



The Church of Scotland

General Assembly

Guidance for Vacancy Process for Presbytery Advisory Committees, Vacancy Procedure Committees, Interim Moderators, Kirk Sessions and Nominating Committees during Coronavirus Pandemic

TO BE USED ONLY WHEN THE PROTOCOL AS AGREED BY THE COMMISSION OF ASSEMBLY ON JULY 7th 2020 IS IN PLACE

Introduction

The Coronavirus Crisis has thrown up challenges for the vacancy process in the Church of Scotland.

As we move through the Scottish Government's four-phased approach to easing coronavirus restrictions (the route-map), it is clear that different buildings may reopen at different times and there is uncertainty about when public worship and meeting will recommence in different places. This means that key events within the vacancy process, such as electing a Nominating Committee, the preaching by the Nominee, the signing and sustaining of the Call and the Induction/Ordination will have to be carefully considered in each case.

The following guidance is intended to ensure that the vacancy process can continue and that the integrity of the process is maintained as far as possible, not least in regard to the importance of the Call.

It is important to stress that this Guidance should be read in conjunction with the Protocol as agreed by the Commission of the General Assembly on July 7th 2020, the text of which is included in italics at the start of each section.

The key thing to note about the Protocol is that it entitles limited divergence from certain provisions of the Acts, but where the Protocol is silent, the provisions of the Acts must be followed.

In addition, Kirk Sessions and Nominating Committees should note that permission to use the Protocol is only granted by the Vacancy Procedure Committee after due consideration of the full circumstances of each vacancy, and the Protocol cannot be used to any extent in vacancy process without that permission being in place.

As and when the underlying law changes, the Protocol may be updated as directed by the Legal Questions Committee and if so a new version of this Guidance will be issued. This Guidance is version 2 as at 16 July 2020.

Use of the Protocol

The Protocol states:

To enable the Church's vacancy processes still to continue so that a minister may be called to a vacant charge, and notwithstanding the provisions of the Ministers and Deacons in Civil Partnerships and

Same Sex Marriages Act (Act I 2015), section 3, and the Vacancy Procedure Act (Act VIII 2003), sections 15, 21(1), 22-23, and 30-32, a Presbytery may sustain a call following a vacancy process which adheres to the following general Protocol:

Where this Protocol is to be used to any extent, the Vacancy Procedure Committee, having considered the full circumstances of the vacancy, shall make that decision and then shall inform Presbytery and the congregation(s) concerned through the Schedule A process in terms of in section 2 of the Vacancy Procedure Act (Act VIII 2003); intimation through the Schedule A process shall proceed in line with the principles noted below;

It important to note that no vacant congregation can make use of the allowances in the agreed Protocol unless they have been granted permission by Presbytery through the Vacancy Procedure Committee.

General Guidance on the Role of Presbytery

The Protocol may be used by a Presbytery to fill a vacancy but the Presbytery may instead choose to wait until the Covid-19 restrictions are lifted and it can use the Vacancy Procedure Act in the normal way.

Where the Protocol is to be used to any extent, the Vacancy Procedure Committee will require to have discussed the full circumstances of the vacancy and if a decision to use it is reached, the Committee will need to inform the Presbytery and congregation(s) concerned through the Schedule A process in terms of Section 2 of the Vacancy Procedure Act (Act VIII 2003).

In addition to all of the current obligations, the Presbytery has a key role to play in supporting the vacant congregation in the Protocol by

- Agreeing a voting process for the Act 1, 2015 process
- Agreeing the arrangements for preaching as Nominee, including:
 - Where the service will be led – the principle of section 22(1) remains that the expectation is that worship will be led in one of the church buildings the vacant congregation normally use. However, where this is not possible, the Presbytery can decide to allow the service to take place in a church of similar character.
 - Who, if anyone, will be present - the Presbytery can also determine whether members of the vacant congregation will be present to hear the minister lead worship, or whether it is better to have a small group from another congregation present in order that all members of the vacant congregation have the same 'experience' of the Nominee leading worship.
 - Ensuring, and perhaps even helping to provide, sufficient technology to allow the service to be recorded and broadcast to a suitably professional standard to allow all members of the vacant congregation to be able to discern if the Nominee is suitable for the charge.
- Ensuring that the voting process for voting for the Nominee is administered within the scope of the Protocol.

