

Clèir Eilean Ì: Highlands & Hebrides
STANDING ORDERS

Section	Contents
I	Roll of Presbytery
II	Officials
III	Meetings
IV	Mission Districts
V	Committees and their Membership
VI	Worship
VII	Business
VIII	Procedure
IX	Conduct of Cases
X	Dissent & complaint and Appeal
XI	Review of Decisions
XII	Miscellaneous
Sch 1	Standing Committees and their Remits
Sch 2	Applications to and Powers of Land & Property Committee

I Roll of Presbytery

1. Membership of Presbytery. The membership of Presbytery shall be determined in accordance with the relevant acts of Assembly.
2. Corresponding members. The following persons shall, unless already commissioned by a Kirk Session or elected by Presbytery as additional elders, be entitled to be corresponding members of Presbytery unless Presbytery, in terms the Church Courts Act (Act VI 2023), 14.1, shall decide otherwise:-
 - (a) The President of each Presbyterial Council of the Church of Scotland Guild within the bounds of Presbytery, and
 - (b) Readers on Presbytery's Roll of Readers who are resident within the bounds of Presbytery.

On the recommendation of the Business Committee, Presbytery may also elect by free election other persons to be corresponding members of Presbytery.

Corresponding members of Presbytery shall be entitled to receive the Minutes of Presbytery, to attend all its meetings including any meeting or part of a meeting taken in private and to speak on any matter before Presbytery, but shall not have the right to move or second a motion or a counter motion or any amendment thereof or to vote.

II Officials

3. Moderator. The Moderator of Presbytery shall be elected as determined by Church Courts Act (Act VI 2023), 12.3. The Business Committee shall each year, or as often as Presbytery shall decide, submit to the next ordinary meeting of Presbytery after the meeting of the General Assembly its recommendation for Moderator for the ensuing year.

4. Clerk. The Presbytery shall appoint a full-time Clerk, following all appropriate employment procedures. In the absence of the Clerk, Presbytery shall appoint one of its members to cover the Clerk's duties and the fact of the appointment shall be minuted. Before taking up office, any Clerk shall take an oath in the following terms "I swear that I will be faithful to the duties of Clerk of Clèir Eilean Ì: Highlands & Hebrides" The Clerk will ensure that the records of Presbytery, including those of its Committees, are properly kept. The Clerk alone may issue Extracts from the records of Presbytery and its Committees. The Conveners of Committees may issue copies of the Minutes of their respective Committees.
5. Presbytery Support Officer. The Presbytery shall employ a full-time Presbytery Support Officer, following all appropriate employment procedures, whose duties shall be determined by the contract of employment.
6. Finance Officer. The Presbytery shall employ a full-time Finance Officer, following all appropriate employment procedures. The Finance officer shall act as the Presbytery Treasurer and carry out all other duties as specified in the contract of employment. Presbytery shall at its autumn meeting each year determine the manner in which its accounts for the year then current are to be audited in accordance with Regulations III, 2012 concerning Presbytery Finance. The Treasurer shall maintain all the financial records and bank and other accounts of Presbytery. Funds may be withdrawn from any of Presbytery's accounts on the signature of any two of the Treasurer, the Clerk, and the Convener of the Finance Committee. Presbyters claiming repayment of travelling and other expenses shall do so on forms approved by Presbytery and shall submit therewith bank pay-in slips or information for a transfer by BACS.
7. Buildings Officer. The Presbytery shall employ a full-time Buildings Officer, or FTE posts, following all appropriate contractual procedures. The duties of a Buildings Officer shall be determined by the contract of employment or contract of business, whichever applies.
8. Mission Enabler. The Presbytery shall employ a full-time Mission Development Officer, or FTE posts, following all appropriate employment procedures, whose duties shall be determined by the contract of employment.
9. Communications Specialist. The Presbytery shall employ a full-time Communications Specialist, following all appropriate employment procedures, whose duties shall be determined by the contract of employment.

