

Abbotshall Church**Thursday 24 September 2015**

which place and date the Kirk Session met and was duly convened with a reading and prayer.

- Sederunt** Rev R Frew with I Anderson, I Clark, A Duncan, R Duncan, T Espie, E Fraser, Jane Gilmour, Jim Gilmour, R Henderson, M Hope, J McLeod, M Michael, D Murray, J Napier, B Page, J Paton, M Petrie, M Scriven, K Wilkie, James Bissett trainee minister.
- Apologies** J Browning, G Bruce, S Docherty, R Michael, A Moyes, E Smith, A Steward.
- Minutes** The minutes of the meeting held on Thursday 28th May 2015 were approved.
- Matters Arising** Those still required to attend the Protection of Vulnerable Groups training were reminded that it is mandatory.
- Morag Michael and Morna Scriven, along with the minister, met with Presbytery's Superintendence Committee to discuss the Local Church Review. The concerns of the Session were taken on board. The Committee apologised as the Review had not been carried out as it should have been.
- Elsbeth Smith agreed to serve on Presbytery as our additional elder.
- Summer service times were discussed. Whilst 10am seemed a good idea in theory it did not work well in practice. Too much confusion – especially with the united services in July being at 11.00am. Elders were asked to request feedback from their districts to inform our decision making for next summer.
- Heart and Soul Swing Band** Richard Michael mentors the Heart and Soul Swing Band – a group of ministers and friends. They have asked to give a concert in Abbotshall on Saturday 31 October at 7.30pm. Young musician from Balwearie are being approached to perform as well. Abbotshall is asked to provide soup and sandwiches for the musicians after their rehearsal and a cup of tea at the end. No tickets but donations to Church of Scotland's HIV/Aids appeal. After the concert we will require to set up for communion the following morning.
- Communion – 1 November** Communion invitations and district lists have been distributed. Morag advised that following the retirement of a number of elders some changes had been made to the districts. Elders advised to check carefully.
- Safety / handrails** There was a discussion about climbing the steps to the chancel area. Some elders had indicated they were no longer as able. Implications for the offering and communion. It was agreed that

the brass offering plates could routinely be placed beside the steps, as on communion Sundays. Discussion extended to the collection from those sitting in the gallery. Agreed that from next duty rota those sitting upstairs would leave their offerings in a bag at the foot of the stairs.

Safety outside the building also discussed and the need to extend the existing handrail. Mike Petrie to look into it.

**Presbytery
Communion**

The minister has been appointed Moderator of Presbytery and by tradition the November Presbytery Communion is held in the Moderator's Church. This will be at 7.00pm on Tuesday 3 November. Elders will be required to serve. Morag to contact to check availability. Following the service there will be refreshments in the halls and then a Presbytery Conference.

**"Learn"
Resource**

Five copies of "Learn", a study aid for Elders, have been circulating. A few elders are still to read it. This is to be done by our November meeting. At that meeting we will discuss one of the topics that provoked greatest interest.

**Trustees
Responsibilities**

The minister explained the responsibilities that come with being a Trustee.

In 2005 OSCR (the Office of the Scottish Charity Regulator was established with powers to monitor charities and their trustees.

The General Assembly of 2007 approved a statement that the charity trustees of a congregation comprise the parish minister, elders who sit on the Kirk Session and members of the Congregational Board. What this means in practical terms:

Office bearers must be careful to ensure that they do not allow the congregation to drift into a situation where it reaches a critical situation of not being sustainable financially.

Assets of the congregation must not be applied to any non-charitable purpose.

Accounts must be kept in a particular way and subject to audit over a particular limit.

Need to detail remuneration to charity Trustees (In our case Minister and Organist).

Need to include charity number on all external advertising and correspondence etc.

Regulations regarding public collections – usually following funerals – where recipient's charity name and number must be displayed.

Liability can be incurred due to negligence hence the need of risk assessments and good health a safety policies.

There has been confusion over the status of retired elders. The Principal Clerk has advised keeping 2 lists. Elders who are members of the Kirk Session and therefore responsible for Session decisions. Elders who are not members of Kirk Session (retired or on sabbatical) and not responsible for Session decisions therefore not Trustees of the congregation.

Trustees are covered by indemnity insurance through Church of Scotland Insurance Company.

The minister will forward links to the relevant documents on the Church of Scotland website.

Congregational Board

The Congregational Board comprises elected Board members and some members of the Kirk Session. A number of elected Board members are now elders and there has been some confusion over responsibilities towards the Congregational Board. Elders are asked to consider whether Board membership is something they would like to relinquish or take up. The Session Clerk will be in touch to clarify the situation.