Edicts and Intimations

In line with the principles agreed by the Commission, the Protocol states: *any Intimations and Edicts to the congregation shall take place at online worship, by placing on the website and social media if used, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other, declaring for the avoidance of doubt that a mixture of intimation methods may be agreed by the Kirk Session(s);*

Act I 2015 (Ministers and Deacons in Civil Partnerships and Same Sex Marriages)

The Protocol states:

Section 3: meetings of the Kirk Session(s) may take place by video-conferencing or audio-conferencing or a combination of the two, such that elders, whilst not physically present in the same location, have opportunity to hear the contributions of others and make contributions (under the direction of the Moderator) and the vote(s) may take place by such means as ensure a secret ballot (while maintaining verification of eligibility to vote) and are agreed by a majority of the Kirk Session(s) present at a meeting held by video-conference or audio-conference or a combination of the two;

Guidance:

To ensure a fair process as outlined in the agreed Protocol the following process may be helpful:

- All meetings can take place with Session members attending in person, via video conference or by phone, or a combination of all or any of the options, subject to the Scottish Government regulations on extended gatherings.
- Edicts calling meetings must be read at online worship where possible, placed on website, social media, emailed, posted in hard copy or read to Session members by phone, so that all those entitled to attend the meeting receive intimation in some form or other.
- For a meeting to take place all Session members should be able to play a full part in the meeting attending in person or remotely. If members cannot attend in person due to government restrictions, arrangements should be made to ensure these individuals have the means to join the meeting with their own or borrowed technology or phone. This may mean the Kirk Session loaning a mobile phone or tablet to an individual to gain access.
- Only those listed as present in the sederunt will be entitled to vote.
- To ensure a secret ballot a Kirk Session should agree a voting process with the Presbytery in advance. One such process might be:
 - Those attending 'in person' vote on a voting-paper and place in a sealed envelope in ballot box given to the custody of the Interim Moderator
 - Those attending via video or phone will receive a hard copy voting-paper and envelope no later than 24 hours after the close of the meeting to cast their vote. Envelopes will be collected by the Session Clerk or nominated individual (as noted in the minute of meeting) and taken to the Interim moderator no later than 72 hours after the close of the meeting.
 - At the close of the meeting the Interim Moderator shall intimate the date and time of the meeting to count the voting papers and declare the result.
 - All envelopes with a voting paper (in person or via video or phone attendance) must have an identifiable name or number written on the front to enable the Interim Moderator to verify the right of the individual to vote and to ensure the individual has not voted in another manner. It should be made clear to those voting that there will be no linking of unique numbers and how votes were cast.
 - The Interim Moderator must verify all envelopes in advance of the Kirk Session meeting.
 - The Interim Moderator shall constitute a meeting of the Kirk Session, at the latest, 48 hours after all voting papers are delivered to the Interim Moderator at which the votes will be opened and counted.
 - The Interim Moderator shall add the number of votes For and Against cast both in paper and electronic form prior to the vote being announced so that the preponderance of votes in one form or another shall not be disclosed.

Act VIII 2003 (Vacancy Procedure Act)

The Protocol agreed by the Commission allows for specific alterations to process where a Presbytery has granted permission for such alterations to be used in a particular vacancy. The Protocol refers to specific sections of the Act. This guidance offers the text of the Protocol section by section and guidance that might be followed thereafter.

1. Electoral Register (Section 14)

The Protocol states:

Electoral Register: every effort shall be made to ensure that a full and complete Electoral Register is compiled, and that persons have the opportunity to seek to have their name added and their position considered; meetings may take place by video-conferencing or audio-conferencing or a combination of the two;

Guidance:

To ensure the Protocol is followed the following process may be helpful:

- Meetings of the Kirk Session to make up the Register may be held with Session members attending in person, via video conference or by phone, or a combination of all or any of the options, subject to the Scottish Government regulations on extended gatherings.
- Every effort should be made to ensure that members of the vacant congregation, as well as regular worshippers who may wish their name to be recognised as an adherent, receive notification of the formation of the Electoral Register and that due processes are in place to allow people to check that their name is on the Register and make representations.
- The Kirk Session, when writing/ emailing and phoning members to make the intimation of the Electoral Register process, may wish to combine Schedules C and E to allow for a more practical solution. All meetings in this section must still take place as specified.

