many of the events including dramas and film shows.

Every Easter CCT organise a Good Friday Pilgrimage with services being held sequentially in each of the member churches from 7.00 am until 3.00 pm. Also at Easter CCT produce a leaflet with a brief Easter message and a summary of times of services at each of the churches which is delivered to every home in the area.

During the Easter and Christmas seasons a large banner is displayed at Eastwood Toll Roundabout.

#### **8.1.2 School Chaplaincies**

##### **Netherlee Primary School**

The ministers of Stamperland Parish Church and Netherlee Parish Church are joint chaplains at Netherlee Primary School.

Netherlee Primary School holds its end-of-term services in Stamperland Parish Church. Whilst Netherlee Parish Church is geographically closer to the school, the open layout of the chancel at Stamperland provides a large flexible space allowing the school orchestras, choirs and drama groups to participate in the worship.

##### **Williamwood High School**

The chaplaincy at Williamwood High School is held jointly by the ministers of Greenbank, Williamwood, Netherlee and Stamperland Parish Churches.

#### **8.1.3 Netherlee Parish Church**

The congregations of Stamperland Parish Church and Netherlee Parish Church have a joint services at the end of Holy Week. A joint Communion Service is held at Stamperland Parish Church on Maundy Thursday. A joint service is held on Good Friday at Netherlee Parish Church.

In the past there have been joint meeting of the Kirk Sessions of both churches which explored various ways of co-operating together.

#### **8.1.4 The Guild**

The Local Guilds have Guest Nights when members from Guilds in other churches come together at one venue. Usually the Stamperland Guild has at least one Guest Night or Open night each session.

The local Trefoil Guild have used Stamperland Church Halls on a few occasions, one recent event bringing in people of all denominations from all over East Renfrewshire.

**8.1.5 Sharing of equipment**

The various churches within CCT operate informal arrangements for sharing of tables, crockery, etc. whenever one church is holding a special event requiring additional use of tables, seating, etc..

## **Fabric and Financial**

### **1 CURRENT CONDITION: Sanctuary, halls and manse to include all property under management of the congregation.**

**Action:** The congregation will be asked to provide a copy of their Property register, the Manse Condition Schedule, and their last Quinquennial Report or interim survey by the Presbytery Buildings Officer. The Buildings and Hazards checklist should be completed.

Copy of pages from Property Register relating to 2012 are presented as Appendix A

A copy of the Manse Condition Schedule is presented as an accompanying document

The Building checklist is presented as Appendix B

The Hazards checklist is presented as Appendix C

## 2 Planned or pending repairs refurbishment or improvements

individually or together in excess of £10,000

**Action:** The congregation should provide a copy of their Budget for the current year and a written statement of and the budget details for intended property works.

### 2.1 Work planned for completion in 2013

The budget for expenditure on fabric during 2013 is £8,000. A copy of the budget is given in Appendix D.

#### Already Complete

New ceiling and lighting in hall vestibule	£2,388	
Upgrading of Ladies' toilet	£ 790	
Various work in manse kitchen	£ 589	
Sub total		<u>£3,767</u>

#### Planned

Manse bathroom	budget,	£3,500	
Manse decoration	budget,	£500	
Minor works in church	budget	£500	
Sub total			<u>£4,500</u>

### 2.2 Sanctuary lighting

New lighting in the sanctuary to replace the existing fluorescent tubes has been under consideration for several years but we have been unable to have proper dialogue with the appropriate convenor in Glasgow Presbytery and with the appropriate representatives of the Committee on Artistic Matters regarding the acceptability of various different options. The cost of the replacement lighting would be met from the church's reserves and is not included in the 2013 budget.

### 3 Past four year's maintenance history

**Action:** The congregation is asked to extract from the congregational accounts a note of the fabric spend providing full detail of the cost and nature of the repair or improvement or alteration work carried out over the past three years. The focus here is on capital spending.

#### 3.1 MAINTENANCE - MAJOR ITEMS DURING PAST FOUR YEARS

##### 3.1.1 Year 2010

In 2010, total expenditure associated with the buildings, which include insurance, manse council tax, cleaning of the church and halls and fabric repair and maintenance was £18,600.

The major item of (capital) expenditure was the cost of upgrading the electrical wiring in the manse at a total cost of £7,167. There was only minor expenditure in relation to maintenance work in the church and hall; the installation of additional radiators in the small hall, at a cost of £1,663, was the only significant item. Most of the minor maintenance and repair tasks were undertaken by church members.

**Summary        £7,167 - rewiring Manse**  
**£1,663 - radiators in Small Hall**

##### 3.1.2 Year 2011

In 2011, expenditure associated with the buildings, which include insurance, manse council tax, cleaning of the church and halls and fabric repair and maintenance was £23,612. The major items of (capital) expenditure were the replacement of the flue lining of the church central heating gas boilers at a cost of £6360, the installation of new radiators in the small hall and the session room at a cost of £3,000 and the installation of a new gas boiler and radiators in the manse at a cost of £3,340. Most of the minor maintenance and repair tasks in the church and halls were undertaken by volunteers.

