

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



Type of Meeting:	Kirk Session
Date and Time:	Saturday 2 nd November 2024 at 9.30am
Location:	Brightons Ministry Centre
Sederunt:	Rev S Burton, Moderator and Ruling Elders: I Baillie, A Gillespie, J Glass (Presbytery Elder), G Mann, L McGarry, H McManus, J Meek, R Moore, J Norton (Session Clerk), P Paterson, B Rankine, M Scott, J Wallace, K Wansbrough, W Tomlinson Reserve Elders:, J Dick, C McEwan, J McGarry, K Wansbrough, M Zacks
Apologies:	Ruling Elder: J Falconer
Absent:	Reserve Elders: J Callahan, R Callahan, J Kerr, F Miller, J Robertson

Minute No.	Comment	Action
1. Constitution	1.1 The meeting was opened with a reading from John 13: 12-17, 34-35 then constituted with prayer.	
2. Sederunt	2.1 The sederunt, as above, were noted.	
3. Conflict of Interest (new)	3.1 Conflicts of interest were declared by J Meek, J Norton and P Paterson re Item 8.1 and I Baillie re Item 12. L McGarry and R Moore to complete Conflicts of Interest form and return to Session Clerk.	L McGarry / R Moore
4. Minutes	4.1 The following minutes were approved: BSS - 4 th September (pp67-68) Brightons - 25 th September (pp396-399) with points of correction that page numbers should be pp396-399 and J Wallace should be removed from the Sederunt list. Muiravonside - 11 th September (pp310-315) Slamannan - 15 th October The Moderator noted there was nothing to raise at present from any of the minutes listed. Moderator
5. Matters Arising	5.1 None.	
6. Election of Ruling Elders	6.1 All Elders present voted unanimously for the 15 Ruling Elders as outlined in the Moderator’s Report. The Moderator thanked everyone for their time and service and prayed for all Elders who are retiring or becoming Reserve. Following this the Reserve Elders left the meeting.	
7. Length of service for initial Ruling Elders	7.1 Kirk Session unanimously agreed the proposal as outlined in the Moderator’s Report. The Moderator set out the expectation on the role of Ruling Elder and clarified a number of points: <ul style="list-style-type: none"> All are expected to hold the role of Elder, Trustee and a primary role on either a Team or hold a Session/ Depute Session Clerk or Presbytery Elder role. 	Moderator/ Session Clerk

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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	<ul style="list-style-type: none"> • If the area of service assigned is not the best fit, speak to the Moderator. • Ruling Elders to consider what could stop doing to free up time to carry out role of Ruling Elder. • It is possible to serve on other Teams but can only hold a Primary role in one team. • The only guideline in terms of time between service, is that one year should ideally be taken off following a period of serving as Ruling Elder. How long this period as a Reserve Elder is will depend on the gaps identified in Kirk Session (KS) at the time. • If needed, may consider ordaining more Elders. • J Meek encouraged all Ruling Elders to nurture and be aware of those who could come onto KS in future if there were gaps. • Door duty rota at Brightons Ministry Centre will continue as is, as all on it are currently trained on fire/emergency evacuation procedures. • The Moderator/Session Clerk will review the future KS make up in June and bring a proposal to September KS for approval. 	
<p>8. Election of Office Bearers</p>	<p>8.1 Session unanimously approved the proposal as outlined in the Moderator’s Report. J Meek, J Norton and P Paterson left the room during this approval.</p> <p>It was noted that the Finance and Discipleships Teams could cover the current vacancy for Stewardship Promoter if needed.</p>	
<p>9. Team Structure and Convenors</p>	<p>9.1 Session unanimously approved the proposal as outlined in the Moderator’s Report.</p> <p>The Moderator noted that the ‘Children and Young People’ team may wish to retain the current ‘Up and Coming’ Team name. The Moderator with confirm with Peter Costello (Team Convenor).</p>	<p>Moderator</p>
<p>10. Policies</p>	<p>10.1 The Moderator advised the rebranded policies will now be brought to January KS meeting.</p>	
<p>11. Local Worship Leaders</p>	<p>11.1 The Moderator noted that he has since had confirmation from Presbytery that Local Worship Leaders (LWL) are automatically accepted by the new union.</p> <p>Session had no questions and were happy to note and encourage the LWL outlined in the Moderator’s report.</p> <p>The Moderator noted that two services would be run at the same time in the Brightons and Slamannan ministry centres, with the same scripture being preached upon.</p> <p>It was noted I Baillie would finish as locum end of November and finish preaching end of December. The Moderator stated it will be helpful to have Ian on the Preaching Team though noted, as Pastoral Assistant, he can’t be involved in preaching too often.</p>	

