

IX ORDAINED LOCAL MINISTRY ACT (ACT IX 2011) (AS AMENDED BY ACTS XII 2012, XIII 2014, VIII 2015, XI 2016, II AND VIII 2017, XII 2018, I, IV AND V 2019 AND X AND XVI 2020)

Edinburgh, 26 May 2011, Session VI

The General Assembly enact and ordain as follows:

1. Definitions

In this Act the following definitions apply:

- (a) “The Forum” is the General Assembly’s Faith Nurture Forum responsible for recruitment, selection and training for the ministries of the Church.
- (b) “The Committee” is the body to which the Forum may from time to time delegate authority to determine matters relating to assessment and selection, and to university courses and practical training requirements in preparation for ministries.
- (c) “The Assessment Conference” is the body of trained Assessors to which the Committee delegates authority to assess the calling and fitness of applicants for Ordained Local Ministry, and to accept as prospective candidates those deemed appropriate.
- (d) *This definition was repealed by Act XIII 2014.*
- (e) “Applicants” are persons who are seeking to be recognised as candidates for the Ordained Local Ministry.
- (f) “Prospective Candidates” are persons who have been accepted by the Committee and who are awaiting the outcome of their application to Presbytery for nomination.
- (g) “Candidates” are persons who have been both accepted by the Committee and nominated by their Presbytery. The term “Candidate” may not be used of or by any person who has yet to be, or who has failed to be, nominated by Presbytery.
- (h) “Presbytery of the bounds” is the Presbytery containing the larger or largest part of the area of the Ordained Local Minister’s responsibilities.

2. General

- (1) An Ordained Local Minister is a person who has been ordained for life to a Ministry of Word and Sacrament exercisable on a non-stipendiary and normally a part-time basis, supporting the Ordained National Ministry of the Church.
- (2) Except insofar as qualified by the terms of this Act, an Ordained Local Minister is hereby declared to be a Minister of the Church of Scotland. An appointment to a designated appointment is to an office of the Church of Scotland.
- (3) No person by virtue of his or her status as an Ordained Local Minister shall be eligible for induction to a Charge.

3. Entrance Qualifications

- (1) Applicants must be persons:
 - (i) who are possessed of such professional, vocational or educational experience as shall be acceptable to the Committee, and
 - (ii) who have demonstrated the potential to cope with and benefit from the academic course involved in training for the Ordained Local Ministry.
- (2) Proficiency in spoken and written English will be required.
- (3) No person who has not been accepted as a candidate for Ordained National Ministry (including Auxiliary Ministry) or the Readership on three occasions may apply to be considered for Ordained Local Ministry.

4. Discernment conversation and Initial Screening process

- (1) A person wishing to apply for the Ordained Local Ministry of the Church of Scotland shall have a discernment conversation with a staff member of the Forum's Recruitment Team to determine how they will proceed, and should they subsequently make application, this will be followed by an Initial Screening process arranged by the Forum.
- (2) A person deemed ready to proceed after that screening process shall be entitled to apply in terms of section 6 to be recognised as a Candidate for the Ordained Local Ministry. Any person who makes such an application shall be known as an applicant.
- (3) A person who is not deemed ready to proceed after that screening process must wait a period of between one and three years, as notified to that person by the Committee in writing, before they may again participate in an Initial Screening process. If as a result of the second Initial Screening process a person is again deemed not ready to proceed, they must wait a further period of between one and three years, as notified to that person by the Committee in writing, and may then participate in a third Initial Screening process. If such person is still deemed not ready to proceed at the third Initial Screening process, then they shall not be entitled to participate in any further Initial Screening process and their application for the Ordained Local Ministry of the Church of Scotland shall not proceed any further.
- (4) The outcome of each Initial Screening process shall be final and not subject to any form of review or appeal.

5. Age, Time and Membership Limits

- (1) The Committee will not consider an application from any person who has not attained the age of eighteen years by the date on which the Committee receives the application. No upper age limit shall apply to application for acceptance for training. Applicants may, at the discretion of the Committee, be required to undergo a medical examination to demonstrate their fitness to undertake training for ministry.
- (2) The acceptance of a person as a Prospective Candidate may be reviewed by the Committee if that person's prescribed course of training has not been begun within three years of that acceptance.
- (3) The Committee will not normally consider an application from any person who is not yet a member of the Church of Scotland, or who has not been a member for a minimum of three years immediately prior to receipt of the application.