**Summary        £6,360 - CH flue lining**  
**£3,340 - New boiler and radiators in Manse**  
**£3,000 - replacement radiators in Session Room and Large Hall**

##### 3.1.3 Year 2012

In 2012, expenditure associated with the buildings, which include insurance, manse council tax, cleaning of the church and halls and fabric repair and maintenance was £18,520. The major items of expenditure were repairs to manse fabric and work related to refurbishing the manse kitchen which cost a total of £7,965. A total of £ 355 was spent on the purchase of lights fittings for the church vestibule and replacement bulbs for the church sanctuary. Most of the maintenance and repair work in the church, halls and grounds was undertaken by volunteers.

**Summary        £7,965 – Manse kitchen refurbishment plus minor repair to manse**  
**£ 355 – New light fittings for church vestibule**

##### 3.1.4 Year 2013

In 2013, expenditure, expenditure associated with the buildings, which include insurance, manse council tax, cleaning of the church and halls and fabric repair and maintenance was £17,617. The major items



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of expenditure were include the replacement of the ceiling and lighting in entrance to the church halls; redecoration of the manse hall, staircase and landing; carpeting of the lower hall in the church; refurbishment of the ladies toilet and decoration in the manse kitchen.

<b>Summary</b>	<b>£2,388 – Replacement of false ceiling and lighting in church hall vestibule</b>
	<b>£2,078 – Redecoration of hall, staircase and landing in the manse</b>
	<b>£ 890 – Carpeting of Lower Hall</b>
	<b>£ 790 – Refurbishing of Ladies toilet</b>
	<b>£ 589 – Decoration of Manse kitchen</b>

#### **4 Running costs: utilities including heat & light, cleaning, repairs & decoration, all maintenance costs including staff or outside contractors, insurances for the past four years**

**Action:** The congregation are asked here to provide information as in (3) above with the focus now on revenue costs.

#### **4 RUNNING COSTS**

##### **4.1 Heating and Lighting**

In 2010 the cost for heating and lighting the church and halls was £4228 - a reduction of ten per cent on the previous year's total. In 2011 the cost for heating and lighting the church and halls was only £3848. This sum was almost ten per cent lower than the previous year's total which was, itself, about ten per cent lower than that of the year before. Careful attention to the efficient use of heating throughout the church and hall accommodation has ensured this reduction. In 2012 the cost for heating and lighting the church and halls was £4939 an amount which was more than 25 per cent higher than the previous year. This significant increase follows a series of years in which the costs of heating and lighting were being reduced by approximately 10 per cent per year through careful attention to the efficient use of heating throughout the church and hall accommodation. Provision of heating for the increased use of the hall accommodation through extra hall lets along with increases in the price of energy were responsible for the increased expenditure. In 2013 the total heating and lighting costs were £5,877.

Year	2010	2011	2012	2013
Cost	£4,228	£3,848	£4,939	£5,877

##### **4.2 Cleaning**

Costs for cleaning the church and halls over the last six years are shown in the table below.

Year	2007	2008	2009	2010	2011	2012	2013
Cost	£3,240	£3,133	£3,569	£3,720	£3,457	£4,294	£4,091
Adjusted cost	£3,240	£3,133	£3,569	£3,720	£3,772*	£3,979	£4,091

\*There was an issue regarding payment of a Standing Order at the end of 2011 for cleaning of the church and halls during the month of December which meant that the costs had to be shown in the 2012 Accounts. The adjusted cost is shown in the second line of the table. Costs associated with cleaning have tracked inflation over the six year period shown.

##### **4.3 Repairs and decoration**

The majority of minor repair and maintenance work in the church and halls is undertaken by volunteers from within the congregation. The maintenance work can include replacing broken window glass, painting of halls, minor plumbing repairs, fixing hinges and door locks, replacing keys, etc.. On occasions it is difficult for the treasurer to decide whether a particular item of expenditure falls into the category "fabric maintenance" or the category "other". Expenditure in the last three years is approximately as shown in the table below.

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Year	2010	2011	2012
Cost	£685	£944	£981

**4.4 Manse Council Tax**

Manse Council Tax (including water charges) for the last four years is shown in the table below.

Year	2010	2011	2012	2013
Cost	£2195	£2195	£2195	£2,209

**4.5 Insurances**

All of the insurances are with the Church of Scotland Insurance Company. The insured risks include church buildings including the manse, contents of church and halls, the pipe organ and stained glass, employee liability, third-party liability and Trustee liability.

The cost of insurances for the last three years is shown in the table below.