Presbytery update

Jenny McLeod presented a report of the Presbytery meetings in June and September.

June – Reports were received from the General Assembly (Ken Froude) and the Guild (Alison Davidson). The 3 churches that had undergone Local Church Review (Abbotshall, Bennoch and St Ninian's) were all found to be in a satisfactory state. The Church and Society Committee was to host a prayer service in Abbotshall in partnership with World Mission Council and Christian Aid focussing on Israel and the occupied Palestinian Territory. (This was duly held, ending in the Peace Garden in the Beveridge Park.)

September – Rev Rosie Frew was appointed Moderator. Suzy Goodsir of Greener Kirkcaldy spoke of some of the work that has been done in conjunction with St Bryce Kirk and detailed some of the help and advice they could give on energy saving etc. The Accounts Attestation Team reported and Congregational treasurers were commended for the high standard of their accounting. Jim Reid of Kinghorn urged Presbyters to take part in the consultation on Library closures. The Pilgrim Way Challenge to take place on 19 September. (5 members from Abbotshall took part.)

The minister detailed her Moderatorial responsibilities to date – leading worship at the 50th Anniversary Service for Glenrothes: St Ninian's along with Rt Rev Angus Morrison, and unveiling a memorial stone! Attending the 150th Anniversary Mass at St Marie's on Sunday 27th September. There is then the ordination of the new minister of Glenrothes: Christ's Kirk in November.

Pastoral Care Update

Morna reported on behalf of Anne Steward. The Group met on 10th September after a break during the summer. The Group is running smoothly and there is nothing in particular to report. We now have 18 church members in residential care in and around Kirkcaldy. When elders go visiting their districts in October, prior to November Communion, could they report back to Anne Steward or Morna anyone who they feel now needs to come under the umbrella of pastoral care or any change of circumstances/update on members already known to the group. Last Communion some elders sent an email detailing members in their districts who were either housebound, infirm or had other difficulties and this was helpful...we'd rather know twice about a person than not at all. Can you also let Anne or Ruth Wright know of anyone you would like to receive the church flowers in the coming months.

Correspondence

Morag intimated that she had received a letter from Bob Motion resigning from the Kirk Session. She had written to thank him for his many years of faithful service. The Session accepted his resignation.

E-mail from Martin Scott, Secretary to the Ministries Council, advising church members of the Church's response to date to the refugee crisis and encouraging members to show welcome and hospitality when the time comes.

Information about Going for Growth conferences in Oban and Linlithgow. Linlithgow on 8 October.

Advertising poster for latest Vocations Conference.

Diary dates

Sunday 27 September – Harvest Thanksgiving

Saturday 10 October, 10.00am – Coffee morning

Thursday 29 October, 2.00pm – Thursday Fellowship Group

Thursday 29 October, 7.30pm – Congregational Board meeting

Saturday 31 October, 7.30pm – Heart and Soul Swing Band

Sunday 1 November, 9.00am & 11.00am – Celebration of the Lord's Supper

Tuesday 3 November, 7.00pm – Presbytery Communion

Sunday 8 November, 10.50am – Remembrance Sunday Service

Thursday 12 November, 2.00pm – Blythswood Service in Templehall Church

Thursday 26 November, 2.00pm – Thursday Fellowship Group

Thursday 26 November, 7.30pm – Kirk Session meeting

Saturday 28 November, 10.00am – Christmas Fayre
 Saturday 19 December, 5.00pm – Christingle Service
 Sunday 20 December, 11.00am – Young Church Christmas Service
 Thursday 24 December, 11.15pm – Carol singing, Watchnight Service
 Friday 25 December, 11.00am – Christmas Day Service
 Sunday 27 December, 11.00am – United Service in Bennoch Church

Dates of next meetings Thursday 29th October 7.30 pm– Congregational Board
 Thursday 26th November 7.30 pm - Kirk
 Thursday 28th January 7.30 pm - Trustees

Closing Prayer The meeting was closed by the Session saying “*The Grace*” together.

Action Items	Assess timing of summer services	Everyone
	Support for Heart and Soul concert	Everyone
	Check district lists for changes.	District Elders
	Investigation of handrails etc	Fabric Convener
	Change in way offering is collected from gallery	Session Clerk and duty elders
	Read Learn Resource Book	Everyone
	Circulate information re Trustees responsibilities	Minister
	Advise Anne Steward of additions to Pastoral Care visiting list, flower recipients etc	Everyone

Minute Clerk

Moderator