

Minutes

Community Outreach

Monday 2 February 2026

19:30 in Brightons Ministry Centre



Decisions highlighted in green. Actions highlighted in pink.

Present

Cammy Dick, Jim Kerr, Jamie McIntosh (Chair/minute taker), Margaret Scott and Maralyn Stirling.

1. Welcome / Opening

Jamie opened the meeting reflecting on Psalm 138. At times, the weight of the challenges facing Upper Braes feels heavy, which can leave us feeling overwhelmed, but we stand on the promise of God's Word. We give thanks that His reach is longer than our reach, and His strength is greater than any limitation we face.

2. Apologies

Scott Burton, Jill Dickson, Rachel Gilmour, and Roy Graham.

3. Minutes of last meeting – 10 November 2025

These were accepted with no changes required.

4. Matters arising

a) Martha's Pantry

Jamie attended the reopening of Martha's Pantry yesterday. It was attended by volunteers, supporters, service users and local politicians. Community Outreach organised a Falkirk Herald photographer to attend to mark the occasion.

Jamie updated the team on recent answers to prayer and encouraged the team to continue to hold the ministry of Martha's Pantry in their prayers. While prayer is vital, Jamie said later tonight we would discuss practical ways to support Martha's Pantry.

b) Partnership with Christians Against Poverty (CAP)

Since the last Community Outreach meeting, Roy stood down as Upper Braes' liaison on the Forth Valley CAP Steering Group. On behalf of Community Outreach, Jamie thanked Roy for his service.

During this season of change, while Upper Braes Parish Church no longer leads a CAP annual service or financially supports CAP, three church members continue as CAP volunteer befrienders. Additionally, CAP resources are available for Martha's Pantry service users to borrow.

5. Refine and allocate team roles

Historically, several people joined the Community Outreach team to represent a specific church group. At the November meeting, the team decided to move to the roles listed below. Tonight, team members were appointed to the following roles:

Postholder	Role	Responsibilities
Maralyn	Community liaison lead	Build relationships with local businesses and organisations to raise awareness of Community Outreach activities and to seek support.
Cammy	Marketing lead	Promote Community Outreach and its activities within the church and to the community.

Jim	Partnerships lead	Build relationships with relevant local groups. Ensure we understand local needs.
Jamie	Chair	Lead Community Outreach team so it fulfils its mission and vision. Champion its activities and members. Change-agent.
Rachel [appointed post-meeting]	Operations lead	Lead specific Community Outreach activities from planning to delivery, getting things done.
Vacant	Resources lead	Manage the Community Outreach budget, track expenditure, and identify fundraising opportunities.
Vacant	Secretary	Take meeting notes, ensuring we record what we agree and decide. Ensure agendas and papers are distributed.

Jamie encouraged team members to consider whether they could serve in one of the vacant roles, as Resources lead, or Secretary. **Jamie to follow up team members.**

6. Review our rolling calendar and identify actions

Team members reviewed the rolling calendar (see appendix), focussing on:

- Litter pic(k)nic

The team recognised the importance of the newly appointed role of Marketing lead. **The team agreed to publicise the event inside the Church and in the community.**

The team felt that simply offering tea, coffee and biscuits afterwards would be insufficient. **In her new role, Maralyn to seek donations of food and drink from local shops.**

- Martha's Pantry

Jamie encouraged the Community Outreach team to work towards supporting Martha's Pantry twice a year – this would likely take the form of a fundraising activity, and a Harvest food collection, roughly held six months apart.

The team considered fundraising activities, deciding to organise a quiz night in Brightons Ministry Centre in early 2027. In the meantime, the team wondered if Martha's Pantry could be the recipient of the March 2026 communion retiring offering. **Jamie to approach the Finance team regarding the communion retiring offering.**

- Easter Fun Day – scheduled for 4 April 2026

Jamie to chat to the leader of this activity to see how Community Outreach could help.
Since the meeting, the person leading the Easter Fun Day was not available, therefore the event would not happen this year.

- Hustings – scheduled for Monday 27 April 2026

Jamie to chat to the leader of this activity to see how Community Outreach could help.
Since the meeting, the person leading the Hustings was not available, therefore the event would not happen this year.

7. Any other business

Cammy intimated Pre-5s required volunteers on Tuesday mornings to assist with the running of the group. **Jamie to chat to Wendy to explore how Community Outreach could support.**

8. Choosing the date of our next meeting

The team meets alternately on Mondays and Tuesdays, therefore the next meeting would be Tuesday 5 May 2026 at 19:30 in the small hall in Brightons Ministry Centre.

9. Close

There being no further business, Jamie closed the meeting in prayer.

Appendix: Community Outreach 2025/2026 calendar

YEAR-ROUND ACTIVITIES	Date/Month	Activity	Role of Community Outreach	Venue
	Tuesdays	Pre-5s	We support (Wendy Dick leads)	BMC
	Wednesdays	Martha's Pantry	We support (Monica MacDonald leads)	SMC
	Thursdays	Thursday Coffee Morning	We support (Margaret Scott leads)	BMC
	Fridays during term time	Pupil support – chaperone including commute	Volunteer required	Braes High
	Saturdays up to four times a year	Belong	Community Outreach leads	BMC
	All-year round	ASN family support group	We support (Rachel Gilmour leads)	Braes High
	All-year round	Banners on church railings and notice boards changed seasonally e.g. Easter, Christmas	Community Outreach leads	BMC & SMC
	All-year round	Wallacestone Primary School liaison – a recent example was internal painting	Community Outreach leads	Wallacestone Primary
	Throughout the year as required	Fundraising activities for Church-supported charities	Community Outreach leads	BMC
	Easter and Christmas	Polmont Young Offenders outreach	Community Outreach leads	Polmont YOI

ONE-OFF	Date	Activity	Role of Community Outreach	Venue
	Monday 2 February 2026	Community Outreach meeting	Community Outreach leads	BMC
	Sunday 1 March 2026	Communion retiring collection for Martha's Pantry	Community Outreach leads	BMC & SMC
	Saturday 14 March 2026	Litter pic(k)nic	Community Outreach leads	Brightons area
	Easter Sunday is 5 April 2026	Polmont Young Offenders outreach – distributing Easter cards and chocolate	Community Outreach leads, supported by Communications team	Polmont YOI
Tuesday 5 May 2026	Community Outreach meeting	Community Outreach leads	BMC	

Notes:

- BMC = Brightons Ministry Centre, Polmont YOI = Polmont Young Offenders Institution, SMC = Slamannan Ministry Centre