2. Appointment of Nominating Committee (Section 15)

The Protocol states:

Appointment of Nominating Committee: the Session Clerk shall seek Nominations from the congregation and shall accept responses both by email and by post or hand delivery; upon receipt the Session Clerk shall, if an election is required, contact the congregation by email and/or post/hand delivery to provide summary information regarding each person nominated and to seek votes for the requisite number of persons;

Guidance:

To ensure the Protocol is followed, the following process may be helpful:

- All individuals whose name appears on the Electoral Register should be written to by the Interim Moderator by post or email and advised that they may nominate the names of eligible individuals for appointment to the Nominating Committee.
- Those eligible and seeking to make a nomination must ensure it is seconded and contains a statement of willingness to stand by a proposed candidate and returned by post or by email within 14 days.
- Where the number of nominations does not exceed the required ballot, a vote is not required and the Interim Moderator should then write to all members to inform them of the membership of the Nominating Committee.

- Where the number nominated requires a ballot, all members will be contacted by post or email and invited to indicate their choices by return and not later than one week.
- The Interim Moderator will then compile the result of the ballot and write to all members to inform them of the membership of the Nominating Committee.
- Where the number of nominations fall short of the maximum fixed by the Vacancy Procedure Committee, and especially where an even number of nominations are returned, the Kirk Session will be entitled to proceed in terms of section 15 (6) to appoint eligible individual members to serve on the Committee, the names to be reported to the membership as soon as practicable.

3. Nomination (Section 21(1))

The Protocol states:

Nomination: if the candidate is not able to travel to view the buildings, opportunity shall be given through video and audio for the candidate to view, and receive full and fair detail upon any matter relating to, the whole ecclesiastical buildings associated with the charge;

Guidance:

- If the candidate is able to travel to view the whole ecclesiastical buildings, steps must be taken to ensure that all physical distancing measures are fully in place.
- If this is not possible, the Kirk Session are advised that they must produce a video, which should include a 360 Walk Through format, to allow the candidate to view the buildings.
- Should the manse have tenants in place, special care should be taken to avoid upset and advice should be taken from the Law Department.
- Prior to a candidate being asked to accept Nomination, the Interim Moderator should ensure that, if the candidate expresses a desire to see more of the buildings, a video conference takes place where the candidate can ask to see specific areas of the buildings for further clarity.

4. Preaching by Nominee (Section 22)

The Protocol states:

Preaching by Nominee: public worship may be conducted by any means which enables all those entitled to vote in the election to see and hear the nominee conduct the same act of worship including by means of a live stream or through recorded media made available by any appropriate means, or by a combination of the two;

Guidance:

To ensure the Protocol is followed the following process may be helpful:

- The aim should be to achieve, so far as possible, equality of experience for all members.
- Wherever possible, preaching by the Nominee should continue to take place within a church building used by the vacant congregation.
- If live streaming or recording facilities are unavailable in the church of the vacant congregation, a Presbytery may
 - support the congregation in providing facilities for live streaming or recording;
 - appoint another church building to be used and, where possible, a church building similar to that of the charge;

- If the church building(s) of the vacant congregation are closed, then Presbytery may appoint another church building to be used, and where possible, a church building similar to that of the charge.
- In the case of any recorded service, the Presbytery will approve whether members of the vacant congregation(s) or members of another congregation may be present, or whether no individuals should be present.
- If a recording or live stream is to take place the service should consist of Prayers, Readings, music (or the indication of hymns that would ordinarily be chosen), a short All Age Talk (if appropriate) and a Sermon and it must be recorded in 'one take', with the video not being edited.
- Notification of when any live stream or recording will be available shall be given two weeks in advance, via the congregation's web site and by post and email, so as to ensure the information reaches all members.
- The video of the service of worship should then be made available to all members via the congregation's web site (or another web site capable of hosting a live stream or recording), by posting or delivering DVD copies or by members phoning in to listen to the recording.