III Meetings

10. Ordinary Meetings. Presbytery shall meet for Ordinary Business either using the internet or at venues as determined by the Business Committee. It shall meet four times each year, at least one of which meetings shall be in person, or at such other times and places as Presbytery may decide.
11. Specific Purpose Meetings. A Specific Purpose Meeting shall be called either at an Ordinary Meeting or, where the need arises, between Ordinary Meetings. It may be called by the Moderator on the advice of the Clerk in terms of Church Courts Act (Act VI 2003), 12.1.2-3.
12. Quorum. The quorum for meetings shall be three members of the Court, one of whom shall be a Minister and one an Elder.
13. In Public. Presbytery shall meet in public but may resolve to meet in private to deal with a particular item of business.
14. Standing Orders. Standing Orders will be reviewed annually by the Business Committee and any additions or alterations thereto submitted to Presbytery for approval. Without prejudice to the foregoing provision, a Committee or member wishing to move an alteration of Standing

Orders shall lodge a motion in writing with the Clerk, who shall lay the motion before the Business Committee and thereafter bring the motion before Presbytery with the recommendation of the Business Committee. If a counted vote is called for, a majority of two thirds of those voting shall be required to change standing orders.

15. Minutes. A draft Minute having been circulated promptly, as well as the Minute of the last ordinary meeting the Minute of each meeting of Presbytery held since the immediately preceding ordinary meeting shall be sent to each member of Presbytery with the Billet calling and the Agenda for the next ordinary meeting of Presbytery. In being presented to Presbytery the Minutes shall be taken as read. Minutes shall be authenticated by the signatures of the Moderator and Clerk. Each Minute, or the last page thereof if more than one, shall be signed and each preceding loose-leaf page initialled, by the Moderator who occupies the Chair at the time when the Minutes are submitted for approval and by the Clerk.

IV Mission Districts

16. In consultation with the various congregations and charges within its bounds, Presbytery shall encourage all congregations to join one of four Mission Districts. These shall draw down responsibility for work allocated to them by Presbytery as they are able. Each Mission District shall attend to the continuation and/or development of the use of Gaelic in the church as appropriate to its area.

V Committees and their Membership

17. Committees. Presbytery shall establish and maintain the Standing Committees listed in Schedule I hereto with the remits as specified therein. Presbytery may also establish ad hoc Committees for such purposes as Presbytery may from time to time determine.

18. Conveners of Committees. Presbytery shall appoint a Convener for each Standing and ad hoc Committee on the recommendation of the Standing or ad hoc Committee itself. The Convener of each Standing Committee listed in Schedule I hereto shall hold office for four years and may be reappointed for one further period of four years.

19. Membership of Committees. Each Standing Committee listed in Schedule I hereto and the Vacancy Procedure Committee shall consist of sufficient members to represent the needs of the whole Presbytery. The Land & Property Committee shall include the Buildings Officer(s) and the Finance Group shall include the Finance Officer. The membership of each Standing Committee shall be reviewed by Presbytery annually on the recommendation of the Business Committee. Each Convener shall have power to co-opt additional members to his or her Committee as the Convener deems necessary. The Moderator and Clerk shall enjoy membership of each Committee, Sub Committee and Working Group and, if they choose not or are unable to attend their meetings, should receive minutes of those meetings.

20. Powers of Committees. Each Standing Committee listed in the first column of Schedule I hereto shall have power, in name of Presbytery, to make decisions on all matters coming within its remit as specified in the second column of Schedule I, which decisions shall conform to the agreed policies of Presbytery. An *ad hoc* Committee shall have the power conferred on it by the deliverance whereby it is established. Each Standing and *ad hoc* Committee shall act in accordance with its remit and may take decisions by a simple majority of the members of the Committee except in the case of the Land & Property Committee as laid out in Schedule 2. It shall be within the power of the Convener of a Standing or *ad hoc* Committee either to call a meeting of the Committee or to communicate with the other members of the Committee by letter or by telephone or by e-mail provided that the details of such communications are recorded by the Convener and the decisions reached by such communication are minuted. Each Standing Committee shall report to each ordinary meeting of Presbytery, with the exception of the Augusta Lamont Committee which shall report at least once each year. Each *ad hoc* Committee shall report as determined by the deliverance whereby it is established. In any event, each Standing and *ad*

