

**I. MINISTRIES AND MISSION CONTRIBUTIONS REGULATIONS (REGULATIONS I 2012) (REPLACING REGULATIONS I 2009 AND AMENDED BY REGULATIONS I 2016)**

*Edinburgh 19 May 2012, Session I*

Replaces Regulations I, 2009 for Ministries and Mission Contributions from Congregations with the following:

**General**

1. All congregations, with the exception of single congregation Local Ecumenical Partnerships, are required to make a Ministries and Mission Contribution in terms of these regulations. For the avoidance of doubt, single congregation Local Ecumenical Partnerships are required to make an equivalent contribution in terms of Regulations I, 2007.
2. Each congregation shall transmit its required contribution in ten or twelve equal monthly payments during the financial year by bank standing order, unless permission is granted annually by Presbytery to allow payments to be made under some other arrangement. Each Presbytery shall advise the Stewardship and Finance Department annually by Extract Minute of any such individual arrangements.
3. It shall be the responsibility of the Financial Board of each congregation to inform the members of the congregation of the required Ministries and Mission Contribution and the ways in which this contribution enables the worship, mission and service of the Church.
4. Ministries and Mission Contributions shall be credited to the Parish Ministries Fund and the Mission and Renewal Fund in proportion to their budgets, as approved by the General Assembly. Any shortfalls in contributions shall be borne by the Parish Ministries Fund and the Mission and Renewal Fund in proportion to their approved budgets.
5. The Stewardship and Finance Department shall annually inform Presbytery Clerks of shortfalls in Ministries and Mission Contributions from congregations within their bounds, and also shortfalls in respect of reimbursement by congregations of ministers' travelling expenses, both for the latest financial year and any accumulated totals for previous years. Each Presbytery shall record all such shortfalls annually in the Minutes of the Presbytery and shall consult with the office-bearers of the congregations concerned.

**Process of determining Ministries and Mission Contributions**

6. To facilitate the process of calculating the required Ministries and Mission Contribution for each congregation, Financial Boards shall be required to send annually by 31 March to the Stewardship and Finance Department a copy of their Congregational Accounts for the previous financial year. Where the accounts of a congregation have not been received by 30 June the Department will make a reasonable estimate of the income based on income of previous years. Where accounts are subsequently received this estimate will only be amended if materially different and only the current and subsequent years' contributions shall be amended.
7. The required contributions shall be calculated from a graduated scale, which is related to each congregation's Income Base (see paragraphs 8 and 9 below) and provides the total budget for the Parish Ministries Fund and the Mission and Renewal Fund to be met from congregations, as approved by the General Assembly.
8. The Income Base for each congregation shall include:
  - (a) General Fund income;
  - (b) Income specifically to meet the cost of ministries (including, but not exclusively, glebe rents, Consolidated Stipend Fund income and local endowment income);
  - (c) Fabric Fund and Reserve Fund income (including income in Fabric Funds held by the General Trustees);

- (d) Net property rental income;
- (e) A percentage of contributions from outside agencies for the use of premises, if in excess of a sum to be determined by the Council of Assembly;
- (f) Any other income which is available to meet the normal purposes of a parish church.

For the avoidance of doubt, legacies and the proceeds from the sale of property or investments; special collections for other charities; or income from independent funding sources which is specifically to meet the costs of a specialist worker whose remit is beyond the scope of (f) above shall be excluded from the Income Base.