Year	2010	2011	2012
Cost	£3149	£3133	£3086

**5 By reference to the last Quinquennial Report or the last interim survey by the Buildings Officer what recommended works remain outstanding and what is the classification of those works (urgent/desirable)?**

**Action:** The congregation will be asked to supply a note of recommended work not yet carried out.

Quinquennial Report not available

To the best of our knowledge there are no serious or significant or urgent items requiring attention.

## 6 What capital funds are available, both restricted and unrestricted, for buildings maintenance going forward and how robust is the revenue stream?

**Action:** The most recent accounts will supply this information but it is recommended that congregations themselves visit their last three years accounts and produce a table or summary of income & expenditure, surplus or deficit, income rising or falling, reserves being used or not, so as to deliver a financial health check.

### 6.1 INTRODUCTION

At the end of 2013 the total funds of Stamperland Parish Church stood at £95,771. This was made of a balance of £11,591 in the General Fund, £247 in the Copper Fund and £79,000 in the Fabric Funds. The church had an investment with a market value of £3,498 at the end of 2013. None of these funds are restricted. A total of £1,435 was held in a restricted fund.

There are no major fabric works requiring immediate or urgent attention.

### 6.2 ANNUAL INCOME

Over the last ten years “ordinary income” has fluctuated around an average figure of about £75,000 per annum. “Ordinary income” is defined by the Church of Scotland to include offerings, donations and income from fund-raising events but to exclude income from bank interest or any legacies.

The Table below shows the major sources of income over the last five years. The table presents income in four different categories as both thousands of pounds and as a percentage of the total.

#### ANNUAL INCOME – MAJOR SOURCES

	2012		2011		2010		2009		2008	
	£k	%	£k	%	£k	%	£k	%	£k	%
Offerings	63.7	84	70.8	85	61.5	87	61.3	88	£65.7	90
Donations	1.7	2	1.8	2	1.0	1	0.9	1	£0.8	1
Fund raising	3.9	5	4.8	6	3.7	5	3.2	5	£3.0	4
Rental	6.5	9	5.2	6	3.6	5	3.6	5	£3.1	4
Total	75.7	100	83.4	100	70.3	100	69.7	100	£73.4	100
Membership	368		376		392		400		408	
Average annual offering per member	£173		£188		£157		£153		£161	

The largest source of income, by far, is from regular offerings from members and associated Gift Aid tax recoveries. In 2011 there was a “Day of Giving” which boosted regular offerings by about £7,000. In the five year period, 2008 to 2012, the church membership roll has reduced from 408 to 368 - a reduction of 10 per cent reduction. It can be seen that over this period the average offering per

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individual member has increased. The single most significant increase in income has been from the rental of hall accommodation.

It is anticipated that the trends evident in the table will continue. We have to anticipate further reductions in membership numbers - there has been a constant downward trend in membership numbers since 1972. To balance this, the church is seeking to embed a stewardship culture whereby all members and new communicants will develop a habit of regularly increasing their level of giving. However, with an increasing proportion of members being retired there has to be some caution about expecting annual increases to be much different from the annual inflation rate.

### 6.3 ANNUAL EXPENDITURE

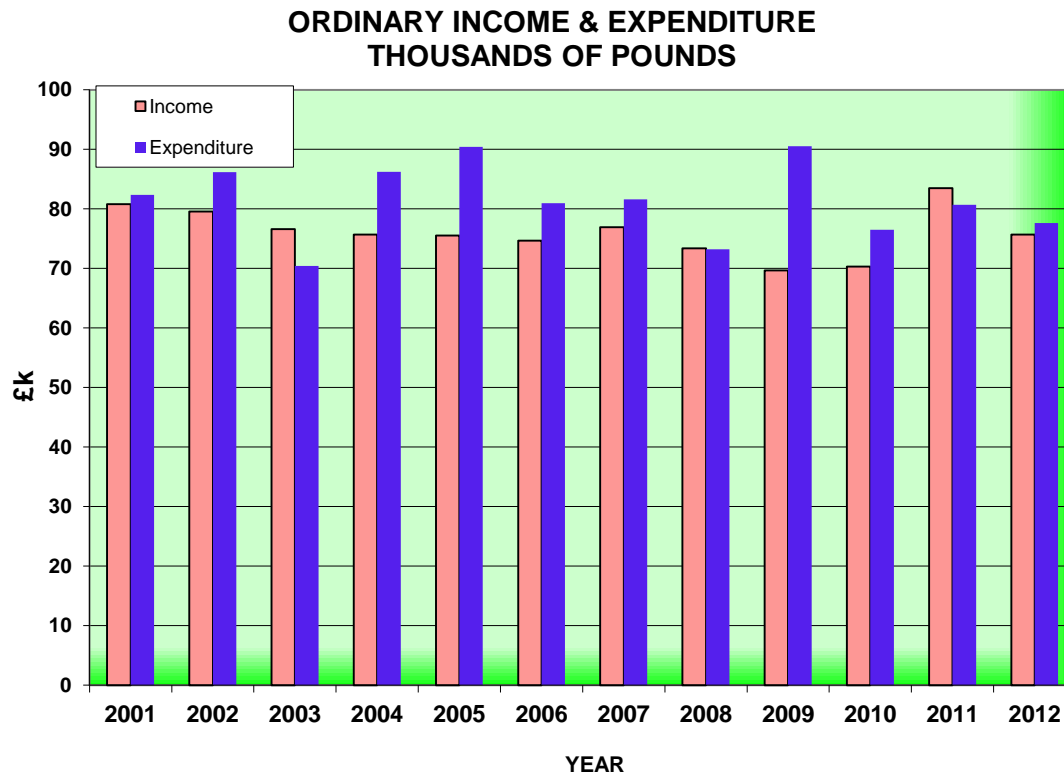
The Table below shows the major categories of expenditure over the last five years. The table presents expenditure in four different categories as both thousands of pounds and as a percentage of the total.