hoc Committee shall report to the first ordinary meeting of Presbytery after decisions have been taken as hereinbefore provided. Decisions of the Presbytery are subject to appeal or review and such an appeal or review shall be heard by the appropriate appellate body of the General Assembly. Appeals shall be in terms of the Appeals Act (Act I 2014). Presbytery Mission Plan decisions shall be subject to review in terms of the Presbytery Mission Plan Act (Act VIII 2021).

VI Worship

- 21. Acts of Worship.** The Moderator shall be responsible to Presbytery for all acts of worship and the Moderator, or one appointed by the Moderator, shall conduct appropriate devotions at the commencement of each meeting of Presbytery. The Moderator shall arrange the celebration of the Sacrament of the Lord's Supper annually at one of Presbytery's ordinary meetings.

VII Business

- 22. Order of Business.** The order of business at ordinary meetings of Presbytery shall be as the Clerk, in consultation with the Business Committee, shall determine.
- 23. Order of the Day.** It shall be competent for the Clerk, in consultation with the Convener of the Business Committee, to set an Order of the Day for business, in particular that which requires the attendance of parties other than members of Presbytery. Such action shall be presented for the approval of Presbytery when the agenda is submitted. An Order of the Day shall be taken not later than fifteen minutes after the hour appointed, and, provided parties are present, may be taken earlier than the time specified if other business allows.
- 24. Additional Business.** Any member wishing an item of business added to the Agenda of an ordinary meeting of Presbytery shall, at the latest, request a place on the order-paper when the Agenda is presented for approval otherwise the matter may not be brought forward.
- 25. Assembly Remits.** Items remitted by the General Assembly shall be dealt with by the Standing Committee of Presbytery whose remit includes the work of the Committee by which the matter was presented to the General Assembly, or by an ad hoc Committee appointed by Presbytery on the recommendation of the Business Committee.

VIII Procedure

- 26. The Chair.** The Moderator shall chair all meetings of Presbytery. In the absence of the Moderator the most recent previous Moderator present, all such failing, the experienced member whom the Presbytery elects shall take the chair.
- 27. Duties of the Moderator.** The Moderator shall be responsible for keeping good order, ruling on points of order and disallowing motions which are incompetent, irrelevant or offensive. The Moderator's ruling thereon shall be equivalent to a resolution of Presbytery and may be dissented from and otherwise treated as any decision of the Presbytery may be.
- 28. Voting by the Moderator.** The Moderator shall not have the right to either move or second a motion or counter-motion or amendment and shall not have a deliberative vote but shall have a casting vote in the case of equality of votes. The Moderator, having vacated the chair, shall not have a vote. In the event of the Moderator having declined to exercise his casting vote, the status quo shall prevail until such time as the item of business comes before Presbytery again.
- 29. Leaving the Chair.** The Moderator shall vacate the Chair when his or her charge, or any constituent congregation thereof, or a congregation or a Kirk Session of which he or she is a member, is called to the bar and may also do so to speak to an item of business before Presbytery and shall resume the chair immediately after the relevant matter has been determined. In such cases the provisions of Standing Order 26 shall apply.
- 30. Transmission of Committee Minutes and Reports.** Minutes of, and Reports from, Committees shall be transmitted to the Presbytery Clerk so as to be in his or her hands not less than 14

days before the date of the meeting at which they are to be tabled and will be included in the papers sent out for that meeting. A Minute or Report which has not been circulated may be presented orally at a Presbytery meeting at the discretion of the Moderator. The Clerk may decline to circulate other papers if their status is not self-evident, or if they are unsigned, or if the signatory or signatories have not indicated in what capacity they are writing.

31. Motions. All motions, counter-motions and amendments shall be transmitted or handed to the Clerk in writing (including electronically when the meeting is via the internet) before any vote is taken thereon.

