Dear Session Clerk

The Annual Inspection of Records is a legal requirement from 121 and OSCR. It does not need to be laborious or time consuming. It allows Presbytery to check that records and rolls are being kept in good order as church guidance requires.

Thank you to all who engaged with the new process for the 2023 Inspection at the end of last year. We now require the Inspection for 2024. We would like to invite you once again to meet with a neighbour or two or three or more, to carry out the Inspection of Records for the Year Ending 2024.

Please find attached an updated form with a checklist of all the different records and rolls that need to be viewed on the day of inspection.

Paperwork for Safeguarding should be sent to your local Safeguarding Contact and your Accounts should be sent to the Finance Committee. Your Minister, if you have one, should preferably email their log book for travel expenses to me, as Convenor of Superintendence, an Excel spreadsheet to help them with this is available on the Presbytery website. please check if they have done this and note it on the form.

Please arrange to meet at a place that is suitable for everyone. You will need to have with you the following documents: Kirk Session Minute Book and Sederunt (if used); Congregational Board Minute Book (if used) and Sederunt (if used); Deacons Court Minute Book (if used), Baptism Book; Congregational Roll Update form, Manse Schedule and Insurance Document.

We are aware that different congregations keep their rolls in a variety of formats and varying information, depending on GDPR needs etc. For the Inspection of Records, we only need to see that each congregation keeps a note of how people transferred in or out, and the dates, as well as noting deaths with dates. We do **not** need to see a full spreadsheet with addresses or contact details. Name and Transfer/Death data is what we are looking for. There is a template for this attached with this letter along with the Inspection Form.

Please be in touch if you need any help with this. We have given congregations till 30th April 2025 to complete and return the Inspection Record form, do not return the Roll form. If you can, please scan the form and send it back via email preferably, however, snail mail is acceptable. My address is given below for either option.

Many thanks in advance from the Superintendence Committee.

Blessings

Rev Lyn Peden

Convenor of Superintendence

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