#### ANNUAL EXPENDITURE – MAJOR CATEGORIES

	2012		2011		2010		2009		2008	
	£k	%	£k	%	£k	%	£k	%	£k	%
Ministry & Mission	43.2	56	42.5	53	44.5	58	45.4	50	47	64
Local staffing	5.8	7	5.5	7	5.2	7	6.7	7	5	7
Building	23.5	30	27.5	34	22.8	30	33.6	37	18	24
Other	5.2	7	5.1	6	4.0	5	4.9	5	4	5
Total	77.6	100	80.7	100	76.5	100	90.5	100	73	100

Dominating expenditure are the costs of National Ministry and Mission and Presbytery. Local Staffing costs include minister's travel expenses and telephone expenses, pulpit supply and organist's salary. Building costs include manse council tax, building insurances, heating, lighting and cleaning costs as well as repair, maintenance and improvement. Other costs include paper, printing, equipment maintenance, etc..

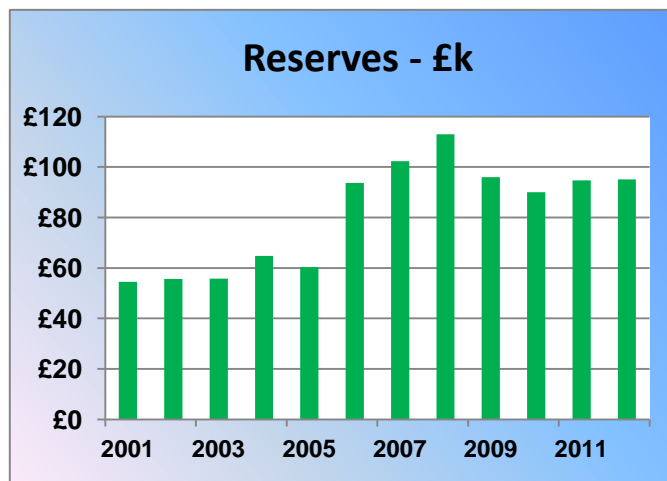
Over the past ten years, “ordinary expenditure” has exceeded “ordinary income” in all but three years, as shown in the chart below.



#### 6.4 FINANCIAL RESERVES

The church was fortunate in receiving a number of substantial legacies in 2006 and 2007 which has resulted in the reserves being at an all-time high level at the end of 2008. Some of the money from these legacies has been used to cover the deficit between the normal, regular income and the normal, regular expenditure and to enable significant upgrading work to be undertaken to church, hall and manse fabric.

At the end of 2013 the total funds stood at £95,771. This was made of a balance of £11,591 in the General Fund, £247 in the Copper Fund and £82,498 in the Fabric Funds.



It has been the Trustees’ policy to maintain a Roof Contingency Fund within the Fabric Fund to meet the cost of replacing the flat roof of the main church building. The existing roof cladding was replaced over 20 years ago and was guaranteed for only a ten year lifespan. The roof is believed to be in a good state of repair and inspections have revealed no signs of weakness. However, the recollection of the efforts expended in meeting the cost of the replacement roof cladding led the trustees to establish a Roof

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Contingency Fund. The cost of replacing the roof cladding would currently be in excess of £40,000 and the Trustees have allocated £44,000 of the total reserves towards this eventuality.



## 7. Management of Church Buildings

### 7.1 Fabric Committee

Stamperland Parish Church has a Congregational Board whose members are, collectively, responsible for ensuring the management, maintenance and improvement of all buildings, fixtures, fittings and services 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..

The Board has a Fabric Convenor who, along with the Fabric Committee, is responsible for monitoring the building fabric, recommending courses of action to the Board and ensuring that all work undertaken in relation to the maintenance and development of the buildings is carried out satisfactorily. The committee have responsibility for ensuring compliance with fire safety requirements including provision and maintenance of fire extinguishers, fire alarm, evacuation drill, etc..