32. Order of Debate. The Order of Debate shall be as below.

1. The Chair. Every speaker shall address Presbytery through the Moderator, the correct form of address being: "Moderator".
- a. Secunder. A motion will fall unless it is seconded.
- b. In Support. When a motion or motions have been made and seconded, any member may take part in the subsequent debate.
- c. One Speech Only. Except as provided for in Standing Order 32.e, no member may speak twice on the same matter except in explanation and then only by permission of the Moderator.
- d. Point of Order. Any member may rise to speak to a Point of Order. A speaker is not to be interrupted unless upon a call to order. When so interrupted, the Member shall cease speaking and shall resume his or her seat until the Point of Order is decided. The member calling to order shall state the grounds for doing so; and the speaker who has been interrupted may briefly reply in explanation to show that he or she is not out of order, but no other member may speak to the Point of Order unless with the permission or at the request of the Moderator, with whom the decision of the call rests, though the Moderator may put the call to a vote of Presbytery.
- e. Right of Reply. There shall be no right of reply to a debate, except that Conveners of Committees or other persons presenting reports shall have the right to reply to a debate arising from a report made by them on behalf of their Committee.
- f. Time Limits. All speeches shall be limited to 5 minutes, unless the Moderator rules otherwise.
- g. Character of Motions. Motions shall be considered as belonging to one of the following categories and shall be dealt with as prescribed: (i) The original motion; (ii) counter-motions being motions contradictory or negative of the original motion or of a substantial part of the original motion; (iii) Amendments being motions not substantially contradictory of the original motion or counter-motion, but for making deletions, alterations or additions thereto without defeating the main object; (iv) Amendments on amendments already moved and seconded.
- h. Moderator to Judge. The Moderator shall be judge of the category to which any motion shall be considered to belong, and the ruling of the Moderator shall be final.
- i. Voting on Amendments. Immediately after an amendment of an amendment [SO 32.g. (iv)] has been proposed, seconded and spoken to, the Moderator shall take a vote 'For' or 'Against'. The Moderator shall thereafter take a vote 'For' or 'Against' any amendment [SO 32.g.(iii)] amended or unamended as the case may be.
- j. Voting on Motions. After all amendments, if any, have been disposed of, the Moderator shall take a vote between all motions in Standing Orders 32.g(i) & 32.g(ii), and in doing so shall adopt the following procedure. A vote shall be taken between all the motions in the order in which they were made, beginning with the first. Each Member may vote for one motion only. If, on the numbers being announced, one motion has received a clear majority of votes, all the other motions shall fail; but if no motion has obtained a clear majority, the motion having the smallest number of votes shall be struck off and a vote taken between the remaining motions; and so on until one motion receives a clear majority on a vote. This motion shall become the judgement of Presbytery.

- k. Taking the Vote. The vote shall be taken by a show of hands or by standing or otherwise as the Moderator shall decide. Specifically, the Moderator shall decide if enough notice has been given for a secret ballot to be deployed.
- l. Next Business. It shall be in order during a debate for a member to move that Presbytery proceed to the "Next Business" upon its agenda. Should the motion be seconded the Moderator shall immediately put the matter to the vote and, if a majority of members are in favour, Presbytery shall move to the next business upon its agenda unless there are motions, amendments or counter-motions relating to the matter under debate in the hands of the Clerk. In this case the Moderator shall immediately put these to the vote without further debate, after which Presbytery shall move to the next business upon its agenda.

IX Conduct of cases

- 33. Citations. It shall be the duty of the Clerk to timeously cite in name of Presbytery parties involved in a case that is to be brought before Presbytery including, without prejudice to the foregoing generality, congregations in relation to which a report under Act I 2011 concerning Local Church Review is to be submitted.
- 34. Hearing of Cases. The hearing of cases shall be in accordance with the Standing Orders of the General Assembly.