6. Submission of Application Form

- (1) The Forum will, on request, issue to each applicant who has fulfilled the requirements as set out in sub-section 4(2) the relevant application form, which shall be completed by the applicant and sent to the Committee by the date determined and supplied by the Forum.
- (2) The Forum will inform Presbyteries of applicants within their bounds, the appropriate Presbytery being determined according to section 9(2) of this Act.

7. Period of discernment and Local Review

- (1) Following the Forum's receipt of their application, the applicant will enter a period of discernment with a Mentor. During the period of discernment, the applicant and the Mentor shall explore together the nature of the applicant's call and gifting. The period of discernment shall last for three to six months. The Mentor will be chosen by the Committee and shall undertake such training as may from time to time be specified by the Committee. The Mentor shall be responsible for supervising the period of discernment according to the guidelines and standards established by the Committee, and shall produce assessment materials as required using such

- Indicators for Assessment* document as may be from time to time in use by the Forum. During the period of discernment the applicant shall also meet regularly with a representative (or representatives) of Presbytery.
- (2) At the end of the period of discernment the applicant shall proceed to a Local Review. The Local Review will be undertaken by a group consisting of a National Assessor appointed by the Forum, the Mentor and a representative appointed by the Presbytery.
 - (3) In addition, before the end of a period of discernment, the Presbytery or the Forum may require that an early Local Review takes place. Such a Review shall be undertaken by the same group as specified in section 7(2) but may only reach a decision in terms of section 7(4) (ii), (iii) or (iv). Sections 7(5) and 7(6) shall still apply.
 - (4) Subject to the provisions of section 7(3), arising out of the Local Review, one of the following written decisions shall be reported by the Review to the Committee:
 - (i) That the applicant is ready to proceed to National Assessment in terms of section 8;
 - (ii) That the applicant should undergo a further period of discernment of such length as may be determined by the Local Review before a decision to proceed to National Assessment can be made;
 - (iii) That the applicant is not yet ready to proceed to National Assessment in terms of section 8;
 - (iv) That the applicant is not suitable to proceed to National Assessment in terms of section 8.
 - (5) Applicants in respect of whom a decision is made in terms of paragraph 7(4)(iii) may apply, in each case from one year after the decision of the previous Local Review, to undertake up to two further periods of discernment.
 - (6) An applicant shall have the right to appeal to the Ministries Appeal Panel in relation to a decision made in terms of paragraph 7(4)(iv). Notification of the intention to appeal shall be made to the Forum and to the Principal Clerk within 14 days of the date upon which the Local Review's decision was intimated to the applicant. The appeal shall proceed in terms of sub-section 8(5). At the Appeal Hearing the applicant shall be entitled to appear in person and the Chair of the Local Review shall also appear to present the case for the Local Review decision. The applicant may be accompanied by a companion, who shall not be entitled to speak.
 - (7)
 - (i) All materials received by the Committee from the Local Review in terms of sub-section 7(4) shall be available to those making consideration in terms of sub-section 8(1).
 - (ii) No individual shall serve as an Assessor for the same applicant more than once.

8. **National Assessment**

- (1) The Committee shall make suitable arrangements for the careful consideration of the applicant's character and beliefs, vocation, motivation and general suitability, shall be responsible for accepting or not accepting the applicant as a prospective candidate for the Ordained Local Ministry and shall inform the Presbytery of this decision. The Committee may delegate to the Assessment Conference powers to reach decisions on its behalf. Notwithstanding its responsibilities in terms of sub-section 7(2) above, the Presbytery shall be entitled to submit to the Committee written comments on the applicant's character and beliefs, vocation, motivation and general suitability. The Conference shall report its decision to the Committee which shall pass the names of prospective candidates to the Presbytery for nomination as candidates in training for the Ordained Local Ministry.
- (2) All applicants who are accepted as candidates shall receive, as part of their training and development, feedback from the Committee on their assessment.

Applicants who have not been accepted as prospective candidates shall be offered the opportunity to receive, through the Committee, feedback outlining the reasons for their non-acceptance.