The Fabric committee has 6 members. Each member is responsible for a specific area or aspect of the buildings. Collectively they are responsible for maintaining the Property Register and the Manse Condition Schedule and for developing a programme of maintenance and renewal of church fabric including a timeline for actions and budget costs.

### 7.2 Church Officer

Stamperland Parish Church has no designated Church Officer.

### 7.3 Buildings Insurance

The Fabric Committee and the Finance Committee have joint responsibility ensuring that the insurance cover is adequate and appropriate. Insurance is held covering buildings, contents, employees and third-party liability.

Insurance is currently through Church of Scotland Insurance.

### 7.4 Regular Contractors

Item	Contractor	Amount paid in 2012
Cleaning	Jane Curror	£4,294 (£3,979 adjusted)
Heating system	Gibson Wight	£ 517
Maintenance of fire extinguishers	Chubb	£ 373
Energy supply	Scottish Hydro	£1,282
	British Gas	£3,657
	as advised by Argyle Energy CofS scheme	
Organ maintenance	Jim MacKenzie	£nil
Maintenance of Risograph printer	Capital Solutions	£474

## 8. What "green" credentials are evident in the life of the congregation?

**Action:** This is an opportunity to confirm what action has been taken or is planned by way of solar panels, insulation, upgraded heating, energy management control or similar to save energy or reduce the congregation's carbon footprint.

### 8 Green Credentials - Introduction

There is an awareness of environmental issues within the congregation and the various church organizations and the church is seeking to become an eco-congregation.

#### 8.1 Heating

The church has a modern, gas-fired, hot water circulating, central heating system with four, high-efficiency, gas boilers which are fired in sequence, when required. With low heating loads only one boiler operates; as the level of heating required increases, additional boilers fire up, thereby ensuring that each individual boiler always operates close to its optimum efficiency duty point.

The church and halls are split into four separate zones. Each zone has its own programmable timer and thermostatic control. In this way, different areas of the church and hall can be heated only when required.

Most of the radiators in the church halls are the original, heavy, cast-iron, fluted-column type.

The last three years has seen the phased introduction of new, high-efficiency, panel radiators each fitted with its own thermostatic valve. So far, radiators in the Session Room and the Small Hall have been replaced along with a number of radiators in the Large Hall and it is intended to replace old radiators with new panel radiators as each one comes to the end of its serviceable life.

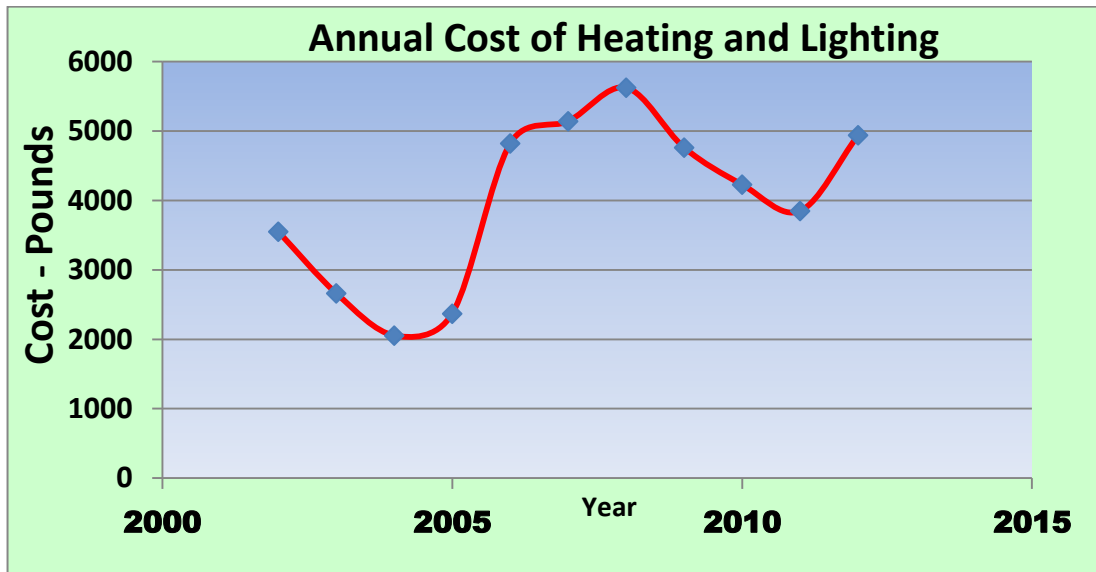


#### 8.2 Lighting

Most of the old fluorescent and incandescent lights have been replaced with modern, high-efficiency lighting. The most recent replacements, undertaken in 2012, were of the incandescent lights in the sanctuary and church vestibule and of fluorescent lights in the hall vestibule.

We would wish it to be noted that there has been a long-standing intention to replace the fluorescent lighting in the sanctuary with a more efficient and more visually pleasing system. Despite repeated requests we have found it impossible to get a visit from a member of the Artistic Matters Committee to agree with our proposals or to suggest alternative proposals.