5. Election of Minister & Ballot Procedure (Sections 23 &24)

The Protocol states:

Election of Minister & Ballot Procedure: the vote may take place by those physically present (if any) completing a hard copy of a voting paper and those not, completing and posting or hand delivering a hard copy of a voting paper; the arrangements made shall ensure secrecy of the ballot while maintaining verification of eligibility to vote;

Guidance:

To ensure the Protocol is followed the following process may be helpful:

- A Returning Officer should be appointed who may or may not be a member of the Kirk Session and may, in the interests of impartiality, be a member of the Presbytery Advisory Committee.
- A ballot paper should be provided to every person whose name appears on the Electoral Register. This may be provided electronically (which the elector downloads and prints to complete) or be delivered in a printed form. Provided you have a clerk and a separate Returning Officer, you should email or phone every elector with a unique reference number, normally the consecutive number on the Electoral Register, which they have to put on their ballot paper. After voting they should place the ballot in an envelope and seal it. Arrangements should be made for the return of the completed ballots to the Returning Officer by post or by collection.
- It should be made clear to those voting that there will be no linking of unique numbers and how votes were cast.
- It is recommended that the congregation should have seven days to complete the ballot.
- As soon as practicable, and at the latest within 48 hours after the close of the voting, the Interim Moderator shall constitute the Kirk Session, or the joint Kirk Sessions when more than one congregation is involved, in accordance with Section 24 of the Act. During that meeting the Returning Officer should open the ballots and ensure that each vote cast is valid. Along with the guidance in section 24(3), a paper shall also be declared void if it is returned lacking the unique number; and more than one paper with the same number voids both. Thereafter, the Interim Moderator will be seen to count the ballot papers by the Kirk Session(s). When the votes of more than one congregation are involved, all voting-papers shall be mixed together before counting begins so that the preponderance of votes in one area or in one congregation shall not be disclosed.

- Along with the provisions in section 24(6) an intimation of the extract shall also be placed on the congregational website, social media pages and communicated by email, telephone or post to members.

6. Sustaining the Call, Admission to a Charge & Service of Introduction (Section 30, 31 & 32)

The Protocol states:

Sustaining the Call, Admission to a Charge & Service of Introduction: meetings may take place by video-conferencing or audio-conferencing or a combination of the two; in the case of ordination, this may take place at a physical and quorate meeting of Presbytery at which, with due attention to hygiene, there may be imposition of hands, provided that the interaction is brief, kept to a minimum, and face-to-face interaction should be avoided; the giving of the right hand of fellowship should be postponed until regulations allow this; such physical meeting shall take place in the charge's place of worship (or as the case may be, one of them) failing which in such venue as will enable the meeting to be livestreamed;

Guidance:

To ensure the protocol is followed the following process may be helpful:

- The Presbytery meeting to sustain the Call may be held by members attending in person or by using Video or audio Conferencing (or a combination of all or any of the options).
- Presbytery should ensure that processes have been properly followed in respect of Preaching as Nominee, Election, Ballot and Subscribing the Call.
- A public service of Ordination, Induction or Introduction can only take place in a church building that has completed a Covid-19 Risk Assessment and has been approved to reopen under the Church of Scotland Covid-19 reopening process.
- A Service of Induction, or a service of Introduction where an appointment is made in terms of sections 32(3)-(6), may take place in the presence of the Moderator, Presbytery Clerk and the person being Inducted/Introduced. This service shall be streamed live for all interested parties.
- A service of Ordination may take place at a physical and quorate meeting of Presbytery where the following points should be taken into account
 - consideration is given to the number of presbyters present remembering that a quorum is three (two ministers and an elder), the number who will be invited to take part in the laying on of hands
 - consideration is given to the number of individuals who will be allowed access to the church building for the service of worship, for example a minimum number of presbyters as above, some members of the Ordinand's family, and possibly some members of the congregation, not exceeding the maximum safe number for the building.
 - the service should take place in the charge's place of worship (or as the case may be, one of them) assuming the building has been approved to open as part of the Church of Scotland Covid-19 reopening process.
 - The service of ordination shall be streamed live for all interested parties. Should the church not have the capability to livestream the service presbytery may support the charge to engage outside assistance or failing that move the service to such a venue (approved to open as part of the Church of Scotland Covid-19 reopening process) as would enable the service to be livestreamed.
 - all who are participating in the laying on of hands should wash their hands thoroughly immediately before and after the service.
 - where Scottish Government physical distancing rules require to be broken for the laying on of hands this should be for the minimum amount of time and with the

- minimum number of people participating. Other mitigation such as face coverings for those involved may wish to be considered.
 - Those who are speaking should ensure that direct face to face interaction should be avoided. This may mean the Ordinand and the Moderator not standing immediately in front of each other for the questions, and the Moderator turning their head away from others whilst leading the prayer of ordination.
- In ordination, induction and introduction the following guidelines regarding the right hand of fellowship should be considered.
 - The giving of the right hand of fellowship should not take place until regulations allow for this, for example, this may be postponed until the first Presbytery meeting where Government regulations allow for physical contact.
 - In lieu of the right hand of fellowship the Moderator should consider encouraging the congregation who gather in the church building and online to join in a round of applause after the declaration of ordination and induction.