X Dissent & Complaint and Appeal

- 35. Dissent and Complaint. A member of Presbytery dissatisfied with a judgement of Presbytery which has not been unanimous, may intimate dissent and may do so with or without giving reasons. Such dissent and reasons if given (unless the latter be disrespectful, injurious to a party or permission be refused by Presbytery) shall be recorded in the minutes of the meeting. Any member of Presbytery who wishes to take the matter to the General Assembly may dissent and complain and go on to crave extracts. All shall be in accordance with the Appeals Act (Act I 2014).
- 36. Adhering. When a dissent has been entered it is in order for any member of Presbytery present to adhere to such dissent.
- 37. Appeal. A party at the bar, if dissatisfied with a judgement of Presbytery, may appeal and go on to crave extracts, in accordance with the Appeals Act (Act I 2014).
- 38. Procedure for a Complaint or Appeal.
 - a. A Complaint may be made immediately after the judgement of Presbytery has been intimated or immediately before the meeting of Presbytery is adjourned.
 - b. Dissent and Complaint may be taken in the form 'I dissent and protest for leave to complain'.
 - c. An appeal shall be taken in accordance with the provisions of the Appeals Act 2014, or other Acts and Regulations of the General Assembly that specifically provide another appeal procedure.
 - d. The Complainer or Appellant may crave extracts and is entitled at any stage of the cause to complete, but not partial, extracts relative to the cause.
 - e. A Complainer may within ten days of the decision deliver to the Clerk a Note of Appeal setting out in brief specific numbered propositions the grounds upon which the appeal is taken, failing which the Dissent and Complaint will be deemed to have been abandoned and the fact recorded in the minute of the next ordinary meeting of Presbytery.
 - f. It shall be the duty of the Clerk to advise a Complainer or Appellant of the correct form of a Note of Appeal and of the procedures to be followed.
- 39. Challenging Procedure. A member wishing to object to a procedural matter and who has failed to object timeously may dissent and complain immediately after the procedural step has been

taken or after judgement has been intimated or immediately before the meeting of Presbytery is adjourned.

XI Review of Decisions

- 40. Restriction on Review.** Presbytery shall not review any decision within six months of the date on which it was made.
- 41. Citation of Parties Afresh.** No judgement which was made after the citation of parties to attend a meeting of Presbytery for their interest shall be recalled or reviewed without the same parties having been cited to attend the further meeting of Presbytery at which the original judgment is to be reconsidered. Such second or subsequent citation shall be under certification that any party failing to appear will be held to have consented to the original judgement being reconsidered and to the judgement of Presbytery thereon but without prejudice to the right of any party to appeal against that judgement in causes where there is an automatic right of appeal.

XII Miscellaneous

- 42. Inspection of Presbytery Records.** The Superintendence Committee shall act as the Examination Committee in terms of section 32 of Act III 2000.
- 43. Inspection of Congregational Records.** The Superintendence Committee shall, in name of Presbytery, each year inspect or cause to be inspected the records, as specified by the Superintendence Committee, of each congregation within the bounds of Presbytery and shall submit a report thereon to Presbytery at its first ordinary meeting following the meeting of the General Assembly.
- 44. Record Apart.** In any case where Presbytery or any of its Committees considers that it is desirable or essential that confidentiality be maintained, it shall be within the power of Presbytery or the Committee to instruct the Clerk to maintain a Record Apart of the proceedings. The Record Apart will be authenticated by the signatures of the Moderator and Clerk on their own authority. After final determination of the matter which is the subject of the Record Apart, the relative papers shall be sealed and retained for five years, after which they shall be destroyed, except where the period is one hundred years as specified by the Data Protection Policy of the Church.
- 45. Work on Church Properties.** The provisions of Schedule II hereto shall apply to work on congregational properties and, in the case of Cowal, applications for related funding from the Augusta Lamont Bequest.
- 46. Alterations to place and time of public worship.** Kirk Sessions shall arrange for public worship in each parish in accordance with the terms of any Basis of Adjustment applying to the congregation. Any intended adjustment to such arrangements shall be reported to the Presbytery for its approval. This provision shall not apply where a Kirk Session makes an occasional adjustment to arrangements for a particular or single purpose.
- 47. Commissions to the General Assembly.** Presbytery reserves the right not to commission ministerial members of Presbytery to attend the General Assembly if they are not in regular attendance at Presbytery.
- 48. Holidays and Pastoral Cover.** Presbytery encourages Ministers in charges to take adequate and regular leave therefrom. It shall be the responsibility of Ministers in charges to ensure that adequate arrangements are made for the conduct of public worship and the pastoral care of the parish during their periods of leave. A Minister in a charge who experiences difficulty in making such arrangements shall so advise the Convener of the Mission & Ministry Committee,