- (3) An applicant who has not been accepted as a prospective candidate may reapply to be considered on up to two further occasions, provided that at least one year elapses between each application. An applicant who has been considered by the Committee on three occasions without being accepted as a prospective candidate may submit a fourth application only with the prior approval of that Committee.
- (4) An applicant who has not been accepted by an Assessment Conference shall have the right to appeal to the Ministries Appeal Panel subject to the provisions of sub-section 8(5). Notification of the intention to appeal shall be made to the Forum and to the Principal Clerk within 14 days of the date upon which the Assessment Conference's decision was intimated to the applicant. At the Appeal Hearing the applicant shall be entitled to appear in person and to address the Panel. He or she may be accompanied by a companion, who shall not be entitled to speak. A representative of the Forum shall also appear to present the case for the decision reached in terms of sub-section 8(1). All parties will be in possession of the reports from the Local Review and the Assessment Conference.
- (5) An appeal to the Ministries Appeal Panel in terms of sub-section 7(6) or 8(4), can only be brought on one or more of the following grounds: (a) that in the course of the Local Review or National Assessment Conference there were irregularities in the process, (b) that the final decision of the Local Review or National Assessment Conference was influenced by incorrect material fact, or (c) that the Local Review or National Assessment Conference acted contrary to the principles of natural justice. For the avoidance of doubt, it shall be competent for the purposes of this Act to appeal against a decision made in the name of the Forum, and the relevant provisions of the Ministries Appeal Panel Act (Act VI 2007) shall apply.

9. **Nomination by Presbytery**

- (1) A prospective candidate seeking nomination by the appropriate Presbytery as a candidate for the Ordained Local Ministry of the Church of Scotland shall apply in writing to that Presbytery as soon as, but not before, the Forum indicates acceptance as a prospective candidate for the Ordained Local Ministry.
- (2) Application for nomination shall normally be made to the Presbytery within whose bounds is situated the congregation of which the prospective candidate is a communicant member, or with reference to section 5(3), in exceptional circumstances where the person is not yet a member of the Church of Scotland, to the Presbytery in which the applicant is resident.
- (3) If satisfied with the prospective candidate's character, beliefs, vocation, motivation and general suitability, the Presbytery shall then nominate him or her as a candidate for the Ordained Local Ministry and shall give notice of such nomination to the Forum forthwith.
- (4)
 - (a) A prospective candidate who has been refused nomination by the Presbytery has the right of appeal to the Ministries Appeal Panel. The prospective candidate may in any event submit a re-application for nomination on up to two further occasions, provided that at least one year elapses between each application.
 - (b) Notification of the intention to appeal to the Ministries Appeal Panel shall be made to the Forum and to the Principal Clerk within 14 days of the date upon which the Presbytery's decision was made. At the Appeal Hearing the prospective candidate shall be entitled to appear in person and to address the Panel. He or she may be accompanied by a companion, who shall not

be entitled to speak. Such an appeal can only be brought on one or more of the following grounds: (a) that there were irregularities in the process, (b) that the final decision was influenced by incorrect material fact, or (c) that the Presbytery acted contrary to the principles of natural justice.

- (5) After nomination by his or her Presbytery, a prospective candidate's name shall be included in a list of prospective candidates for the Ordained Local Ministry maintained by the Forum, and shall remain on the said list during the period of his or her training.

10. **Content of Academic Course**

The Candidate's course of study shall always include:

- (1) the interpretation and use of Holy Scripture, both Old and New Testaments;
- (2) the development and growth of the Christian Church including special reference to the Church of Scotland;
- (3) the principal doctrines of the Christian faith, their interpretation, their defence and their application, in particular, the history and theology of the Sacraments;
- (4) the principles of Christian ethics;
- (5) the practice of ministry with attention being given to such topics as may be specified from time to time by the Forum; and
- (6) such other academic and practical topics as may from time to time be considered as part of the Candidate Conference programme provided by the Forum.

11. **Nature and Duration of Academic Course**

- (1) Study will normally be undertaken on a part-time basis. A Candidate for the Ordained Local Ministry will be required to undergo the course of training as prescribed by the Committee.
- (2) Each Candidate shall be required to attend such periods of residential or day training as the Committee may from time to time deem appropriate.
- (3) The course of training shall extend over a period to be determined from time to time by the Forum.
- (4) The content of the said academic course and its duration may be varied at the discretion of the Committee, but only where a Candidate has already attained a qualification in theology deemed appropriate by the Committee in the context of the academic course prescribed for the Ordained Local Ministry.