Principles to be adhered to in the Protocol

In operating Vacancy procedure, everyone involved should adhere to certain principles. The Protocol states:

- *Every effort shall be made to ensure that all those eligible to attend any meeting held by video-conferencing or audio-conferencing or a combination of the two, can participate fully in such meeting, in terms of joining the meeting, in hearing and contributing to the debate (in terms of asking questions, engaging in discussion and moving motions) and in voting;*
- *Mechanisms such as the “raise your hand” feature on Microsoft Teams, or each participant being supplied with a printed paper with a “request to speak” indicator which they can hold up to be seen by others on the video call, shall be used wherever possible to facilitate participation;*
- *A vote may be taken at a meeting held by video-conferencing or audio-conferencing or a combination of the two, but where a secret and/or precise ballot is requested or provided for, that shall take place by those physically present (if any) completing a hard copy of a voting paper and those not, completing and posting or hand delivering a hard copy of a voting paper, declaring for the avoidance of doubt that in the case of a congregational vote, a mixture of voting methods may be agreed by the Kirk Session(s); declaring also that arrangements shall be made to ensure verification of eligibility to vote;*
- *Intimations to the congregation shall take place at online worship, by placing on the website and social media if used, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other, declaring for the avoidance of doubt that a mixture of intimation methods may be agreed by the Kirk Session(s);*
- *Wherever possible active assent shall be obtained, rather than any matter proceeding on the basis of presumed consent;*
- *In operating Vacancy process, overriding caution shall be exercised and there shall be as little innovation as possible.*

General Guidance on Remote Interviewing of Candidates

The guidance provided here should be read in conjunction with the ‘Guidelines for Nominating Committees’ which provides helpful advice for interviews. However, in this specific situation it may be that interviews need to be conducted remotely. In those instances some of the following may be helpful to bear in mind:

- Agree the platform being used to conduct the interview and ensure that all members of the Nominating Committee are confident in its use.
- Decide who is asking the questions of the candidate. It may be that only two or three individuals ask questions and if others have a supplementary question to ask for

clarification, they should indicate to the chair using the chat function to then be invited to speak.

- Have a clear order of questioning and who is asking them in order that the chair can invite the correct person.
- Consider appointing one of the Nominating Committee as a 'Technical Host' for the interview, controlling who is unmuted at the invitation of the chair.
- The microphones of the candidate and the chair should be the only microphones unmuted for the duration of the interview, with others only being unmuted when invited by the chair.
- All present in the interview should ensure that their display name is accurate.
- In the same way that a member of the Nominating Committee may be unable to attend an 'in person' interview, the remote interview should not be recorded.
- The Nominating Committee should agree to gather online in advance of the interview, inviting the candidate to enter a 'waiting room' to be admitted to the interview at the appointed time. By meeting in advance (perhaps 20-30 minutes) the Nominating Committee can ensure technical glitches are attended to.
- When members of the committee join the online meeting, they should ensure:
 - They set up in a quiet, private, well-lit place, free from possible interruptions. Remember that confidentiality in an online interview process is just as important as with an 'in person' interview.
 - their internet connection is stable.
 - their computer audio is working.
 - their webcam is active.
 - their mobile phone is placed on silent, and their landline phone is out of room or the ringer switched off.
 - that any background (whether real or virtual) is not distracting.
 - they demonstrate active listening and appear engaged.
 - they do not speak over other the candidate or members of the committee as multiple microphones being used cancel each other out.

V2: Drafted by Rev Dr John Ferguson, Rev Bryan Kerr, Kay Cathcart and Rev Dr Lezley Stewart
Issued by the Principal Clerk's office **16 July 2020**

Date	Version Number	Amendment (section)
7/7/2020	1	As originally published
16/7/2020	2	Section 6 – update to protocol on guidance on Ordination and Induction in light of Ordination being permitted.

