

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

GENERAL ASSEMBLY 2019

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The outline Order of Business in Appendix 1 details the arrangements for the 2019 General Assembly. The General Assembly will meet in the Salutation Hotel, Perth from Wednesday 29th to Friday 31st May. The annual meeting of the Women's Home and Overseas Committee and all Sessions of the General Assembly will take place in the Salutation Hotel. The Assembly programme will reflect the changes agreed last year. These changes mean that the reception of delegates from other Churches and Moderator's Address will be on the Wednesday evening with the Communion service on Thursday morning. The Assembly will finish by 5 p.m. on the Friday with closing worship in the last half hour.

STEDFAST

Mr Alastair Wright continues as Stedfast Secretary and works well with the Stedfast Editorial Team. The Team is grateful to the Rev. John Fulton for his valuable contribution and assistance over the years and wish him well in his retirement. New members have been welcomed to the Team, which continues to commission and request material from within and beyond the Church in its effort to provide a magazine that encourages, supports and advances the life and witness of the denomination. Congregations are, as always, encouraged to give Stedfast their support.

PRAYER UNION

The Committee appreciates the valuable contribution which the Prayer Union continues to make to the life of the church in providing an opportunity for focused prayer throughout the denomination. Mrs Wemyss Billows and her committee are to be commended for the quality and content of the Prayer and Study Guide which is widely used throughout the church. The Administration and Finance Committee thank the Prayer Union Committee for their written report which is found as Appendix 2.

COORDINATING FORUM

The Coordinating Forum continues to meet to share information on the work of presbyteries and the committees of the church. The present committee structure has been in place for a number of years and has encouraged committees to liaise and work together where appropriate.

NOMINATIONS TO GENERAL ASSEMBLY COMMITTEES

The Committee would again like to express thanks to everyone who has willingly accepted nomination to General Assembly Committees, in particular to those who have agreed to become Conveners and Vice-Conveners of Committees.

RESHAPING FOR MISSION

The group appointed by the Coordinating Forum to consider Church Planting / Revitalisation has again met on a number of occasions during the last year. Consideration has been given to the issues involved, and thanks are expressed to Rev Dr David Miller for all the work which he has undertaken. The report of this group is found on page 31

OFFICE ARRANGEMENTS

The Committee expresses grateful appreciation to the Rev. John Fulton who retired as General Secretary on 29 March 2019. Mr Fulton has faithfully served in this position for twenty-five years and the diligence he has exercised throughout his time in office has greatly benefitted our denomination. Mr. Fulton's retirement and the necessity of ensuring the continued operation of the church office has been the focus of the Office Advisory Group. This

Group, comprised of members of the Committee and co-opted members, has met on several occasions and allocated different members to meet with various people to ensure the Committee had an accurate assessment of the practice and procedures of the office and that pastoral care is given to our staff.

As agreed by the General Assembly of 2018 interim arrangements are now in place for the Church Office. A handover period with the General Secretary and the Principal Clerks from January to March has taken place. Mr Keane and Mr Brown have now taken on much of the work previously carried out by Mr Fulton and they are each based in the office for 1½ days per week and Mrs Jarvis has taken on more of the general running of the office and servicing of Committees. Additional assistance in the way of clerical support may be sought when deemed necessary and the outsourcing of larger quantities of scale printing has already been used.

The Committee has agreed appropriate honorariums and travel expenses for Mr Keane and Mr Brown, recompense for their congregations and an increase in salary for Mrs Jarvis in recognition of her enhanced role. The Committee was also advised by Mr Peter Dick of his intention to retire from the position of accountant at the end of March 2019. Enquiries were made and following due process, including a handover, Mr Lawrence Renn took up the position of accountant in March 2019. The Committee expresses grateful appreciation to Mr Dick for his twenty-three years of faithful and dependable service to our denomination in his position as accountant.

DENOMINATIONAL REVIEW

The Denominational Review Group, also comprised of members of the Committee and co-opted members, has been set up and begun the work of reviewing the way the Church operates. Tasked with a wider remit, this Group is in the process of conducting a wider review of structures and related matters, including considering the implications for the future work of the denomination.

The Denominational Review Group, will give regular progress reports to the Committee as we engage in the process of review of the denomination's administration and consider the way forward. An interim report has been produced and it remains our intention to bring a report with recommendations to the General Assembly of 2020.

SAFEGUARDING

A presentation has been prepared to introduce the material across the denomination to all of those involved in work with children and adults at risk of harm. This includes a number of scenarios to help people think about how the guidelines would work in practical situations. The Committee held a number of events in the East and West presbyteries when the material was introduced to Congregational Safeguarding Coordinators. A similar presentation was made at the Presbytery of the North. The Coordinators have given copies of the material which they have been asked to share with those in their congregations who are involved in such activities.

DATA PROTECTION

Information was sent to congregations to help them ensure that they comply with the General Data Protection Regulation (GDPR) which came into effect last year. Congregations have been informed that they must comply with its requirements, just like any other charity or organisation.

FOOD HYGIENE

Updated Food Safety Guidelines have been produced and these were issued to congregations in January. Any congregations offering food and drink on their premises should ensure that those involved are familiar and comply with this document.

MODERATORIAL VISITATION

Thanks are expressed to the Moderator, Rev John Cross, for his visits to congregations during the past year and for the encouragement he has brought. The Moderator has also willingly represented the church at a number of meetings and events.

East: Burntisland: Erskine, Corstorphine. St Ninians, West Calder: Limefield

West: Ardeer, Ayr, Bellshill: St Andrews, Canonbie, Langside & Shawlands, Millerston, Kilmaurs, Milngavie, Uddingston: Park

North: Carnoustie, Cunningburgh, Lossiemouth, Sandwick, Tayport

QUINQUENNIAL VISITATION

During the year the following quinquennial visitations have been carried out:

East: Alloa: Moncrieff, Bo'ness: Craigmailen, Edinburgh: Corstorphine, Gorebridge,

West: Duntocher: West, Darnley, Knightswood, Shieldhall & Drumoyne, Largs

North: Balintore, Boddam

In the name of the Committee,

DOUGLAS I CAMPBELL

IAN A BOA

COLIN C BROWN

Convener

Vice-convener

Clerk