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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<p>12. Contracts for Pastoral Assistant (PA) and Cleaners</p>	<p>12.1 Session unanimously approved the proposed contracts issued with the Moderator’s Report. I Baillie left the room as the PA’s contract was being discussed and approved.</p> <p>A change was suggested and accepted to update section 15.vii in all the contracts to notify line manager rather than Clerk to the Kirk Session. It was noted the new additional PA and Youth Development Worker are centrally employed as they are MDS (Ministry Development Staff) positions.</p> <p>I Baillie to meet with the Moderator to discuss the PA contract offline.</p>	<p>I Baillie / Moderator</p>
<p>13. Union Outworkings</p>	<p>13.1 Session noted the points in the Moderator’s Report. Other points discussed:</p> <p>L McGarry noted cars coming from Slamannan would be able to pick up any Blackbraes and Shieldhill (BBS) members if the mini-bus was full.</p> <p>The Moderator noted our BBS building was vested locally and progress for sale was moving more quickly with the Law Department than Muiravonside which is vested in the General Trustees.</p> <p>J Glass volunteered to assist with buildings sales if needed.</p> <p>J Glass asked if Gordon Scott had sufficient capacity in the Property Team to look after the five buildings. The Moderator noted the team had 3/4 volunteers with another two available to help.</p> <p>I Baillie confirmed he had let the local undertakers know the union had happened. The Moderator noted that the BBS and Muiravonside buildings are still available for funerals until sold, however resourcing may be an issue.</p> <p>The Moderator noted cashflow and budget will need to be worked out. A number of members from BBS and Muiravonside have requested their Certificates of Transfer so how this affects the Giving to Grow contributions will need to be assessed. It is hoped a budget will be able to be brought to the January KS meeting.</p> <p>13.2 Lets – it was agreed that P Paterson, L McGarry and I Baillie would meet to review the costs for funerals and wedding for the Slamannan Ministry Centre.</p> <p>The Moderator noted the let to the Orange Lodge of the Slamannan Ministry Centre will continue until the end of the year, then be reviewed at a future KS meeting.</p>	<p>Finance Team</p> <p>P Paterson, L McGarry, I Baillie</p>
<p>14. Presbytery</p>	<p>14.1 The Moderator shared the key points:</p>	

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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<p>15. Safeguarding</p>	<ul style="list-style-type: none"> • much of the business at the last meeting was largely nodded through. • the Moderator gave a tribute to Monica MacDonald on her retirement. • two/three ministers have demitted due to Mission Planning and Manses not being in a good condition. <p>15.1 The Moderator presented the key updates:</p> <ul style="list-style-type: none"> • Refresher Trustee Training running on 16th November • A single safeguarding register will be produced combining the registers from the four legacy churches • A data-cleanse activity is required by CoS by 22 Nov to ensure our register is up to date and anyone who is not-active is removed. This is now required by law. • No PVG issues have been raised. • Session approved the following names to work with children and young people: <ul style="list-style-type: none"> ○ Louise Munro ○ Fraser Tait ○ June Arkless • The Safeguarding panel consists of <ul style="list-style-type: none"> ○ Billy Rankine ○ Jane Bell ○ Gordon Scott <p>B Rankine will bring future updates to Session</p> <p>The Moderator gave thanks for the great amount of work done and all that is involved for this panel and coordinator, and noted and gave thanks for Jessie Wallace’s service on the Panel for many years.</p>	
<p>16. Finance</p>	<p>16.1 P Paterson presented the key updates:</p> <ul style="list-style-type: none"> • Review of the cost of services in progress • Budget impact on salaries to be considered • New envelopes for UBPC ordered to start in Jan • Two years of gift aid payments have been received; payments made to 121 • Direct debits/standing orders being updated for BSS, Muiravonside and Slamannan; no change needed for Brightons Direct debits/standing orders. • Utilities readings taken 31/10 and sent to Treasurer • Progressing electronic banking across all 4 legacy churches • The Finance Team would welcome more volunteers 	
<p>17. Property and Safety</p>	<p>17.1 Session accepted the report as tabled.</p> <p>The Moderator gave thanks to the Property Team for all their hard work, particularly to Gordon Scott.</p>	
<p>18. Discussion Topic</p>	<p>18.1 Purpose and Values – Session unanimously approved the proposal as outlined in the Moderator’s Report.</p> <p>The Moderator shared he will pursue discussions with Fellowship Group Leaders, Safar and Huddle as the values</p>	