12. **Placements**

- (1) As part of the Church requirements, three periods of placement work shall be undertaken by the candidate, and must be completed to the satisfaction of the Committee which shall determine the length and content of each placement. The placements shall normally include two during the academic course which shall be part-time and shall last not less than twenty-five weeks and one part-time probationary placement of twelve months normally commencing on the first day of October following satisfactory completion of academic requirements; the Committee shall have power in exceptional circumstances to vary this arrangement. During the probationary placement the candidate may be permitted to engage in some academic study.
- (2) The supervisor of each placement will be chosen by the Committee and shall undertake training as specified by the Committee. The supervisor shall be responsible for supervising the placement according to the guidelines and standards established by the Committee, and shall produce assessment materials as required.

- (3) The assessment materials shall be assessed by the Committee. It shall be competent for the Committee to refuse to sustain a placement.
- (4) The Committee shall obtain from the candidate evidence that he or she has satisfactorily completed the prescribed course of study, whereupon the candidate will be permitted to commence the final placement.

13. Supervision during Course

Throughout the course of training a candidate must remain under the oversight and pastoral supervision of a Presbytery, initially the Presbytery which nominated him or her, and shall inform the Presbytery of any change of address.

14. (1) Where a candidate's permanent place of residence changes following nomination so that the oversight and pastoral supervision of the nominating Presbytery is no longer possible, the candidate shall, within two months of changing residence, apply in writing to the nominating Presbytery, to be transferred to the supervision of the Presbytery within whose bounds he or she now resides. On granting such application the Presbytery shall forward an Extract Minute to that effect to the candidate, to the Presbytery within whose bounds the candidate now resides, and to the Committee.
- (2) Prior to each official meeting with the candidates under its supervision the Presbytery shall initiate consideration of the circumstances of any candidate who has thus changed his or her permanent place of residence but who has not made formal application to transfer. The Presbytery shall thereafter raise with the candidate concerned the question of which Presbytery might most appropriately be responsible for the continuing supervision, and shall have power to effect a transfer to that Presbytery within whose bounds the candidate now has permanent residence. When such a transfer is effected an Extract Minute to that effect shall be sent forthwith to the candidate, to the Presbytery within whose bounds he or she now resides, and to the Committee.

15. Initial Course Meeting

- (1) At the outset of the candidate's course an Initial Course Meeting shall be held, attended by the candidate and whichever member of the staff of the Forum has been allocated responsibility for the care of the candidate.
- (2) At the Initial Course Meeting the candidate will receive a personalised training plan, training policies (including the performance review policy) and an outline of expectations and responsibilities. Academic, practical and personal goals for the first year of training will be agreed. At the beginning of each placement a Learning Covenant will be agreed by the supervising minister and the candidate on placement.
- (3) Other tasks of the Initial Course Meeting, and its structure and procedure, shall be determined from time to time by the Forum.

16. Annual Appraisal

- (1) An Annual Appraisal Meeting shall take place at the end of each academic year in which training has been undertaken, whether or not a candidate has undertaken academic study during that year, and shall be carried out in terms of this section except during the final, probationary placement when the provisions of section 17 shall apply. The functions of each Meeting shall be to confirm satisfactory progress, to set formation and learning goals through a facilitated conversation and discussion, and to implement the performance review policy if applicable.
- (2) The member of staff of the Forum who has been allocated responsibility for the Annual Appraisal Meeting shall receive written reports from the candidate, the