whom failing, the Clerk. A Minister in a charge who intends to be on leave, or away from his or her charge for more than twenty eight days, shall advise the Clerk in advance.

- 49. Illness of Parish Minister.** It is incumbent on a Minister or Probationer paid through the Faith Action Programme, who is unable to work due to illness, to advise Faith Action of that fact and furnish a medical certificate. It shall be the duty of such Minister or Probationer (or his or her Session Clerk) to advise the Presbytery Clerk of that fact if such absence from work exceeds, or is likely to exceed, fourteen days. On receiving notification as aforesaid, the Presbytery Clerk shall so advise the Convener of the Business Committee, which Committee may appoint an Interim Moderator to the charge forthwith, or at any time thereafter while the minister is unable to work.
- 50. Trustees Indemnity Insurance.** Presbytery may take out and maintain in force by payment of the premiums, Trustees Indemnity Insurance for its charity trustees and officers.
- 51. Suspension of Standing Orders.** It shall be competent for Presbytery, on the motion of any member and, on cause shown, summarily to dispense with the observance of Standing Orders, or any part of them, in any particular case provided always that such motion shall receive the support of not less than two-thirds of those voting on the question.

SCHEDULE I (SO 17-20) Standing Committees and their remits

Committee	Remit
Business	shall be (a) the undernoted specific matters (b) all other matters specifically the responsibility of the Committee in terms of church law and practice, in particular as stated in the Church Courts Act and (c) related matters not the specific responsibility of any other Committee Submit recommendations for additional elders (SO 2) Submit recommendations for corresponding members (SO 2) Submit recommendations for moderator Submit recommendations for office bearers (SO 4 and 5) Determine venues and/or on-line arrangements for ordinary meetings (SO 8) Review Standing Orders (SO 12) Submit recommendations for convenership of committees (SO 16) Submit recommendations for membership of committees (SO 17) Submit recommendations for consideration of General Assembly remits (SO 23) Appoint interim moderator in cases of illness (SO 47) Any matter remitted by Presbytery Presbytery Planning Administer the Argyll Trust Funds and any other trust funds of Presbytery All matters not the remit of any other committee

Mission & Ministry	All matters which are the responsibility of a department of ministries at General Assembly level. Appraisal. Appoint Support Teams for newly inducted Parish Ministers and others newly appointed to other ministries. Act as the <u>Vacancy Procedure Committee</u> of Presbytery in implementation of Act VIII, 2003 anent Vacancy Procedure; and additionally (i) monitor and supervise all vacancies and to report to Presbytery thereon; (ii) monitor and supervise the Vacancy Advisory Committees; (iii) give instructions to the VACs as and when required including instructions to the VACs to furnish additional support to Nominating Committees and to furnish reports on any vacancy as and when required; (iv) place advertisements in relation to any vacancy with the concurrence of the Nominating Committee(s); and (v) act as the Nominating Committee of Presbytery under section 26(a)(i) of Act VIII, 2003. Adjudicate on suitability of locum tenens, grant or withhold concurrence and determine the period of appointment to conform with Presbytery planning.
Mission	All matters which were the responsibility of the General Assembly's Church and Society Council, Mission and Discipleship Council, Social Care Council, World Mission Council and Ecumenical Relations Committee. Work with the Mission Development Officer in mutual support. Support, as appropriate, the Mission Districts in the work allocated to them by Presbytery.
Finance	All matters formerly the responsibility of the General Assembly's Stewardship and Finance Department.