### Heating and lighting costs for last 10 years.



Under the energy supply arrangements which have been in place for some years now we do not have accurate records for the annual consumption of gas and electricity. However, the above chart shows the annual amounts paid for energy which are indicative of annual consumption. In terms of expenditure we effected a significant reduction in the three years subsequent to 2008 when close attention was given to ensuring that only occupied zones were heated and that pre-heating of spaces was minimised.

Some quite simple measures also helped reduce energy costs. For example, the doors at the entrance to the halls were re-hung to ensure that their natural state was to swing shut and remain closed; prior to this the doors operated in a way which encouraged people to wedge them permanently open.

The fact that while gas prices increased by a factor of 2.4 between 2002 and 2011 yet the church's total energy costs increased by a significantly lower amount demonstrates that significant energy savings (CO<sub>2</sub> savings) have been achieved.

There is no scope for introducing any additional insulation into the roof spaces or walls and the church has no plans to introduce solar panels in the foreseeable future.

## Recycling

### Waste

All waste is sorted before it is picked up by East Renfrewshire Council. Materials are separated into categories including paper; plastic; glass; tins, cans and metal items; food waste and other.

### Clothing and shoes

The Guides have a huge container for collecting items of fabric including old clothes, and items including old shoes and old handbags.

**Batteries**

The church collects old dry cell and alkaline batteries. These are taken, periodically, to a battery reception centre.

**Spectacles**

The church collects old spectacles which are taken to a reception point. The frames are checked and the prescriptions of the lenses determined. Lenses and frames which can be easily used are sent to developing countries where they can be prescribed to patients in need. Frames which cannot be re-used are recycled and provide a source of valuable metals such as gold, silver and tungsten; the money gained from the sale of the precious metals is used to support eye care in the developing world.