- supervising minister (if any) and the College (if academic study has been undertaken during the year); and shall use them along with the Formation Framework to prepare a Pre-Appraisal Form, to be circulated to all those attending the Annual Appraisal Meeting, containing a positive or negative recommendation regarding the candidate's progress. A copy of the Pre-Appraisal Form shall also be sent to the Committee, for oversight purposes.
- (3) A positive recommendation on the candidate's progress shall include a recommendation that one of the following conclusions be reached after the Annual Appraisal Meeting:
 - (a) that progress is entirely satisfactory; or
 - (b) that pieces of work require to be completed, or areas of work require to be improved, within a period of time to be specified in the report.
 - (4) A negative recommendation on the candidate's progress shall include a recommendation that one of the following conclusions be reached after the Annual Appraisal Meeting:
 - (a) that pieces of work require to be completed, or areas of work require to be improved, within a period of time to be specified in the report; or
 - (b) that an extension of training requires to be arranged by the Forum and a further, final Annual Appraisal conducted (this option may be exercised only once in any academic year); or
 - (c) that the candidature should be terminated.
 - (5) At the Annual Appraisal Meeting the following shall apply:
 - (i) The candidate may be accompanied by a companion, who may be the supervising minister of the candidate's most recent placement; the companion shall not be entitled to speak.
 - (ii) No-one may act as a representative of Presbytery who has not received the appropriate training as shall be determined and provided by the Forum.
 - (iii) The representative appointed by Presbytery shall be appointed with powers to make decisions on behalf of Presbytery; the member of staff appointed by the Forum shall be appointed with powers to make decisions on behalf of the Forum.
 - (iv) In the case of a Pre-Appraisal Form containing a positive recommendation, in attendance shall be the candidate, the member of staff of the Forum who has been allocated responsibility for the Appraisal and a representative of Presbytery.
 - (v) In the case of a Pre-Appraisal Form containing a negative recommendation, in attendance shall be the candidate, the member of staff of the Forum who has been allocated responsibility for the Appraisal, a member or representative of the Forum and a representative of Presbytery. In this situation, the candidate shall be notified prior to the Annual Appraisal Meeting that there are concerns regarding their performance and that a member of the Forum shall be present.
 - (vi) The Meeting shall be co-convened by the member of staff of the Forum and the representative of Presbytery.
 - (6) At the Annual Appraisal Meeting the candidate's progress shall be confirmed, and learning and formation goals for the following year shall be set with reference to the Formation Framework.
 - (7) Following the Annual Appraisal Meeting, an Appraisal Report will be prepared by the member of staff of the Forum who has been allocated responsibility for the Appraisal and circulated within 3 working days of the Meeting to all those who attended the Meeting. If the candidate dissents from the Report or any part thereof, his or her dissent and the reasons for it shall be recorded in the Report, but shall not alter the status of the Report of the purposes of this Act.
 - (8) The Appraisal Report shall contain one of the following decisions:
 - (a) that progress is entirely satisfactory; or

- (b) that pieces of work require to be completed, or areas of work require to be improved, within a period of time specified in the Report.
 - (c) that an extension of training requires to be arranged by the Forum and a further, final Annual Appraisal conducted (this option may be exercised only once in any academic year); or
 - (d) that the candidature should be terminated.
- (9) The candidate may appeal to the Ministries Appeal Panel against a decision in terms of sub-sections 16(8) (c) or (d) on one or more of the following grounds: (a) that in the course of the Annual Appraisal there were irregularities in the process, (b) that the final decision was influenced by incorrect material fact, or (c) that the Annual Appraisal was conducted contrary to the principles of natural justice. Notification of the intention to appeal shall be made to the Forum and to the Principal Clerk within 14 days of the date upon which the Appraisal Report was intimated to the candidate. At the Appeal Hearing the candidate shall be entitled to appear in person and the representative of Presbytery who co-convened the Annual Appraisal Meeting shall also appear to present the case for the Annual Appraisal decision. The candidate may be accompanied by a companion, who shall not be entitled to speak.
- (10) Other tasks of the Annual Appraisal Meeting shall be as determined from time to time by the Forum.
- (11) Notwithstanding the above provisions, at any time during candidature, an Appraisal Meeting with full powers may be held.

17. Final Appraisal and sustaining the course

The review process during the final probationary placement shall be as follows:

- (1) After six months, an Informal Appraisal of the candidate's progress shall take place, conducted by the member of staff of the Forum who has been allocated responsibility for the Informal Appraisal. Prior to the Informal Appraisal, the member of staff shall informally consult with the supervising minister and the Presbytery. Any concerns shall be addressed either informally or by recourse to the procedures set out in section 18.
- (2) The Final Appraisal shall be held in the twelfth month. The Final Appraisal shall follow the procedure described in section 16; and in addition to the decision reached in terms of sub-section 16(8), it shall be decided whether the final placement can be sustained and whether the candidate is fit to be ordained in due course. The Presbytery representative shall be appointed in such a way as to have powers to indicate the final approval of the Presbytery at this stage; the member of staff of the Forum who has been allocated responsibility for the Final Appraisal shall be granted power to indicate the final approval of the Forum at this stage.
- (3) Where such approval has been given, the Committee shall satisfy itself that the requirements of sections 10, 11 and 12 have been fulfilled, including all academic requirements. Provided all such requirements are satisfied, the Forum shall have the power to issue an Exit Certificate upon completion of the probationary placement, at which point the candidate shall become a Graduate Candidate and shall then remain under the supervision of the Presbytery within whose bounds the final placement was undertaken, pending ordination to an appointment.
- (4) The Presbytery shall in each calendar year assess in terms of the criteria set out in section 9(3) above, the general suitability of each Graduate Candidate and, if satisfied, shall issue a Graduate Candidate's Certificate confirming continuing approval, and shall advise the Forum by 31 December. Candidates will have a right of appeal in the event of the Presbytery declining to issue a Certificate.
- (5) A Presbytery must obtain a current Graduate Candidate's Certificate for any Graduate Candidate whose call or appointment is to be sustained by that

