Minutes
Community Outreach
Monday 24 August 2026
19:30 in Brightons Ministry Centre

Decisions highlighted in green. Actions highlighted in pink.

Present
Cammy Dick, Jamie McIntosh (Chair/minute taker), Maralyn Stirling, Margaret Scott, Rachel Gilmour and Roy Graham.

1. **Welcome / Opening**
   Jamie opened the meeting with a reflection on Galatians 6:9-10, encouraging the team not to grow weary in doing good and to continue serving others faithfully. He reflected on recent encouragements, including new volunteers for Pre-fives, a successful litter pic(k)nic and outreach to young men in Polmont Prison.

   Jamie noted that tonight's meeting would consider narrowing the team's focus so that Community Outreach could concentrate its efforts on a smaller number of priorities. As the church approached Harvest, he encouraged the team to remain faithful in serving the community and to trust God for the outcome.

2. **Apologies**
   Apologies received from Scott Burton and Jill Dickson.

3. **Minutes of last meeting on 5 May 2026**
   The team accepted these as an accurate record of the meeting.

4. **Matters arising**
   a) Team roles
   Jamie advised that Roy had offered to undertake the role of Resources Lead, including responsibility for monitoring expenditure, overseeing the Community Outreach budget and identifying fundraising opportunities. Jamie thanked Roy for serving in this way.
   The team welcomed Roy's offer and appointed Roy as Resources lead.

   No volunteer came forward for the Secretary role.
   The team agreed that Jamie would continue to undertake Secretary responsibilities alongside the role of Chair until alternative arrangements can be made.

   A summary of office bearers and responsibilities is provided in Appendix 2.

   b) Clarifying that Community Outreach champions four charities
   Jamie reminded the team that Community Outreach had previously agreed to focus charitable support on Christians Against Poverty, Falkirk Foodbank, HMP Polmont YOI and Martha's Pantry, in line with guidance from Kirk Session.

   The team noted that publicity for Men Can Bake had already been distributed identifying Christians Against Poverty, Martha's Pantry and Strathcarron Hospice as beneficiaries.

   The team agreed that Men Can Bake should proceed as advertised in order to avoid confusion and honour commitments already made.

The team reaffirmed that future Community Outreach fundraising initiatives should support only the charities championed by Community Outreach.

c) Litter pic(k)nic

Jamie reported that, following discussion at the Kirk Session Conference, the working group had recommended that Community Outreach continue with a single annual litter pic(k)nic in the Brightons area at this stage.

5. Update from Kirk Session Conference, and discussion

Jamie provided an update on the recent Kirk Session Conference and the development of the congregational action plan.

The team discussed opportunities to strengthen community engagement and noted the establishment of a working group to progress this work.

The team agreed to consider any proposals arising from the action plan through normal Community Outreach planning processes.

Jamie thanked the working group for contributing to the congregational action plan on behalf of Community Outreach. He reported that the working group would next meet on 14 September, which any member of the Community Outreach team was welcome to attend.

The team noted the deadline of 22 September 2026 for submission of the required Presbytery paperwork associated with the congregational action plan. Responsibility for progressing this work rests with the working group.

6. Forward planning

The team reviewed activities previously agreed and confirmed plans for their implementation.

The team noted Cammy would be Marketing lead across all activities.

Time of year	Activity
5 September	**Men Can Bake,** Brightons Ministry Centre. Roy will be Operations lead, and Cammy is Marketing lead. In a change to plan, funds raised will support Christians Against Poverty, Martha's Pantry, and Strathcarron Hospice (see 4 b).
14 September	**Local Mission/Community Outreach planning meeting,** Brightons Ministry Centre
22 September	**Deadline to submit Congregational Action Plan** to Presbytery
4 October	**Harvest food collection** at both ministry centres in aid of Martha's Pantry. The team confirmed arrangements previously discussed, including aiming for congregation-wide participation, including church organisations.
20 October	**2027 budget deadline.** Budget forecast to be submitted to Kirk Session for consideration.
28 October	**Rob Halligan concert**, Brightons Ministry Centre, 19:30
31 October	**Light party**, Brightons Ministry Centre. At the last meeting the team discussed the importance of succession planning to aid organisational sustainability. For the light party, Rachel will be Operations lead (supported by Chloe Kirton).

2 November	**Blood Transfusion service**, Brightons Ministry Centre. The service is managed by the Scottish National Blood Transfusion Service, so requires no operational support from Community Outreach.
Advent	**Christmas banners at both ministry centres**.
5 December	**Light Up Brightons**, Brightons Ministry Centre, 18:30
Advent	**Polmont Young Offenders outreach**. Monetary collection to fund a card and chocolate for each prisoner. Maralyn will be Operations lead.
TBC	**Nativity Fun Day**, Brightons Ministry Centre. Rachel will be Operations lead.
Early 2027	**Quiz in aid of Martha's Pantry**, Brightons Ministry Centre
March 2027	**Litter pic(k)nic** in Brightons area. Maralyn will be Community Liaison lead, encouraging local businesses to take part.
Easter 2027	**Polmont Young Offenders outreach**. Monetary collection to fund a card and chocolate for each prisoner. Maralyn will be Operations lead.
Easter 2027	**Easter Fun Day**, Brightons Ministry Centre

7. **Any other business**
   No additional items were raised.

8. **Choosing the date of our next meeting**
   In line with the team's practice of alternating between Monday and Tuesday meetings, the team agreed that the next meeting would take place on Tuesday 3 November 2026 at 19:30 in Brightons Ministry Centre.

9. **Close**
   Jamie closed the meeting in prayer.

Appendix 1 - Action Register

Action	Person responsible
i. Coordinate arrangements for Men Can Bake	Roy
ii. Coordinate Polmont Young Offenders Christmas outreach	Maralyn
iii. Operations lead for Polmont Young Offenders Easter outreach	Maralyn
iv. Continue preparation of Congregational Action Plan	Working group
v. Arrange and circulate next Community Outreach meeting agenda	Jamie

Appendix 2 – Office bearers

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