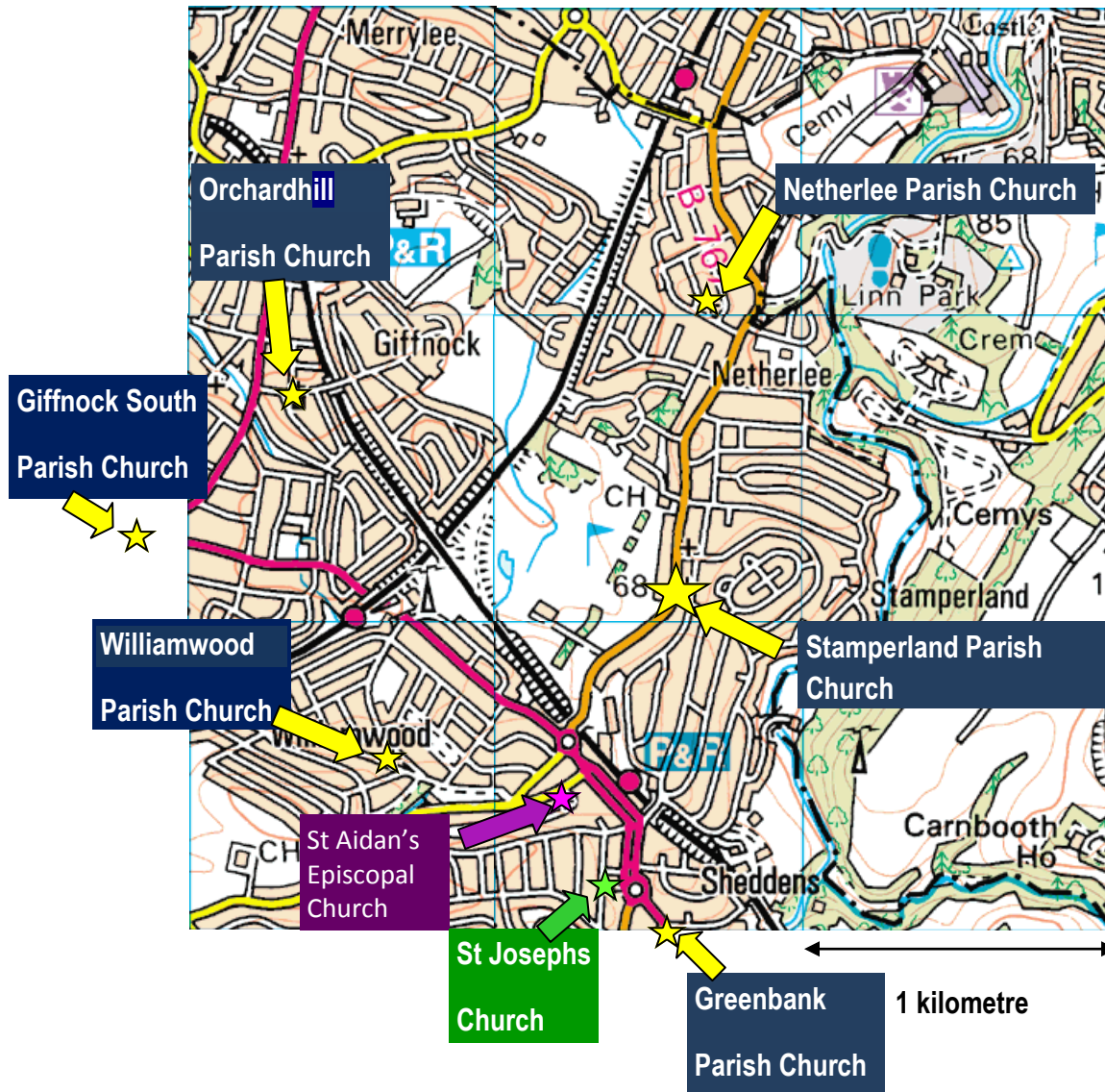
**Minimising Water Use**

There is an awareness of the benefit of minimizing water usage even though the church is not liable for payment of either fresh water supply or rain water drainage.

Attention is given to ensuring that no taps drip. Some years ago the urinals in the gents toilets were fitted with a sensor which ensured that flushing only took place if the toilet had been used as opposed to the previous operation when the urinals flushed every ten minutes.

Some years ago large sections of paving slabs were lifted to reduce run-off of rain water into the drains and allow water to soak away into the ground. The ground formerly covered by paving slabs is now planted with shrubs and perennial flowers.

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**MAP SHOWING LOCATION OF STAMPERLAND PARISH CHURCH  
and NEIGHBOURING CHURCHES**

# APPENDIX A

## Extract from Property Register (i)

BUILDING	MATTERS REQUIRING ATTENTION	COST	COMPLETED
1/	CARRIED FORWARD	—	—
2/	FROM QUINQUENNIAL INSPECTION	—	—
3/	NOTED AT ANNUAL INSPECTION		
	WALLS PAINT & TOUCH UP	27-52	FEB
	WINDOW REPAIRS	33-00	MAY
	PLUMBING REPAIRS	34-75	MAY
	HEATING SERVICE & PROGRAM CHANGE	516-83	JULY
	ELECTRIC WORK	13-80	JULY
	CHAIRY LIGHTING & VESTIBULE	354-96	NW
	RECREATION REPAIRS TO MANSE	620-00	DEC
	OTHER REPAIRS TO MANSE	65-00	
	NEW KITCHEN FOR MANSE	7280-00	
		8945-86	

ANNUAL INSPECTION DATES APRIL - SEPT - DEC

CARRIES OUT A HENDRICKSON C CRANFORD F NELSON

DESIGNATION CONVENOR

SIGNATURE OF CONVENOR

 10/3/12



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## **APPENDIX B**

### **Building Checklist**



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DATE OF INSPECTION:	OK?	ACTION REQUIRED & LOCATION	PRIORITY (L)ow; (M)edium; (H)igh	ACTION TAKEN & DATE
<b>Building Structure</b>				
External walls	Y			
Indication of damp penetration?	NO			
Flues & combustion vents clear?	Y			
Damage to essential fabric due to vandalism?	NO			
<b>Grounds</b>				
Appearance & safety	Y			
Noticeboards in good condition and information up-to-date?	Y			
Roof and covering	Y			
Slates/tiles/felt covering needing attention?	NO			
Flashings	Y			
Water penetration	NO			
Roof space insulation in place? (Remove any storage - fire hazard)	N/A			
<b>Guttering" drainage</b>				
All gutters cleaned in last year?	Y	ONE GUTTER LEAKING AT LARGE HALL	M	Repair in hand
Down pipes	Y			
Gullies and grates clear?	Y			
Roof and ground surfaces adequately drained?	Y			
<b>External doors, windows" paintwork</b>				
Condition of doors/windows/ window guards	Good			
Condition of external paintwork	Good			
Date of last external painting	2012			

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DATE OF INSPECTION:	OK?	ACTION REQUIRED & LOCATION	PRIORITY (L); (M); (H)	ACTION TAKEN & DATE
Internal fabric				
partitions/walls	Good			
Any timber decay?	NO			
Ceilings satisfactory? Any cracks?	Yes - ceilings satisfactory with no cracks			
Any dampness?	NO			
Floor coverings safe?	Y			
Hand rails/bannisters safe for small children?	Y			

**Heating and electrical systems and appliances**

Main heating system in good working order? .	Y	5 year NICEIC Electrical Certificate issued in 2008		
Boiler inspected and serviced in last year?	Y			
Condition of any supplementary heaters?	Good			
Current electrical safety certificate?	Y			
Inspection of electrical system by qualified inspector in last year?	NO			
All lights working?	NO	High level fluorescent lights in sanctuary need to be replaced. Pendant light shave been fitted with MBFU lamps. Awaiting response from Presbytery Property Convenor (and Artistic Committee) to letter sent in 2011 regarding replacement of fluorescent lights.		
Electrical appliances inspected in last year?	NO			