Presbytery after 31 December of the year in which his or her Exit Certificate was awarded.

18. Complaints Procedure

Subject always to the provisions of the Discipline Act (Act I 2019), which shall apply in respect of a Disciplinary Complaint (as that term is defined in the Discipline Act) relating to a Candidate, Probationer or Graduate Candidate (as those terms are used in this Act), the provisions of this section shall apply:

- (a) where any party to an *Expectations and Responsibilities* document claims that another party is in breach thereof; or
- (b) where the Presbytery or the Forum claim that a candidate has failed to fulfil his/her obligations under the agreed *Learning Covenant*; or
- (c) where a material complaint is made to the Forum or Presbytery about the candidate's conduct during training.

Any such claim or complaint shall be intimated by lodging with the Leader of the Training Task Group a written statement providing specific details thereof. The Leader of the Training Task Group shall intimate the statement to all parties to the document or covenant, and the statement shall be retained by the Forum for a period of one year.

- 19. (1) As soon as is reasonably practicable after receipt of the statement referred to in section 18, one of the Forum's staff shall meet with all relevant parties and seek to resolve such claim or complaint to the satisfaction of all concerned.
 - (2) In the event that such resolution is not possible, any party to the document or covenant may request a formal meeting of all parties in order to determine what is required to effect resolution.
 - (3) Such a formal meeting shall be attended by up to two representatives of each of the parties to the document or covenant, and shall be called by the Forum and shall be convened by a staff member of the Forum, who will notify all parties in writing of the conclusions of the meeting. Such notification shall provide details of the consequences that will ensue in the event of failure by any parties to adhere to the conclusions of the meeting.
 - (4) The provisions of this section 19 shall not apply where the Committee makes a resolution in terms of section 20(2) below.
- 20. (1) In the event that no agreement is reached between parties at such a formal meeting as to the facts, or no agreed resolution is reached; or in the event that any party fails to adhere to the agreed conclusions, the Convener of the Committee shall convene a Hearing of all relevant parties.
 - (2) Furthermore, the Committee shall have power to resolve that it will not be possible to reach a resolution under a section 19 process, in which case the Convener of the Committee shall convene a Hearing of all relevant parties without recourse to the procedure set out in section 19.
 - (3) The Hearing shall be held as soon as is reasonably practicable. At such a Hearing the candidate shall be present and may be accompanied by a companion who shall not be entitled to speak. The panel for the Hearing, in addition to the Convener, shall comprise two representatives of Presbytery and two representatives of the Forum, none of whom shall have had prior personal involvement with the claim or complaint giving rise to the Hearing. The two

representatives appointed by Presbytery shall be appointed with powers to make decisions on behalf of Presbytery. A Forum staff member shall attend as an adviser.

- (4) In the event that the claim giving rise to the Hearing relates to a breach by the Committee, or that the failure is by the Committee, the Hearing shall be convened by the Convener of the Forum and not as in sub-section (1) hereof.
- (5) At the Hearing all parties thereto shall be entitled to present evidence, to question witnesses and to make a concluding statement. At the conclusion of the Hearing, or as soon as may be practicable thereafter, the panel shall issue its decision and advise all parties. Such a decision shall be final and binding on all parties, subject only to appeal to the Ministries Appeal Panel in terms of Act VI 2007 on the following grounds: (a) an error in Church law; (b) breach of the principles of natural justice or material irregularity of process; (c) decision influenced by incorrect material fact; and (d) the severity of any sanction imposed. The intention to appeal shall be intimated to the Forum within 21 days of the panel's decision.