9. The average of the Income Base figures for the latest three years, calculated as specified above in paragraph 8, shall be the base figure for calculating the required Ministries and Mission Contributions from congregations. Where the income base has been incorrectly assessed due to the Congregational Accounts not being fully compliant with the Regulations for Congregational Finance, only the income of the current year and previous year will be corrected.
10. The Council of Assembly shall appoint a Panel to adjudicate on any appeals from congregations relating to the application of paragraphs 8 and 9 above. (Full details of the appeals process are available from the Secretary to the Council of Assembly or from the Church of Scotland website.)
11. If a congregation's scale contribution will be less than its stipend endowment income, the required contribution shall be increased to equal the amount of the stipend endowment income plus a sum sufficient to ensure that the stipend endowment income shall be applied solely for the Parish Ministries Fund part of the total contribution.
12. The Council of Assembly shall determine each year a percentage for annual maximum increases in proposed contributions for individual congregations issued to Presbyteries. Presbytery shall also have the right to increase a required contribution by more than the maximum percentage permitted where a congregation received a reduced required contribution in the previous year.
13. The total of the approved budgets for the Parish Ministries Fund and the Mission and Renewal Fund to be met from congregations plus 3.75% shall be the total proposed Ministries and Mission Contributions for congregations. The Stewardship and Finance Department shall send to each Presbytery Clerk by 31 August each year a list of proposed Ministries and Mission Contributions for congregations within the bounds of that Presbytery.
14. When the list of proposed contributions referred to in paragraph 13 above is sent to Presbytery Clerks, the Presbytery Clerks will also be advised of the amount of the Presbytery Discretionary Allowance. This Allowance will be calculated as a percentage of the proposed total contributions for the Presbytery concerned. The percentage to be used in this calculation will be determined by the Council of Assembly each year\*.
15. This allowance can be used in any of the following ways in order to support the Presbytery's missional objectives:
  - (a) The Stewardship and Finance Department will hold the balance of the allowance on behalf of the Presbytery concerned who can then request that this amount be paid to the Presbytery. Payments to Presbyteries will only be made to enable staff to be employed within a Presbytery (employed either by the Presbytery or by a congregation within the Presbytery bounds), or to provide assistance to multiple congregations within a Presbytery or for such other purpose that cannot be resourced by any of the methods outlined in 15(b) to 15(e) below. In order to obtain such payment the Presbytery will submit an extract minute detailing that a contract of employment is in place and that the sum requested is not greater than the salary or salaries payable, or, where the purpose is not the employment of staff, the cost of assistance provided. Where Presbytery wishes to use the

- allowance to increase the hours of a part time Ministries Development Staff post then Presbytery can request that the sum concerned is allocated to the payroll cost of the person concerned.
- (b) To reduce the proposed contributions for individual congregations before they are finalised for the following year, in the light of local knowledge of the current situation in congregations within the Presbytery.
  - (c) To reduce the actual required contributions of individual congregations during the year to which they apply if changes in circumstances arise which the Presbytery decides would justify this course of action, and provided such reductions are communicated by Extract Minute to the Stewardship and Finance Department not later than 30 September each year.
  - (d) To pay off shortfalls from previous years for individual congregations where the Presbytery considers this course of action to be appropriate, and provided such payments are communicated by Extract Minute to the Stewardship and Finance Department not later than 30 September each year.
  - (e) To pay amounts outstanding from previous years in respect of ministers' travel expenses or locum costs.
  - (f) Where the allowance is to be used in one of the ways described in paragraph 15 (a) above then it will be possible for one or more Presbyteries to work in collaboration with each other and for all or part of the allowance available to each Presbytery to be amalgamated in order to provide a greater amount for the purpose concerned.
  - (g) However the allowance is used, the amount available will be reduced by the amount of any Ministries and Mission Contribution shortfalls from the previous year, from those congregations within the Presbytery concerned, which remain unpaid at 31 August in the current year. Such reduction will be limited to 50% of the total current year allowance for the Presbytery in question. Where shortfalls which resulted in a reduction to the Presbytery allowance are subsequently paid then the amount previously withheld shall be credited back to the Presbytery Allowance in the following year (subject to the total amount of shortfall for that particular year being less than 50% of the total allowance).
  - (h) Where the allowance is not used in full in any year then any unused balance can be carried forward for a maximum of one year. When the allowance is used it will first be allocated against amounts brought forward in order to maximise the available allowance.
  - (i) Those Presbyteries who participated in the Pilot Presbytery Staffing Fund will be required to use any sums accumulated within the Fund by 31 December 2018.
16. Presbyteries may increase the proposed contributions for individual congregations where these are substantially below scale or where Presbyteries deem that there is considerable potential for increased giving by completing a 'Giving Agreement' with the trustees of the congregation which will indicate the agreed contributions for the following three financial years and will be recorded in the Minutes of the Presbytery. Any agreed increase in the proposed contributions will be added to the Presbytery Discretionary Allowance.
  17. The percentage stated in paragraph 13 shall be reviewed from time to time by the Council of Assembly.
  18. Presbyteries shall notify their congregations, with the exception of single congregation Local Ecumenical Partnerships within their bounds, of their required Ministries and Mission Contributions for the following financial year not later than 15 November each year. Presbyteries shall also communicate by Extract Minute the required Ministries and Mission Contributions for congregations within their bounds for the following financial year to the Stewardship and Finance Department not later than 15 November each year.

19. The Stewardship and Finance Department shall then issue to Congregational Treasurers in December each year confirmation of the required Ministries and Mission Contributions for the following financial year.
20. Where a congregation has a ministerial vacancy, an allowance, within limits determined by the Ministries Council, shall be given towards extra costs incurred for locum provision during the vacancy. Allowances in respect of ministerial vacancies shall be charged to the Parish Ministries Fund.

\*For the financial years 2016 and 2017 the Council of Assembly has determined that the Presbytery Discretionary Allowance is 5%.