AMENDED SCHEDULES

The following schedules have been redrafted to take account of the Protocol. Only the schedules relating to the extent of permissions granted by Presbytery should be used.

In line with the principles agreed by the Commission, the Protocol states: *any Intimations and Edicts to the congregation shall take place at online worship, by placing on the website and social media if used, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other, declaring for the avoidance of doubt that a mixture of intimation methods may be agreed by the Kirk Session(s);*

A (AMENDED) NOTICE OF DECISION OF VACANCY PROCEDURE COMMITTEE - Section 2(1)

To be displayed as prominently as possible at the church building for seven days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

Notice is hereby given that the Vacancy Procedure Committee of the Presbytery of proposes [*proposed course of action*]. This action will proceed unless at least four persons, who are either communicant members of this congregation of X [and Y]* or full members of Presbytery, together or separately submit to the Presbytery Clerk a request for this proposal to be considered at the next meeting of the Presbytery. Any such request must set out the relevant reasons.

You should submit any such request in writing to [*name and postal address of Presbytery Clerk*] by [*date seven days after date of this intimation*].

If four valid requests are received, then [*state the proposed course of action*] will be suspended and the approval of Presbytery will be required.

A B Presbytery Clerk

**refer to other congregation(s) if a linked charge*

NB this intimation is also to be displayed as prominently as possible at the church building for seven days

B (AMENDED) NOTICE CITING A CONGREGATION TO ATTEND – Section 2(5)

To be displayed as prominently as possible at the church building for seven days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

Notice is hereby given that in connection with the [anticipated] vacancy in this congregation of X [and Y]*, a valid request has been made for the matter of [*here insert action or permission which had been proposed*] to be considered by the Presbytery. [*The proposed course of action*] is in the meantime suspended

The Presbytery will meet to consider this matter aton the day of at o'clock. Any member of this congregation of X [and Y]* may attend that meeting and Presbytery shall hear any person whom it considers to have an interest.

A B Presbytery Clerk

**refer to other congregation(s) if a linked charge*

CE (AMENDED) ELECTORAL REGISTER – Sections 14(1), (2) and (3)

To be displayed as prominently as possible at the church building for fourteen days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

Notice is hereby given that in view of the [anticipated] vacancy in this congregation of X [and Y]*, the Kirk Session is about to make up an Electoral Register. This Electoral Register is a list of those who will be eligible to vote when the time comes to elect a Nominating Committee, and subsequently in the election of a new minister.

If your name and current address are already on the Communion Roll, then you will automatically be placed upon the Electoral Register. You will need to take no further action.

If you are a regular worshipper here, but are still a member of another congregation, and you wish to participate in the election of a minister to this congregation of X [and Y]*, then you should arrange to hand in to the Session Clerk a valid Certificate of Transference before the Kirk Session meets.

If you are a regular worshipper here, and not a member of this or any other congregation, then the Kirk Session can add your name to the Electoral Register as an “adherent”. If you wish the Kirk Session to consider this, you should obtain a form from the Session Clerk, complete it and return it to [him or her] before the Kirk Session meets.

The Kirk Session will meet in on the day of at to make up the Electoral Register

Following that meeting the Electoral Register of this congregation of X [and Y]* will have been prepared.

If you believe that your name should be on the Register, you can ask for confirmation that it has been included by contacting the Session Clerk [insert details of how the Session Clerk can be contacted].

If when seeking confirmation you find that your name is not on the proposed Electoral Register, and you believe it should be, you should inform the Session Clerk in writing before the Kirk Session meets to finalise the register on [date] at [place]/ or virtually. You are also welcome to attend that meeting, or speak to the Session Clerk or Interim Moderator by phone, if you wish to make the case for your name being included.

C D Interim Moderator

**refer to other congregation(s) if a linked charge*

F (AMENDED) REVISION OF ELECTORAL REGISTER – Section 14(6)

To be displayed as prominently as possible at the church building for fourteen days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

Notice is hereby given that since more than six months have elapsed since the Electoral Register of this congregation of X [and Y]* was finally made up, it is now proposed that it should be revised.

If you believe that your name ought to be on the Register, you can ask for confirmation immediately after this service [details of provision for this] or from the Session Clerk [details of how the Session Clerk can be contacted].

If you find that your name does not appear, it can be added in the following circumstances:

If your name has been added to the full Communion Roll since the Register was drawn up, then your name will automatically be placed upon the Electoral Register on its revision. You will need to take no further action.