21. Ordination and Notification

- (1) A Presbytery may not ordain any Candidate into a designated Ordained Local Ministry appointment until it has received an Exit Certificate from the Committee.
- (2) Presbyteries shall be responsible for sending to the Forum and to the Editor of the Year Book extract Minutes certifying the ordination of Ordained Local Ministers. Similar notification must be sent for each new designated appointment undertaken by an Ordained Local Minister.
- (3) After ordination the Committee shall cease to be responsible for the supervision of the Candidate concerned.

22. Appointments and Reviews

- (1) An Ordained Local Minister may serve in one or more Presbyteries of the Church of Scotland, undertaking such designated appointments as the Presbyteries may from time to time determine. If the appointment is to a particular charge or charges, the approval of the Kirk Session(s) will also be sought.
- (2) The conditions regulating each designated appointment shall be defined in writing by the Presbytery of the bounds in consultation with the Ordained Local Minister and all interested parties (including any relevant Kirk Sessions).
- (3) The Presbytery of the bounds shall be entitled at any time to carry out a review of any designated appointment, and in the light of such review to
 - (i) suspend or terminate the appointment;
 - (ii) renew the appointment;
 - (iii) vary the conditions regulating the appointment.
- (4) When an Ordained Local Minister ceases to serve in a designated appointment he or she shall become subject to section 19 of the Registration of Ministries Act (Act II 2017).

23. Relationship with Courts of the Church

- (1) An Ordained Local Minister shall be associated with the Kirk Session of any Parish or Parishes within which he or she is to operate. He or she shall be entitled to membership of Presbytery. Where an Ordained Local Minister serves in more than one Presbytery, he or she shall have membership of the Presbytery of the bounds. Where there is an equal division of responsibilities between designated appointments, the Ordained Local Minister shall choose the Presbytery of which he or she is a member, but shall be subject to both or all Presbyteries.

- (2) When an Ordained Local Minister moves from one Presbytery to another he or she shall be subject to the terms of section 26 of the Registration of Ministries Act (Act II 2017).

24. In-Service Training

While in active service, Ordained Local Ministers shall engage in regular in-service training. For those who have completed the basic course of academic training in theology, this will normally mean continuing part-time study towards diploma or degree standard. The individual course of study will be determined by the Presbytery in consultation with the Forum. If an individual has achieved degree standard in theology, an individual learning plan will be negotiated to ensure an ongoing commitment to continuing ministerial development. This will be approved annually by the appropriate Committee of Presbytery, who shall liaise with the Forum on availability of courses and appropriate funding.

25. Remuneration

- (1) Ordained Local Ministry is a non-stipendiary form of ministry and no remuneration shall be offered which is directly related to the appointment as an Ordained Local Minister.
- (2) An Ordained Local Minister shall be entitled to a regular Pulpit Supply Fee when conducting worship other than in his or her regular appointment.
- (3) Remuneration for any other appointment, for example as a *Locum* or in chaplaincy which the Presbytery has approved in addition to the designated appointment, shall be at the normal rates set by the Church from time to time.
- (4) Reasonable expenses incurred wholly and necessarily in the course duties shall be reimbursed at the rates printed annually in the report of the Forum to the General Assembly.
- (5) The Forum shall offer to every Ordained Local Minister in a designated appointment an annual resource grant at an amount to be fixed annually by the Forum and reported to the General Assembly. The grant will be available for the purchase of resources (eg. books; computer hardware or software; periodicals) to be used in the fulfilment of ministerial duties. The grant shall be awarded on the production of receipts. The Forum shall be entitled to seek contributions towards such grants from the Presbytery or Presbyteries designating the Ordained Local Minister's appointment.

26. Transfer to the Ordained National Ministry

This section was deleted by Act V 2019.

27. Transfer from Auxiliary Ministry to Ordained Local Ministry

- (1) From the date on which this Act comes into force, no new applications for Auxiliary Ministry will be received by the Forum.
- (2) Auxiliary Ministers currently serving may make application to the Forum for transfer to Ordained Local Ministry without the need for further assessment or training.
- (3) Candidates currently in training for the Auxiliary Ministry shall transfer immediately to Ordained Local Ministry training.

28. Transfer from Auxiliary Ministry to Ordained National Ministry

This section was deleted by Act V 2019.

29. Transfer from Readership to Ordained Local Ministry

- (1) *This section was deleted by Act V 2019.*

(2) *This section was deleted by Act XII 2018.*

30. **Repeal**

Sections 3 – 14 of Act XIII 2003 are hereby repealed.