

## **V PILOT PRESBYTERY STAFFING FUND REGULATIONS**

*Edinburgh, May 26, 2011 Session VI*

1. The priority for every congregation shall be the payment of its Ministries and Mission contribution to ensure that posts paid from the Parish Ministries Fund can be sustained. A Presbytery in its Plan may indicate posts which will be financed from sources other than the Parish Ministries Fund, provided there is a clear distinction within the Presbytery Plan between posts funded by the Parish Ministries Fund and locally funded posts.
2. A Presbytery may create a Presbytery Staffing Fund in order to finance some posts within its plan. The purpose of such a fund is to give a Presbytery the ability to raise additional sums. The operation of such a fund will be subject to clearly defined criteria which shall be determined by the Council of Assembly and the Ministries Council.
3. All appointments funded by the Presbytery Staffing Fund shall be made under the same terms and conditions as posts funded by the Parish Ministries Fund.
4. Congregations which are already meeting the full cost of their own ministry and making a pro rata contribution to the rest of work of the church through their Ministries and Mission contribution may contribute *additionally* for a minimum initial period of three years to its Presbytery Staffing Fund. Congregations which make contributions to a Presbytery Staffing Fund must:
  - [a] meet their Ministries and Mission Contributions in full by regular standing order;
  - [b] maintain or increase the level of their Ministries and Mission Contributions year on year.
5. Those additional contributions which congregations make to a Presbytery Staffing Fund will not form part of the average income base for calculating these congregations' Ministries and Mission Contributions. For the avoidance of doubt if it is evident that existing rather than additional monies are being paid into a Presbytery Staffing Fund such contributions will be included in the average income base for calculating the Ministries and Mission contribution of these congregations.
6. It shall be the responsibility of the Presbytery to collect, administer and be accountable for all monies relating to its Presbytery Staffing Fund.
7. These regulations shall apply in the first instance to pilot schemes which will run until December 2016. There will be an interim review at the end of the 2014 to ascertain whether congregational contributions to a Presbytery Staffing Fund have produced increases in congregational income. A full review of the pilot schemes will begin at the end of the 2015.
8. For the duration of the Pilot (as defined in Article 7) Articles 14 and 15 of Regulation 1, 2009 may be varied to the extent that the 3% discretion available to Presbyteries may be used to augment the Presbytery Staffing Fund and Giving Agreements may be used to provide funding for the Presbytery Staffing Fund.

## **Notes to the Regulations**

Presbyteries operating a Staffing Fund are required to give consideration to the following:

- a. Presbyteries must consult the HR function of the Church about terms and conditions for employment. The length of appointment needs to be linked to the security of funding. Therefore appointments made using the Presbytery Staffing Fund should be time limited.
- b. In most instances it will be the Presbytery or a Congregation who will be the employer, and it is important to ensure that appropriate expertise and procedures are in place to ensure this responsibility is discharged well.
- c. While the Ministries Council will not be the employer, it is still possible for payroll to be handled by the processes already in place through the Stewardship and Finance Department (in the same way that it is for locums).
- d. Where a part time post is already funded by the Parish Ministries Fund (the post holder being either a minister inducted to a charge or a Presbytery / Parish Worker [PPW]) and the Presbytery Staffing Fund is used to make this a whole time post, the Ministries Council will treat the post holder as a full time Minister of the Charge/PPW, though the post will continue to count as part-time in relation to the Presbytery's FTE ministries allocation. However, the Presbytery must continue to fulfil its obligation of providing funds for the part of the post for which it is responsible.
- e. All posts must be evaluated and monitored. The Parish Development Fund<sup>1</sup> can assist Presbyteries with this, if so desired.

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<sup>1</sup> This Fund has since been replaced by the “*Go For It*” Fund.