If you are a regular worshipper here, but are still a member of another congregation, then you should arrange to hand in to the Session Clerk a valid Certificate of Transference before the Kirk Session meets

If you a regular worshipper here, and not a member of this or any other congregation, then the Kirk Session can add your name to the Electoral Register as an “adherent”. If you wish the Kirk Session to consider this, you should obtain a form from the Session Clerk, complete it and return it to [him or her] before the Kirk Session meets.

The Kirk Session will meet in on the day of at to revise the Electoral Register

C D Interim Moderator

**refer to other congregation(s) if a linked charge*

G (AMENDED) ELECTION OF NOMINATING COMMITTEE – Section 15(1)

To be displayed as prominently as possible at the church building for fourteen days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

Notice is hereby given that this congregation of X [and Y]* is invited to appoint a Nominating Committee of its own number. The task of the Nominating Committee will be to nominate one person to this congregation of X [and Y]* to be the new minister.

Any individual whose name appears on Electoral Roll of this congregation of X [and Y]*, can serve on the Nominating Committee, or propose an individual so to do. If you wish to propose anyone to serve on the Committee you must send you nomination containing the name of the person seconding your nomination and a statement of willingness to stand by proposed candidate to the Session Clerk no later than the day of at o'clock 1.

Where the number of nominations received does not exceed the number of possible members of the Nominating Committee a vote will not be required and those proposed will become members.

Where the number of nominations received exceeds the number of possible members of the Nominating Committee a vote will be required and all eligible to vote will receive further details and voting forms by email or post.

Where the number of nominations received falls short of the maximum number of member of the Nominating Committee the Kirk Session will be entitled to appoint eligible individuals to serve on the committee.

C D Interim Moderator

**refer to other congregation(s) if a linked charge*
1 The date to be 14 days from the date of this notice

H (AMENDED) NOTICE OF NOMINATION – Section 22(5)

To be displayed as prominently as possible at the church building for fourteen days, posted publicly on website or social media, and by email or letter and/or by phone so as to ensure that all members of the congregation receive intimation in some form or other

At a meeting held at..... on, the Nominating Committee chose the person who they wish to propose to this congregation of X [and Y]* to be our new minister. The name of the person proposed is ¹

Arrangements have been made for [give name again], to conduct public worship in this/ [insert the name of Church] Church on the day of at o'clock².

The Presbytery of [insert name of Presbytery] have approved that

- Only a small representative number of members of the congregation(s) who will be specifically invited/ no members of the congregation(s)** shall be present when [give name again] conducts public worship.
- A live stream of the recording of [give name again] conducting public worship will be available on the day of at o'clock² online at [insert link] and by dialling [insert telephone number] for an audio only stream**
- A recording of [give name again] conducting public worship will be available from the day of at o'clock³ online at [insert link]. Should any member or adherent of the congregation of X [and Y]* not have access to the internet and wishes a DVD of the service to allow them to watch they should contact the Session Clerk, not later than the day of at o'clock⁴. [insert details of how the Session Clerk can be contacted].

Immediately after that service, a vote on whether or not [Name] should be appointed as the new minister of this congregation of X [and Y]* will be opened. Anyone whose name appears on the Electoral Register of this congregation of X [and Y]* shall be entitled to vote. No-one else shall be entitled to vote. Those who are entitled to a vote, and for whom the Kirk Session hold email contact details shall receive an email with details of how to cast their vote (which shall be by printing and verifying your ballot paper and returning it to the Session Clerk). Those without internet access shall receive a paper ballot. Every vote returned must have a unique number written on it. Each person eligible to vote will receiving their unique number in a letter or email prior to the opening of the vote. Votes returned without a unique number will not be counted. The unique numbers will not be linked to how votes are cast. All votes must be cast or returned not later than Saturday the day of at o'clock⁵

Any member who wishes can update their contact email address by emailing the Session Clerk [insert email address] not later than the day of at o'clock⁴

C D Interim Moderator

**refer to other congregation(s) if a linked charge*

*** delete as appropriate*

1 The name and status of the person should at this point be entered in full

2 The day, date and time the service will be led and recorded (and live streamed)

3 The day, date and time the recording of the service will be made available

4 The date to be no later than 3 days before the date in 2 above

5 The date to be seven days after the date in 2 above