**Sanitary and kitchen facilities**

Kitchen facilities in good order?	<b>Y</b>			
Toilets in acceptable condition?	<b>Y</b>			
Hazardous cleaning chemicals locked up?	<b>Y</b>			

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**Facilities for the disabled**

Wheelchair access to building?	Y			
Wheelchair accessible toilet?	Y			
Induction loop system?	Y			

**Fire safety**

Fire doors and exits in working order & free from obstruction?	Y	Assembly point is outside building in Stamperland Gardens. Assembly point highlighted by		
Designated assembly points in building? Where?	Y			
Fire extinguishers? Last serviced?	Y		April 2013	
Fire alarm fitted? Last tested?	Y		May 2013	

**First Aid**

Up-to-date first aid kit on premises? Last checked?	Y		May 2013	
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## APPENDIX C

### Hazards Checklist

**Storage:** Are stored items below shoulder height to prevent things falling onto people?

Y

**Stacking chairs:** Are chairs stacked in small numbers to stop them toppling onto people?

Y

**Trailing cables:** Are there any loose cables that might cause a trip?  
(*TIP: Use gaffer tape or cable protectors.*)

N

**Cleaning chemicals:** Are all cleaning materials kept in a locked cupboard?

Y

**Flooring:** Do you have signs to warn people if the floor is either wet/uneven?  
(*TIP: Try to avoid using loose mats and rugs.*)

Y

**Lighting:** Is there adequate lighting in all parts of the building, particularly emergency lighting (at fire exits)?

Y

**Boilers and heaters:** Are there suitable safety guards to prevent burns, and are other items stored an appropriate distance from heat sources?

Y

**Windows:** Are any windows above ground-floor level fitted with restricting hinges/locks?

Y

**Exits and fire exits:** Are these clear from obstructions at all times?

Y

**Fire doors:** Are these always closed and never propped open?  
*DID YOU KNOW: It's amazing how fast smoke can go through doors propped open with fire extinguishers!*

Y

**First aid:** Do you have at least one first aid box on the premises, are its contents checked regularly and do people know where to find it?

Y

*TIP: Some items in your First Aid box have a limited shelf life so check the contents regularly.*  
For more on what should be in your first aid box, visit the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)) or ask for the leaflet 'First aid at work-your questions answered'.

**Ideally you will also have a trained First Aider.**

## APPENDIX D GENERAL FUND BUDGET

	BUDGET 2013	ACTUAL 2012
<b>INCOME</b>		
<b>Offerings</b>		
WFO Scheme (non Gift Aid)	13,000	13,427
Gift Aid Donations	33,000	33,606
Tax on Gift Aid Donations	10,000	9,457
Ordinary Offerings (Open plate)	4,500	5,368
Other Offerings, Donations, Gift Days, etc	<u>9,000</u>	<u>1,813</u>
	69,500	63,671
<b>Other Ordinary General Income</b>		
Contributions from Congregational Organisations	1,000	1,669
Regular Fund Raising Events	5,000	3,867
Weddings & Funerals		
Use of Premises	6,000	6,465
Life and Work (Net)		25
Miscellaneous	<u>0</u>	<u>0</u>
	12,000	12,026
<b>Total Ordinary General Income</b>	<b><u>81,500</u></b>	<b><u>75,697</u></b>
<b>EXPENDITURE</b>		
<b>National Ministry and Mission &amp; Wider Work</b>		
National Stipend Fund Allocation	43,995	41,672
Less endowment income	(694)	(692)
Presbytery Dues	2,320	2,207
	45,621	43,187
<b>Local Staffing Costs</b>		
Minister's Travelling Expenses	2,200	1,589
Minister's Telephone & Other Expenses	800	505
Pulpit Supply	250	305
Other Salaries, National Insurance & Pensions	2,800	3,422
	6,050	5,821
<b>Buildings Costs</b>		
Fabric Repairs & Maintenance	8,000	8,946
Heating & Lighting	7,000	4,939
Water Charges & Insurance	3,300	3,086
Manse Council Tax	2,200	2,195
Cleaning Materials & Laundry	4,000	4,293
	24,500	23,459
<b>Other Local Costs</b>		
Sunday School	300	784
Organ & Piano Maintenance	350	-
Equipment maintenance	500	474
Telephone, posts, printing, stationery	1,200	1,040
Outreach		216
Other expenses	2,500	2,643
	4,850	5,157
<b>Total Ordinary General Expenditure</b>	<b>81,021</b>	<b>77,624</b>
<b>GENERAL FUND SURPLUS / (DEFICIT) FOR THE YEAR</b>	<b>479</b>	<b>(1,927)</b>