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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	<p>will be based on our discipleship pathway, our journeys and end goal. What does it look like to maturely follow Jesus? What stories would people tell about following Jesus? This will be brought to Dec, Jan and April KS meetings for discussion with aim for our Values to be agreed by end April 2025.</p>	<p>Moderator</p>
<p>19. Looking Ahead</p>	<p>19.1 Session noted the items outlined in the Moderator's Report.</p>	
<p>20. Elders Districts and Pastoral Groupings</p>	<p>20.1 The Moderator outlined that with 15 Elders on the new united KS, if we continued with the previous model each Elder would have a district or Pastoral Grouping of over 40, which is too much.</p> <p>The proposal outlined in the Moderator's Report was therefore approved by Session ((14 votes for approval, one abstention). This means UBPC are following the model many churches have adopted in recent decades.</p> <p>R Moore, Marion Zachs and Andy Pender to meet to discuss how we provide pastoral care for BSS housebound/care homes.</p> <p>The Moderator noted Elders are welcome to visit but there is no expectation on them to do so. It was also noted Elders do not require to be PVG'd to visit.</p> <p>The question was asked how we make sure people identify with a group so they know what is their core group for receiving pastoral care. The Moderator stated that this has to be a change in culture over time. A letter will be issued with the next Connect magazine detailing the way pastoral care is available.</p>	<p>Session Clerk</p>
<p>21. Correspondence</p>	<p>21.1 The Moderator shared a letter of encouragement received from Maddiston Community Church as we go into Union.</p> <p>The Session Clerk will respond with a letter of thanks on behalf of UBPC.</p>	
<p>22. Roll Keeping</p>	<p>22.1 Session homologated the decision to baptise Marsaili Ferguson on 20 October and agreed the request for Sylvie Kirton to be baptised on 24 November.</p> <p>22.2 Since the last meeting, the death was noted of our member May Young on 22 October, as well as the recent death of Tan Braes, latterly a resident in The Haining. The Moderator commended the family of May and Tan to our prayers and gave thanks for the fellowship shared with them.</p> <p>22.3 It was also noted Ann Herd had requested to transfer her lines to Larbert Old, which have been sent. The Moderator gave thanks for Ann's fellowship.</p>	

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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23. AOCB	23.1 Session agreed that email addresses for Session business did not need to be bcc'd.	
24. Services	<p>24.1 The following services were planned:</p> <p>3rd Nov (11am) – Joint service at Brightons 3rd Nov (7pm) – Service of Introduction at Brightons 10th Nov (10.45am) – Remembrance services at both ministry centres, with Rev. Monica Macdonald leading at Slamannan 24th Nov (6.30pm) – Hillary Nyika preaching, Chaplain at Polmont Young Offenders Institute 28th Nov (11.30am) – half hour Communion at Brightons 1st Dec (11am) – Communion services at both ministry centres (Scott and Monica) 8th Dec (6.30pm) – Bereavement service at Slamannan 15th Dec (11am) - Nativity service at Brightons (Jill) 15th Dec (6.30pm) – Christingle service at Brightons 18th Dec (6.30pm) – Nativity/Carol service at Slamannan 24th Dec (6.30pm) – Early Watchnight Family Service at Brightons 24th Dec (11.30pm) – Watchnight Service at Brightons (Judith) 24th Dec (11.30pm) - Watchnight Service at Slamannan 25th Dec (10.30am) – Christmas Day service at Brightons 29th Dec (11am) – all age service at Brightons (Brent) and normal worship at Slamannan (Linzi) 26th January 2025 (11am) – Braes Churches Pulpit Swap 26th January 2025 (6.30pm) – evening service 30th January 2025 (11.30am) – half hour service</p> <p>It is proposed to hold an hour prayer time at our Muiravonside building on the 3rd Wednesday of the month, 10am-11am from 20th November. The Moderator noted this will be a poignant time of prayer; God won't move in the Braes if we don't change.</p> <p>It is also proposed to hold four joint services during school holidays: 16th Feb and June – Brightons May and Sept – Slamannan (venue permitting)</p>	
25. Dates	<p>25.1 Dates of future meetings/holiday were noted with corresponding update given, and locations to be confirmed:</p> <p>10th December 7.15pm – Kirk Session meeting (property, finance, communications) 28th January 7.15pm – Kirk Session meeting (pastoral care, discipleship, worship) 25th February 7.15pm – Kirk Session meeting (community outreach, children and young people) 25th March 7.15pm – Kirk Session meeting (property, finance, communications)</p>	

UPPER BRAES PARISH CHURCH (UBPC) MINUTES



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<p>26. Close</p>	<p>29th April 7.15pm – Kirk Session meeting (pastoral care, discipleship, worship) 27th May 7.15pm – Kirk Session meeting (community outreach, children and young people) 17th June 7.15pm – Kirk Session meeting (property, finance, communications)</p> <p>Please note: each month the following items would be standing business, with reports shared where there is business to address, and/or an update given no less than 3 months apart:</p> <ul style="list-style-type: none"> • Safeguarding • Presbytery • Local Mission Church Leadership Team <p>Also, under AOCB could come urgent requests via other teams where necessary.</p> <p>Scott holiday: 26th December to 5th January</p> <p>The Moderator noted that from next year the December KS meeting will be dropped.</p> <p>26.1 The meeting was closed by saying the Grace together.</p>	<p>..... Moderator</p> <p>..... Session Clerk</p>