	Work with the Finance Officer/Treasurer in administering the finances of Presbytery. Examination of Congregational Accounts and reporting thereon in implementation of regulation (D)4 of Regulations II, 2012.
Superintendence	Implementation of Act I, 2011 anent Local Church Review. All matters related to Discipline in accordance with the Discipline Act (Act 1 2019 as amended) and Complaints. Administer the Annual Inspection of Records, specifying in advance to Parish Ministers, Interim Moderators and congregations the records which they are required to present. All matters related to Safeguarding including the appointment and administration of the Presbytery Safeguarding Panel. The membership of the Safeguarding Panel will include the Moderator of Presbytery (Convener), the immediately previous Moderator of Presbytery, Presbytery Clerk, the Superintendence Convener, any Youth Minister, and the Presbytery Safeguarding Contact. The members of the Panel should be informed straight away if a significant Safeguarding incident occurs in the Presbytery, and a meeting of the Panel convened if appropriate. The Panel will be responsible for overseeing the safeguarding of vulnerable people and the pastoral care of those involved in any future Safeguarding incident.

Land & Property	Work with the Buildings Officer with regard to:- Implementation of Act XII, 2007 anent Care of Ecclesiastical Properties Implementation of section 11 of Act VIII, 2003 anent Vacancy Procedure, (Manse Inspections) All other matters relating to congregational properties and glebes Implementation of Schedule 2 hereof.
Augusta Lamont Bequest	Monitor and advise Presbytery for its interest on the management of the Augusta Lamont Bequest, always in conformity with the agreement with the Bequest's Trustees (the Assembly Trustees) pertaining at the time.

SCHEDULE 2

Standing Orders and Remit of Property Committee.

1. To work at all times in co-operation with the Buildings Officer or Officers.
2. To be a resource to congregations seeking advice and guidance on property matters in conjunction with the General Trustees and relevant Assembly bodies
3. To encourage and support congregations who are working towards creating 'the right space in the right places'.
4. To work appropriately with other Presbytery committees in pastorally supportive ways, particularly in situations where property matters are a contributory factor for wider deliberations.
5. To arrange for the annual inspection of property registers and to administer the five yearly inspection of properties.
6. To disseminate to congregations advice and information received from other bodies with expertise on property related matters.
7. To arrange for manse inspections or survey of buildings, as appropriate, during a congregation's period of vacancy.
8. To make recommendations to Presbytery on property applications where costs would exceed the financial limits set from time to time by the General Trustees (presently £15,000).
9. To make recommendations to Presbytery on property applications where costs are below the financial limits set from time to time by the General Trustees, but where congregations seek financial assistance in the form of grants or loans.
10. To work at all times within the parameters set by the Acts and Regulations of the General Assembly and also those set by the Presbytery Plan.
11. To arrange for the release of congregational funds, in agreement with the acts and regulations of the General Assembly, held in the Consolidated Fabric Fund.
12. To defer determining an application and to remit it without comment to the Ministries Committee when thought appropriate.

Delegated powers:

To dispose of all applications by a two-thirds majority within the committee in respect of fabric and furnishings with the following exceptions, in which case the application must be brought to the floor of Presbytery:-

- The application is for work of more than £50,000.
- The property concerned is other than "a" category in the Presbytery Plan, unless there are pressing issues with Health and Safety considerations and / or local trustee obligation to keep properties wind and watertight requires immediate action.
- The Property Committee is aware of congregational conflict.
- The initial application by any congregation, irrespective of building category, is seeking to effect major refurbishment or reconfiguration of their premises.
- Stipulations of title deeds require that Presbytery as a whole makes determination.
- The application is from a congregation, which has a justified Mission and Ministry shortfall

- The application is from a congregation, which is making loan repayments.
- All decisions taken under delegated powers are to be recorded by means of the Extract Minute form as approved by Presbytery.
- All decisions taken under delegated powers are to be reported to the next ordinary meeting of Presbytery.